

FIRE TRAINING OFFICER (PT)

DISTINGUISHING FEATURES OF WORK:

Under the general supervision of the Deputy Fire Chief, the Training Officer will have the primary responsibility for Fire and Rescue related training and educational programs as well as coordination of Emergency Medical Services training and other related administrative functions for the Department. The Training Officer is considered an administrative officer and is part of the Fire Chief's senior staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related essential and additional functions as assigned. Job functions are not necessarily listed in priority order.

- Provides organization, coordination, delivery, direction and scheduling of training to be given to Department personnel.
- Assesses, both by written and practical means, all personnel's ability to perform required tasks related to the job as well as testing and reviews of their knowledge levels.
- Maintains records on each member, including the filing of proper certification requests and training reimbursement funding.
- Coordinates opportunities for personnel to advance their personal fire service related education in conjunction with the State Fire Marshal's programs, junior college programs, Fire Service Institute and other college level courses. Maintains awareness of private industry's education programs offered to the fire service.
- Attends and participates in Training Officer's committee meetings with mutual-aid departments. Maintains membership and participates in state, national and international organizations that are dedicated to the advancement of knowledge for department personnel in the fire service.
- Schedules and coordinates classes and groups that wish to use the training center.
- Instructs, coordinates and facilitates resources needed to host fire service training.
- Must possess the ability to lead the development and instruction of an FAE class in compliance with OSFM specifications.
- Schedules and coordinates training with auto-aid fire departments.
- Serves as an instructor for MABAS Division 10 on an annual basis.
- Ability to fulfill the MABAS Division 10 IMAT positions of: Rehab Officer, Safety Officer, Staging Officer and RITO.
- Develops an annual training calendar in compliance with internal and external requirements and needs assessment, including development of weekly, monthly, quarterly, bi-annual and annual training activities.
- Responsible for developing and adhering to the Training Division Mission Statement.
- Schedules semi-annual inspections and washing of fire gear.
- Oversees OSFM re-certification process and submission.
- Develop semi-annual skill drill evaluations that measure psychomotor aspects of previous 6 months training activities.

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- Attend and coordinate internal training division quarterly meetings including the creation of meeting agendas and minutes.
- Schedules state certification testing on a monthly basis in conjunction with the State Fire Marshal's Office and Person View.
- Uses and maintains all training equipment of the Training Division as well as maintains records on the cost of repairs and frequency of use of this equipment.
- Develops a library-type record system to list resources and information, such as reference books, training manuals, video, slides and other resources owned by the department.
- Develops and maintains a "check out" procedure for training materials.
- Shall be an active member of the Department's Safety Committee. Shall exhibit and demonstrate enthusiasm for both safety and training and set a positive example for other members of the department.
- The Training Officer shall continually update current training methods, techniques and knowledge of the Training Division and develop monthly drill topics. Each month shall require a physical or hands-on type drill (i.e. - raising ladders, pulling hoselines, etc.).
- Keeps records and reports on the individual's level and progression of training. These shall be current so that the information will be immediately available when requested.
- Prepares a budget for the Training Division and monitors the budget and expenditures within the budget limits.
- Provides periodic updates and summaries, such as status reports, to the Chief Officers on the activities being conducted by the Training Division.
- Shall have input and involvement with ISO, Accreditation and OSHA reviews or meetings related to training.
- Attends Fire Department Staff and Officer meetings, including development of training, resources and activities.
- Performs other duties as required or assigned.

DESIRABLE REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

- Requires knowledge, skill and mental development equivalent to completion of four years of high school and one or more years of college.
- Must hold the following certifications: State of Illinois - Company Fire Officer, State of Illinois - Instructor II.
- Shall obtain both the State of Illinois Fire Officer II (Advanced Company Officer) and Training Program Manager, Fire Service Incident Safety Officer Certifications within two years of appointment to the position.
- NIMS 100, 200, 700 and 800 at time of appointment and NIMS 300 & 400 within two years of appointment to the position.

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Reviewed: 2/14

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Experience

- Requires experience to the degree that the Training Officer can lead, instruct, train and motivate other officers and personnel.
- Requires possession of a valid Illinois Vehicle Operator's License in the appropriate classification required by law.
- Experience with live fire training and knowledge of NFPA 1403.

Skills and Abilities

- Should possess good communication skills and the ability to evaluate ongoing situations and be able to make or recommend proper courses of action.
- Requires ability to maintain Fire Officer educational requirements as stipulated.
- Requires ability to maintain discipline among subordinates under jurisdiction.
- Required to maintain a level of physical conditioning that allows the member to meet the physical and mental demands of the job.
- Able to demonstrate proficiency with Vector Solutions Training platform.
- Able to perform public speaking tasks.
- Proficiency in Microsoft Outlook or Google Suite.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to sit and talk or hear.
- The employee is required to stand, walk, run, use hands and fingers to handle or operate objects, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl and taste or smell.
- Must have the ability to frequently lift and/or move more than 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- The employee is frequently exposed to life-threatening situations.
- Please refer to Fire Department Procedure 4100, General Description of Duties, for a specific description of the physical demands for this job.
- Able to wear an air pack and complete SCBA modules A,B,C,D and fit test annually.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee frequently works in outside weather conditions.
- The employee occasionally works near moving mechanical parts, in high, precarious places and with explosives.

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- The employee is regularly exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, blood borne pathogens, extreme cold, extreme heat and vibration.

SAFETY RESPONSIBILITIES:

Each Department employee shall be fully responsible for implementing the following provisions of this program as it pertains to operations. The responsibilities listed below are minimums and are in no way meant to limit individual initiative to implement more comprehensive procedures.

1. Promptly report to your supervisor all accidents and injuries occurring within the course of your employment. If the hazard is not abated, notify your Department Head.
2. Cooperate with and assist in investigations of accidents to identify correctable causes and to prevent their recurrence.
3. Good housekeeping must be practiced at all times in the work area.
4. Avoid engaging in any horseplay and refrain from distracting others. Horseplay, scuffling and other acts which tend to have an adverse effect on safety or the well-being of other employees are prohibited.
5. Obey all safety rules and follow published work instructions.
6. Wear required personal protection equipment (PPE) when working in hazardous operation areas (hard hats, respirators, eye protection) in accordance with the current PPE Chart and Job Safety Analysis (JSA) Sheets. Please refer to your departments PPE Policy and Chart.
7. Obey all safety rules and follow work instructions. If any doubt exists about the safety of doing a job, stop and get instructions from your supervisor before continuing.
8. Do not handle or tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of your duties unless you have received specific instructions.
9. Be alert to see that all guards and other protective devices are in their proper places and adjusted correctly. Each employee will report deficiencies promptly to a supervisor.
10. Arrive at work suitably attired for the job to be performed.
11. Communicate the need for safety devices, physical improvements, training and refresher courses.