

POSITION DESCRIPTION: TRAINING OFFICER

Hadley Township Fire Department
Policy # 056

1. PURPOSE

To establish the duties and responsibilities of the Training Officer for the Hadley Township Fire Department as defined by the accompanying position description.

2. PROCEDURE

In the position of Training Officer, the individual will assume the authority and responsibility of maintaining all personnel training records, activities and reporting to The Fire Chief any discrepancies, deficiencies, etc. The Training Officer will maintain the three year Firefighter and Engineer recertification schedule as provide for by the Fire Chief.

GENERAL PURPOSE

Performs a variety of administrative, technical and supervisory work in planning, organizing and directing training, public education, suppression, hazardous materials and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions.

SUPERVISION EXERCISED

Exercises supervision over firefighters and other employees as assigned. Will coordinate, instruct, or supervise the work of other department employees or officers through subordinate officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responds to alarms as needed.

Plans, coordinates, supervise and evaluate Fire training services.

Assists in the development of policies and procedures, including updates, for Fire services, tactics and training in order to implement directives from the Fire Chief.

Responsible for the orientation and in-service training of all new employees.

Develops instructional outlines, which include task analysis, performance objectives, instructional materials and instructional methods.

Assesses training levels of all department personnel. Establishes training goals for department members, designed to meet or exceed the minimum training requirements of the department.

Conducts public education programs, including giving talks, demonstrations, and presentations before community groups, schools, and other organizations or institutions.

Maintains records regarding activities both individual and departmental and prepares reports regarding department activities as required.

Carries out duties in conformance with Federal, State, County and Local laws and Ordinances.

Assist in other department administrative activities as assigned.

These examples of duties are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

PERIPHERAL DUTIES

Assists in department supervisory and administrative activities as assigned.

Serves as a member of various employee committees.

Instructs classes on assigned subject areas.

Attends training and meetings to keep abreast of current trends in the field.

DESIRED QUALIFICATIONS

A combination of education and experience listed below may be considered.

- A. High school diploma or GED equivalent.
- B. Five (5) years experience in the fire service.
- C. Completion of the Michigan Firefighters Training Council Firefighter I&II, Fire Officer I within eighteen (18) months of initial hire, Hazardous Materials Operations.

KNOWLEDGE, SKILLS AND ABILITIES

- A. Knowledge of modern Fire instructional principles, procedures, techniques and equipment; working knowledge of: fire suppression techniques, equipment, first aid, incident command, firefighting tactics, fire control and hydraulics as demonstrated through State of Michigan certifications. Demonstrated knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- B. Skill in the operation of the tools and equipment listed.
 - 1. Fire Apparatus, fire pumps, hoses, self contained breathing apparatus, ladders and other standard firefighting equipment; medical equipment, radio, pager, office equipment, audio/visual equipment and multi-gas metering devices.
- C. Ability to effectively apply instructional techniques;

Ability to communicate verbal and written instructions;

Ability to establish working relationships with employees, other agencies, and the public;
- D. Retains current required certifications.

SPECIAL REQUIREMENTS

- A. Must possess and maintain a valid unrestricted State of Michigan Driver's License with not more than 2 points on their license, Emergency Vehicle Driver Certification or CDL endorsement.
- B. No felony convictions.

- C. U.S. citizen.
- D. Ability to read, write and comprehend, the English language.
- E. Ability to meet departmental physical standards.

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.

While performing the duties of this job, the employee is frequently required to stand, sit, walk, talk, hear, use hands and fingers, handle or operate objects, tools, or controls, and reach with hands and arms. The employee is required to sit, climb, maintain balance, stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 80 pounds and lift and/or move in excess of 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.

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.

Work is performed primarily in the field, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency stressful situations. Employee may be exposed to loud noises, and hazards associated with fire fighting, including smoke, noxious odors, fumes, chemicals, solvents, oils, and rendering emergency medical services with potential exposure to blood borne pathogens and communicable diseases. The employee occasionally works near moving mechanical parts and in high, precarious places.

SELECTION GUIDELINES (May include the following)

Formal application; review of education and experience; appropriate assessment testing and interviews; background check; medical examination; drug screening; psychological screening and final appointment. **NOTE:** Appointee will be subject to completion of a performance review period.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Fire Chief

Approval: _____