

**FIRE TRAINING AND SAFETY 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 managing the training and safety programs for the fire department. The employee of this class evaluates the performance of department employees during training and at the emergency scene, maintains records documenting training activities for the department, and ensures compliance with departmental safety policies. The Fire Training and Safety Officer reports to and has work reviewed by the Fire Chief or a superior officer designated 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 training program for the fire department. Assists the Fire Chief in developing a training program, and provides for regular employee training at all levels by assessing training needs, participating in classroom training, conducting drills and evolutions, and assisting with informal "on-the-job" training in the following areas: fire fighting, forcible entry, use of protective breathing apparatus, hoses, fire streams, ropes, hydraulics, ladders, ventilation, fire attack, salvage and overhaul, pump operations, driving fire equipment, fire fighting apparatus, tools, and equipment, as well as first aid, rescue, safety, communications, fire prevention, and any other related subject assigned or required. Responds to fires to make notes for use in training, and makes recommendations for improvements in the training program.

Assists the Fire Chief in administrative duties related to the training program, such as preparing lesson plans and training materials, and maintaining a library of training resources. Schedules training for department members and maintains a roster of employees to ensure all necessary training hours are complete. Helps establish goals and objectives for the department, and participates in research for related programs and activities. Keeps informed on local trends that may affect the fire service and recommends changes in department operations that will help the city obtain favorable ISO ratings. Collaborates with the Fire Chief on reports, advice, or recommendations to the local governing authority. Holds meetings with fire department personnel to receive

reports and disseminate information, and attends any conference, conventions, or educational meetings as required.

Works with the Fire Chief to develop a safety program for the department, demonstrates such equipment and practices, and observes fire personnel in use of prescribed safety equipment and supplies. Devises methods to evaluate safety program, and recommends improvements based on those evaluations. Researches and identifies conditions that could result in loss or injury, and assists with developing policies to reduce or eliminate occupational injuries, illnesses, and losses. Collaborates with the Fire Chief to ensure correct implementation of safety activities throughout the department.

Provides for the maintenance of department records such as personnel records, records of activity, inventory records, or any other records required. Reviews all forms or records related to training or safety completed by members of the department, and determines how that information should be stored. Personally completes any forms and records assigned, and files such documents in accordance with departmental policy.

Informs the public about fire department work by means of talks, demonstrations, or distribution of literature to schools, civic groups, owners and employers of public and private buildings, or any other concerned citizens. Participates in public education programs of other department divisions, and conducts tours of department facilities for school or civic groups. Acts as a consultant to volunteer fire departments, providing them with expertise, assistance, and cooperation in training and/or firefighting efforts when required.

Reports to emergency scenes as needed, assists with overseeing firefighting operations, performs size-up, directs CPR operations, and aids with emergencies involving hazardous materials.

Performs any related duties 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 employment, 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.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must have at least five (5) years full-time experience with a paid fire department or three (3) years experience in fire service training.