

FIRE TRAINING AND SAFETY OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible position, the primary duty of which is developing training and safety programs for the fire department. The Fire Training and Safety Officer prepares training materials, conducts training classes for department personnel and administers and grades tests. The employee of this class has no direct supervision over fire department personnel; however, performs functional supervision over departmental employees in the training environment and at the emergency scene. The Fire Training and Safety Officer works with little supervision, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Develops a training program for the fire department and sees that such program is properly staffed and supplied with training resources. Coordinates and schedules regular employee training at all levels for department employees as assigned by the Fire Chief. Conducts training and supervises employees, either in the classroom, at the fire station, or through drills and evolutions in the following areas: fire fighting, fire apparatus, fire attack, forcible entry, ventilation, fire streams, driving fire equipment, pump operations, hydraulics, salvage, overhaul, hazardous materials safety, rescue, first aid, emergency medical services, pre-fire planning and fire prevention. Demonstrates and instructs employees in the use of firefighting tools and equipment including ropes, ladders, nozzles, hoses, fire extinguishers and protective breathing apparatus. Provides "on-the-job" training for new employees. Coordinates movement of fire companies to and from training activities. Responds to all alarms and emergency calls for which the department is answerable while on duty, and supervises departmental employees with regard to safety procedures at the emergency scene. Takes notes during fireground operations for use in training. Reviews the response by personnel at the emergency scene and the results of training tests to determine if additional training or changes in the program are needed. Periodically evaluates the training program and makes recommendations for improvements.

Conducts research and analyzes the technical data included in local fire reports, statistics, bulletins, and specifications for the purpose of integrating such material into the training program. Reads graphs, charts, manuals or reports. Maintains a library of training materials and prepares lesson plans, written tests, and job simulation exercises. Administers and grades training tests.

Supervises the preparation and maintenance of records and reports related to training and safety. Personally completes and files all forms, reports and records as required.

Develops a safety program for the department and sees that such program is properly supplied with training resources. Demonstrates safety equipment and practices. Provides for the needs of fire fighting and other emergency personnel at the scene of an incident. Observes emergency scene operations to ensure compliance with established safety procedures. Takes charge of all safety procedures and directs rescue operations at the emergency scene. Observes department personnel to determine proper use of prescribed safety equipment, such as glasses, helmets, goggles, respirators, and clothing. Coordinates and ensures implementation of safety activities throughout the department. Identifies and appraises conditions which could result in accidents or financial losses. Develops and recommends accident and loss control programs to reduce or eliminate occupational injuries, illnesses and financial losses. Routinely inspects apparatus, equipment and working conditions. Investigates all accidents involving department equipment or personnel and files accident or injury report. Determines cause of accident or injury and makes recommendations on procedure to avoid future incidents. Reads industrial, technical, and scientific publications concerned with safety management. Evaluates effectiveness of the safety program and makes recommendations for improvements.

Assists in developing a personnel recruitment and selection program. Interviews prospective employees and makes recommendations for hiring. Makes arrangements for agility testing for newly hired employees. Participates in the research and planning for programs and activities of the department. Keeps informed on modern fire fighting methods and administrative practices, and studies new laws, regulations, ordinances, and court rulings relating to training and safety functions to determine if changes in policies and procedures are needed. Recommends changes in department operations that will help the city to obtain favorable PIAL ratings. Monitors and evaluates local conditions which may become fire or safety hazards. Recommends policies, goals, and objectives regarding safety and training. Participates in conferences, conventions and other educational meetings as needed.

Participates in supervising the general care and maintenance of assigned equipment and property. Personally tests or directs the testing of equipment, ensuring that equipment meets all applicable standards. Researches the best methods of handling specific fire department tasks and sees that such jobs are either contracted for or assigned to qualified department personnel. Prepares expenditure estimates and gathers information to assist in budget preparation. Purchases equipment and supplies for the department by placing orders and keeping such purchases within the established budget. Makes recommendations on major purchases for the department.

Informs the public about the work of the fire department by delivering talks, demonstrations or literature. Assists with

answering general questions or telephone inquiries from the public about the operation of the fire department or any related areas of emergency services.

Performs other related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a valid driver's license.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Must have not less than five (5) years of full-time experience with a paid fire department.

Must possess certification as Emergency Medical Technician-Basic or higher.