

## **TRAINING OFFICER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible position in the fire service, the primary duties of which include assembling or developing training materials, conducting training classes, and keeping records of training activities. Incumbent of this class evaluates the performance of department employees during training and maintains records required to document the activity of the Training Division. An employee of this class performs most work with little supervision. The Training Officer reports to and has work reviewed by the Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Conducts training classes, either in the classroom, at the drill field, or at the fire station, in the following areas: fire fighting, forcible entry, use of protective breathing apparatus, first aid, CPR, ropes, salvage, hoses, fire streams, hydraulics, ladders, ventilation, pre-fire planning, inspection, rescue, sprinklers and standpipes, communications, safety, fire attack, water supplies extinguishers, salvage and overhaul, pump operations, driving fire equipment, hazardous materials, fire fighting apparatus, tools, and equipment, supervision, public relations, laws applicable to fire service operations, arson investigation, and fire prevention, or any other related subject assigned or required.

Prepares lesson plans, training material, and training tests. Administers and grades training tests. Conducts research of technical data for the purpose of integrating such material into the training program. Responds to major fires to make notes and to take photographs for use in training, and to assist in fire suppression if necessary. Schedules training for all department employees. Coordinates the movement of fire companies to and from all training activities. Makes recommendations for improvements in the training program.

Personally completes all forms and records required to document the activity of the Training Division. Files records and reports as required.

Maintains a public relations program. Informs the public of the necessity and methods of civilian cooperation in fire department work by means of talks, demonstrations, or distribution of

literature to schools, civic groups, owners and employees of public and private buildings, or any other concerned citizens. Participates in public education programs of other fire department divisions, including fire prevention. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Acts as a consultant for the volunteer fire department in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire fighting efforts when required.

Personally tests or directs the testing of all equipment of the department; assures that equipment meets all applicable federal, state, and local standards. Researches the best methods of handling specific fire department tasks, such as testing fire hydrants, and sees that such jobs are either contracted for or assigned to qualified department personnel.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and being a qualified elector of the State of Louisiana.

Before appointment, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the required duties of the position.

#### **EITHER**

Must have at least two (2) years of experience in conducting training in fire suppression and related topics for a fire department, training agency, or institution of higher education, and must have at least three (3) years fire suppression experience with a full time paid fire department.

#### **OR**

Must have at least ten (10) years of fire suppression experience with a full time paid fire department, at least three (3) years of which must have been at the rank of Fire Captain or above.

Before confirmation, must be certified as a Fire Instructor according to NFPA Standards.