

DIVISION CHIEF OF TRAINING

NATURE OF WORK

This is responsible administrative and supervisory work planning and coordinating the Fire Department's training program.

Work involves researching, developing and managing training programs for all Firefighters, Firefighter/Paramedics, Fire Apparatus Operators and Fire Captains; scheduling and instructing training sessions; developing public awareness and public educational programs; and developing and administering yearly examinations to evaluate each employee's understanding of a wide variety of firefighting topic areas. Work also involves developing and maintaining lesson plans, drill manuals, training records and examination scores for each employee; and evaluating individual performance at monthly training sessions. Supervision is received from an Assistant Fire Chief with work being reviewed in the form of the overall effectiveness of the delivery of firefighting and medical emergency services. Supervision is exercised over Captains assigned to the training division.

EXAMPLES OF WORK PERFORMED

Researches, develops, instructs and schedules training programs for employees.

Develops public awareness and public education programs.

Develops and administers yearly examinations to evaluate each employee's understanding of a wide variety of firefighting topic areas.

Develops and maintains lesson plans, drill manuals, training records and examination scores for each employee; and evaluates individual performance at monthly training sessions.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of modern educational, training and research techniques, methods and procedures.

Thorough knowledge of firefighting methods, fire equipment and fire prevention.

Thorough knowledge of the use and maintenance of modern firefighting equipment.

Thorough knowledge of departmental policies and regulations, as well as the laws and ordinances affecting fire department operations.

Thorough knowledge of fire prevention codes, policies and practices.

Thorough knowledge of emergency medical treatment as well as skill in its application.

Ability to utilize computer technology to perform assigned work.

Ability to establish and maintain effective working relationships with City officials, subordinates and the general public.

Ability to analyze and interpret data, and to submit and review recommendations and reports.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in education and training, public or business administration or related area and extensive experience performing firefighting activities including managerial or supervisory experience.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college with major course work in education, public or business administration or related field plus thorough experience performing firefighting activities including some experience in a supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills. Candidates must also meet such specific physical requirements, as well as length and type of fire service requirements, as are established by the City.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.