

**Job Description**  
**Training Officer**

<u>Direct Report of:</u>	Fire Chief Safety Officer	Medical Director Privacy Officer
<u>Peers With:</u>	Fire Marshal Assistant Fire Chief	Chaplain
<u>Direct Reports:</u>	None	
<u>Locations:</u>	Tightwad Fire Station	Coal Fire Station
<u>Resources Provided for District business:</u>	Mobile radio Personal Protective Equipment (PPE) Continuing education, if EMT	Photocopier/printer Uniform and badge Training and education
<u>Memberships:</u>	Firefighters Association of Missouri (FFAM) Missouri Emergency Medical Services Association (MEMSA), if EMT	
<u>Compensation and Allowances:</u>	Unpaid	Mileage, uniform/PPE, and wireless telephone allowances
<u>Assignment:</u>	Part-time	On-Call 24 hours a day, 7 days per week
<u>Maximum Staffing Level:</u>	1 position	

Primary Responsibilities:

Assesses educational and training needs of the operations personnel through effective evaluation and consultation of requests for education and training.

Helps ensure District goals are met and works towards fulfilling the District's vision.

Consults with the Fire Chief but works independently in directing educational and training activities.

Administrative Duties:

- Prepares reports and documentation of educational, training, and other activities
- Reviews National Fire Incident Reporting System (NFIRS) incidents and patient care reports to assess educational and training needs
- Helps to prepare annual budget requests to the Budget Officer
- Helps to control spending within budget

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### Important Duties:

- Formulates education and training goals, targets, and plans with the Fire Chief and fire officers
- Develops annual education and training calendar and schedules education and training classes, drills, exercises, etc.
- Provides operational orientation for new operations personnel
- Complies with and enforces applicable state statutes and federal regulations, e.g., traffic laws
- Assists in helping to draft and recommend District policies and goals and content for the District's Strategic Master Plan
- Assists in the establishment and maintenance of standard operating procedures or guidelines
- Conforms to and helps enforces District policies and standard operating procedures or guidelines
- Operates firefighting, EMS and first aid equipment as necessary
- Verifies firefighting, EMS and first aid training and educational equipment is cared for, tested, and maintained
- Verifies the inventory management of firefighting and EMS training and educational equipment and supplies
- Helps ensure District buildings, apparatus, and grounds are clean and maintained
- Evaluates the needs and assists in the recommendation for the purchase of apparatus, equipment, and supplies
- Ensures District activities and programs are conducted, including community activities, education, and emergency preparedness
- Ensures District educational and training activities and programs are developed, including community and emergency preparedness, as necessary
- Maintains education and training curriculum for operations personnel
- Assigns educational and training personnel and equipment
- Responds to alarms and serves as the Incident Commander at the scene of incidents as necessary according to the District's standard operating procedures or guidelines
- Leads continuous improvement of operations and protocols, improved outcomes through participation in quality assurance and quality control activities reducing response times and streamlining work processes
- Works cooperatively and jointly to provide seamless quality customer service
- Develops and conducts periodic training exercises and drills to increase emergency services knowledge and skill proficiencies
- Assists with development of and conducting activities involving the insurance industry and local, regional, state, and federal agencies, with a focus on regional planning, and emergency preparedness
- Assists with development of and conducting activities with those responsible for water service relative to fire protection and participates in those activities
- Looks for, promotes, and attends conferences and seminars to keep abreast of developments in emergency services, education, and training

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- Leads or assists with special projects such as ISO improvement, training room construction, master plan update, economic development, elections, etc.
- Recruits candidates and retains personnel
- Assists in recommending personnel actions related to education and training, by the Fire Chief to the District's Board of Directors

#### Desired Knowledge

- Basic Life Support (BLS) emergency medical services
- Learning management systems (LMS) to document education and training

#### Required Knowledge:

- Fire hazards and fire prevention techniques
- First aid, including cardiopulmonary resuscitation (CPR) and automatic external defibrillation
- District streets, roads, highways, locations, and known hazards
- Principles, practices, methods, and equipment employed in modern emergency services, including operations and maintenance, including the National Incident Management System (NIMS)
- Safety standards and precautions pertaining to fire suppression, EMS, and first aid activities and the use and operation of emergency services equipment
- EMS, particularly Missouri Department of Health and Senior Services regulations pertaining EMS, e.g., first response, automated defibrillation, basic life support, etc.
- Record keeping and its application to national incident reporting, patient care, fire prevention, staffing, and emergency services administration
- District ordinances, policies, standard operating procedures or guidelines and state statutes and regulations pertaining to emergency services, education, and training
- Education and training principles and practices for a modern emergency services organization
- Introductory principles and practices of management systems and processes

#### Desired Abilities

- Uses EMS equipment, e.g., stethoscope, oxygen delivery system, blood pressure cuff, airways, etc. or apparatus in emergency situations
- Processes patients, including fracture and spinal injury management; burn management; obstetrical emergencies; airway management; and triage of patients in a mass casualty incident
- Administers medications according to District protocols
- Uses LMS to document education and training

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### Required Abilities:

- Follows commands and instructions
- Uses good judgment in operational activities consistent with carrying out the District's mission, policies, operating procedures or guidelines achieving goals, and fulfilling the District's vision
- Establishes relationships and works well with District employees, other officials, the public, and other agencies
- Works well with the public and employees of other agencies
- Works safely without presenting a direct threat to self or others
- Gathers information by interviewing and obtaining the statements of victims and witnesses at the scene of an incident to take safe and effective action and provide safe and accurate treatment
- Prepare reports and documents as necessary for national incident reporting, with clearly organized thoughts using proper English sentence construction, punctuation, and grammar
- Communicates with co-workers and employees of other agencies
- Comprehends and makes inferences from written material
- Leads multidisciplinary staff in EMS, firefighting, fire prevention, emergency services activities, education, and training, giving commands and instructions as necessary, especially in emergency situations
- Provides educational and training leadership
- Performs a broad range of leadership, supervisory, and managerial responsibilities over others during educational and training activities
- Assesses overall operational effectiveness in carrying out the District's mission, achieving goals, and fulfilling the District's vision
- Helps define the training needs of subordinate personnel
- Assists in planning for operations personnel to be trained and participate in periodic training exercises and drills, including activities involving regional disaster response
- Communicates with District personnel, patrons, or the public in face-to-face, one-on-one, group, or over the telephone types of settings.
- Produces written documents such as education and training courses, with clearly organized thoughts using proper English sentence construction, punctuation, and grammar
- Observes, monitors, and compares data to determine compliance with the District's policies and standard operating procedures or guidelines
- Reviews or checks the work of others for conformance to the District's policies and standard operating procedures or guidelines
- Basic computer skills such as emailing, word processing, spreadsheets, applications, and presentations

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### Required Abilities as necessary:

- Detects symptoms or evidence of illness or injury to provide a basis for effective treatment
- Communicates with persons at the scene of incidents, e.g., patients
- Uses first aid and firefighting equipment, including automated external defibrillators (AEDs), fire hoses, and apparatus at emergency incidents
- Ventilates burning buildings by opening windows and creating holes in roofs and floors
- Performs searches and rescues, including inside burning buildings and rescuing trapped or endangered persons
- Forces entry into locked vehicles or structures
- Assists in advancing hose lines and making hydrant connections
- Puts water streams on fires
- Overhauls fire scenes
- Detects gas leaks
- Performs routine apparatus and vehicle maintenance

### Desired Licensure:

EMT or greater, e.g., Emergency Medical Technician-Paramedic, Registered Nurse, etc.

### Desired Training and Experience:

A combination of experience and education that meets the required training and experience may be substituted for:

- Post-secondary degree or advanced training
- Successful completion of supervisory or management courses in emergency services administration, education and training, fire prevention, EMS, and business or public administration
- Two years of education and training experience with familiarity of all aspects of instructional design and delivery
- Three years of supervisory, managerial, and/or leadership emergency experience with familiarity of all phases of emergency services operations
- Four years of experience as a firefighter and an Emergency Medical Technician (EMT)
- Firefighter II, Fire Officer II, or Fire Instructor I certifications

### Confidentiality:

Regularly works with data, processes, or confidential information where disclosure is a serious breach of trust and potential violation of law.

### Working Conditions:

At times, this position requires disagreeable working conditions that include exposure to any number of elements (individuals with injuries, illnesses, contagious diseases, toxic chemicals, hazardous substances, excessive heat, cold, noise, inclement weather as well as occupational hazards such as exposure to smoke, fire, and explosions; etc.), with several continuously present to the extent of being objectionable.

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### Required Mental and Visual Demands:

- Intense and exacting mental and visual attention, involving the performance of complex work
- Continuous attention to detail

### Desired Physical Requirements

Operates medical equipment such as a stethoscope, oxygen delivery system, blood pressure cuff, airways, etc.

### Physical Requirements:

- Lifts, moves, positions, and climbs ladders, e.g., to gain access to upper building levels
- Climbs through rafters, on roofs, and through confined spaces
- Opens and closes valves
- Advances large-diameter hoses while discharging water
- Carries heavy loads up and down stairs
- Lifts and moves patients with and without stretchers
- Hears and responds to visual and auditory alarms, e.g., traffic sounds, sounds of impending building collapse, alarms, sirens, calls for assistance, and other audible signs of alarm or warning in emergency situations
- Communicates effectively via two-way radio, e.g., with dispatch
- Grasps and safely operates or uses tools such as an axe, pry tools, pike pole, rope, chainsaw, shovel, hydraulic or pneumatic rescue equipment, gas detectors, thermal image cameras, etc.
- Wears personal protective equipment (PPE) such as gloves, goggles, face masks, gowns, and some PPE weighing approximately 70 pounds in high humidity (up to 100 percent) situations that significantly impairs body cooling; in environments with extreme temperature fluctuations (400+ degrees Fahrenheit); and requiring a tight fitting respirator, i.e., self-contained breathing apparatus (SCBA) for respiratory ventilation
- Operates oxygen delivery system, automated external defibrillators (AEDs)

### Additional Requirements:

- Ability to respond to incidents within 15 minutes when available for duty
- Excellent attendance and active participation
- An individual in this position may use personal or District vehicles on District business; therefore, if an individual uses personal or District vehicles, the individual must be physically capable of operating the vehicle safely, possess a valid driver's license, and have an acceptable driving record
- Use of a personal vehicle for District business will be prohibited if the employee does not have personal insurance coverage

*Note: This Job Description will be reviewed from time to time and adjusted, if necessary.*