

Pulaski County Fire & Rescue Department

TRAINING OFFICER

Department: Fire & Rescue

Supervision Exercised: Oversees the training program for both career and volunteer staff

Supervision Received: Fire Chief

Work is performed with minimal instruction and supervision. Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

Classification (FLSA): Non-Exempt, Full-Time

REQUIRED TESTING/SCREENING, LICENSES, AND CERTIFICATIONS: Drug & Alcohol Testing, Background Screening, current driver's license & Driving Record Required. An Annual Physical is also required. County residency preferred, 25-minute drive time to Pulaski County acceptable.

Essential Employee: Yes, see Pulaski County Personnel Policy

Work Hours: Monday thru Friday office hours, with some overtime, weekend and overnight travel required.

ESSENTIAL FUNCTIONS: Develops, implements and maintains training programs, assists with training records management, purchases and maintains training equipment within established guidelines for the benefit of the department and the general public. Coordinates all activities associated with the department's training center. Works with the Fire Chief, Fire Marshal, Fire Officers and Field Staff as well as the Administrative Assistant to ensure all agency training and administration needs are met. Serves in Adjunct Positions as directed to meet department needs.

The Training Officer will also work with Volunteer Fire Chiefs and Volunteer Training Officers to identify training needs and establish department minimum training standards. The Training Officer implements training programs to support Field Staff Members and volunteers in meeting requirements, and to provide the best fire & rescue coverage possible to the community. Works with the Fire Chief and Command Staff to ensure adequate training materials and supplies are available for usage. Oversees training and certification of new personnel, existing personnel upon changes in certification levels, and upon implementation of new programs or equipment. Coordinates and conducts initial courses and continuing education programs as needed to meet agency and community needs, and supports any fire training initiatives at the high school or New River Community College. The Training Officer will maintain current Fire & Rescue skills by regularly working in field roles as directed.

In addition to the primary duties of ensuring department training needs are met, the Training Officer may be asked to assist the Fire Chief with day to day operations of the department.

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This may include budgeting for training, field operations and response, as well as other administrative work as assigned. The Training Officer is also responsible for working with the Chief and other identified groups in achieving the organization's mission, to include increasing both the availability and the quality of Fire related educational training and programs.

JOB REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must successfully pass a drug test and background check.

RESPONSIBILITIES:

- Assisting in coordinating the objectives of the department through training platforms and assessment
- Development of training programs that will have the greatest impact upon the Fire & Rescue needs of the general public and the educational needs of staff members and Volunteer Firefighters.
- Maintaining high quality and cost-effective programs within established budgetary guidelines.
- Develop training programs based on needs identified in the Quality Assurance and Improvement Process.
- Assisting in maintaining high staff morale and improving staff development.
- Protect the interests of the Department when dealing with other organizations and individuals.

ADA REQUIREMENTS:

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. Work requires the exertion of 150 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects, and requires ascending and descending objects, lower one's body toward the floor in stationary or traversing positions, extending one's body position upward to gain access to items in order to achieve work objectives. Position requires the ability to remain stationary in an upright position, to traverse, to move objects, and the dexterity necessary to operate and perceive equipment. The ability to verbally communicate and perceive normal auditory information is required for expressing or exchanging ideas verbally with others. The ability to visually observe details and color in one's environment at a close range, to both sides, at varying depths, or at a distance is necessary for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The employee must possess sufficient physical and agility

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capabilities to perform firefighter duties as established in the Department's "Employment Candidates Physical Agility Test, Written Exam, and Medical Examination". Most work is performed within an office, fire station, public location, or outside setting. The employee is subject to indoor and outdoor environmental conditions, hazards, atmospheric conditions, and to other circumstances as outlined for a departmental firefighter. Wearing of a self-contained breathing apparatus will be required. The employee may be exposed to blood-borne pathogens and may be required to wear specialized personal protective equipment.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of department operational needs, policies, and protocols
- Ability to manage multiple projects simultaneously
- Ability to utilize multiple electronic and paper-based record systems
- Ability to analyze, build, and implement a comprehensive training plan

EDUCATION AND EXPERIENCE:

- Fire Instructor II
- Fire Officer I
- Firefighter II
- EVOC III
- Hazardous Materials - Operations
- FEMA-NIMS Certifications
 - ICS-100
 - ICS-200
 - ICS-300
 - ICS-700
 - ICS-800
- High School Diploma or GED
- A degree in the Fire Services field, and/or business management is preferred
- Certification by the Virginia Office of EMS, as an EMT or higher
- Extensive experience developing and conducting training and certification programs
- Extensive experience working with local and regional training entities
- Experience in HR matters and standard practices
- Knowledge of Public Sector budgeting, procurement, and purchasing.
- Ability to establish and maintain satisfactory working relationships with subordinates, peers, other officials, volunteer departments, customers, and the general public
- Extensive experience working with Fire Department training programs

PROFESSIONALISM AND CONFIDENTIALITY:

- Maintaining privacy and confidentiality of information
- Understands and consistently implements all County and Department policies and procedures
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the department

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- Exhibits excellent work habits and interpersonal skills

TRAINING AND JOB DEVELOPMENT:

- Develops and sets own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, trainings and other opportunities as required by the department
- Works with staff to discuss and resolve problems and provide ideas for improvement and efficiency within the department

Note: This job description is not intended to be all –inclusive nor is it intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. An employee will also perform other reasonably related job responsibilities as assigned by the Fire Chief and County Administrator, department head or supervisor. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all county policies, procedures and position requirements.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.
- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

Employee: _____

Date: _____

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