

CHIEF OF TRAINING AND SAFETY

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative and supervisory position, the primary duty of which is the direction of comprehensive training and safety programs for the department. The incumbent supervises the planning of the training and safety programs, assembling and administering of materials, and coordinating the operation of the division with other department activities. The Chief of Training and Safety directs the work of division employees who conduct training classes and safety programs, in addition to personally performing training and safety duties. The employee of this class also directs the maintenance of records and assists the Fire Chief with purchasing and budgetary responsibilities for the division. The Chief of Training and Safety works with a high degree of independence, reporting to and having 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.

Manages the operation of the division through planning and utilizing personnel and equipment in order to accomplish the aims of the division. Determines how to organize the assigned services, including delegating services to division personnel. Recommends division management policies, goals and objectives for consideration by a superior officer. Implements management policies, goals and objectives for the division. Participates in the research and planning for division programs and activities, and evaluates the effectiveness of such. Conducts inspections and takes appropriate action to correct or improve problem areas. Keeps informed on modern fire fighting methods and administrative practices, and studies new laws to determine if changes are needed. Recommends changes in department operations that will help the district to obtain favorable ISO ratings.

Evaluates the training needs of the fire department, develops a training program to meet those needs, and sees that such program

is properly staffed and supplied with training resources. Provides for employee training at all levels within the department by providing department training or outside training. Coordinates the movement of fire companies to and from all training activities. Assigns the schedule of training for all department employees. Approves the preparation of lesson plans and training material for training classes. Supervises the development, administration and grading of training tests. Analyzes the results of the training tests in order to evaluate the effectiveness of the training program and determine if changes are needed.

Conducts, and supervises the training of fire personnel in the classroom, at the drill field, or at fire stations in all areas of basic fire fighting, use of fire equipment, fire prevention, fire investigation, emergency medical services, safety, and other areas which effect the fire department and public safety. Develops job simulation exercises to rateskills acquired during training. Responds to the emergency scene to review the response of personnel and to make notes and photographs for use in training.

Develops a safety program for the fire department by maintaining staff and resources, devising and conducting evaluations, and recommending and implementing changes needed for improvement. Coordinates safety activities with supervisors of departmental divisions. Conducts, and supervises training in safety. Observes department personnel to determine use of prescribed safety equipment. Supervises all safety procedures at the scene of a fire or emergency. Identifies hazards and recommends accident and loss control systems and programs for incorporation into operational policy. Takes necessary action to control safety hazards. Investigates all accidents involving department equipment or personnel and evaluates potential extent of injuries resulting from such. Prepares accident and injury reports.

Participates in developing a personnel recruitment and selection program by reviewing applications, verifying applicant information, interviewing prospects and making recommendations for hiring. Supervises employees of the division by setting work schedules, assigning work areas, and reviewing work performance. Counsels employees who are experiencing work problems. Approves leave. Writes employee evaluation reports. Resolves employee complaints and grievances. Holds, and supervises meetings with personnel for the purpose of receiving reports and disseminating information.

Supervises the preparation, completion and maintenance of records and forms. Assists in determining what information to include in all records and how to facilitate this information. Compiles and organizes data for reports or assigns to training and safety personnel. Analyzes data through the use of statistics by means necessary to assimilate information. Receives and reviews reports completed by subordinates.

Personally handles and supervises budget preparation for the division. Gathers information and assists in the compilation and organization of the data needed to prepare the entire budget. Supervises and manages the accounting for the money and assets of the division. Prepares expenditure estimates, and authorizes expenditures of funds. Prepares payroll records. Writes requests for grants or other special funds.

Supervises the order, purchase and disbursement of equipment and supplies while maintaining inventory. Makes recommendations on major purchases. Assists with writing and preparing specifications for new fire department equipment. Oversees the bidding process. Meets with sales representatives to review products. Tests or assigns testing of division equipment to assure that all applicable standards are met.

Delivers or assigns subordinates to deliver lectures and demonstrations or distributes literature on fire department operations to schools, civic organizations or to any concerned citizens owning or occupying a public or private building. Answers telephone inquires or responds to oral or written requests from the public about operational matters or related areas of emergency services. Participates in public education programs of other fire department divisions, conferences, conventions and other beneficial educational meetings.

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this

class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana Driver's License.

Must be a regular and permanent employee in the class of Fire Training and Safety Officer for at least (5) five years immediately preceding closing date for application to the board.

Must possess an Associate Degree in either Fire Science or Emergency Medical Technician-Paramedic, as well as a Bachelor of Science Degree in any field from an accredited institution of higher learning.

Must possess IFSAC certification as Firefighter II.

Must possess IFSAC certification as Fire Service Instructor II.

State of Louisiana Bureau of EMS Instructor certification.

American Heart Association BLS, ACLS, and PALS instructor certification.

National Association of Emergency Medical Technicians PHTLS instructor certification.