

**FIRE TRAINING OFFICER**

(Competitive Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible supervisory and technical position, the primary duty of which includes recruitment, training, and evaluation of fire department personnel. An employee of this position has the final responsibility for establishing, implementing, and maintaining an adequate recruitment and training program within the fire department. Supervision is exercised over all personnel assigned to this division and over all personnel during training sessions. The employee of this class work with a high degree of independence with wide latitude for the exercise of initiative and independent judgment. This class reports to and have 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.

Prepares training curricula for firefighters. Assembles course materials and does research for course planning. Gives training by demonstrations and lectures on different phases of firefighting techniques and procedures such as: fire regulations, statutes, ordinances, building structures, use of equipment, fire inspection and investigation, fire prevention, and other firefighting skills.

Prepares the department's training program. Arranges for instructors and guest lecturers to present materials on their specialty in accordance with the training program.

Prepares, administers, and grades examinations. Prepares and maintains training records for all personnel and makes reports on attendance, grades, and attitude of students.

Prepares periodic reports on program progress and recommends changes in or additions to the curricula.

Prepares annual training budget.

Prepares and administers departmental examinations to members.

Conducts classes for members preparing for promotional and competitive tests.

Conducts public relations activities for the fire department. Speaks before civic, church, and school groups concerning department operations and missions.

Serves on the chief's executive staff.

Observes techniques and principles applied during actual firefighting operations and critiques supervisors on these observations. Conducts special drills for members in areas where deficiency is observed.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and being a qualified elector of the State of Louisiana.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Applicant must possess one of the following high school diploma, high school equivalency 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. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must have a Louisiana driver's license valid for the class which would qualify applicant to operate all required department equipment.

### **MUST MEET ONE OF THE FOLLOWING QUALIFICATIONS**

#### **EITHER**

Must have an Associate Degree in Fire Technology or equivalent degree and current Certification as Instructor I and II according to NFPA.

#### **OR**

Must have at least six (6) years experience in fire suppression with a full-time paid fire department, at least two (2) of which must have been at the rank of captain or above and current Certification as Instructor I and II according to NFPA.

#### **OR**

Must have at least eight (8) years of progressively responsible experience in fire suppression with a full-time paid fire department and current Certification as Instructor I and II according to NFPA.

**OR**

Must have at least three (3) years of experience in conducting training in fire suppression and related topic for a full-time paid fire department or certified training agency or institution of higher learning or private industry and current Certification as Instructor I and II according to NFPA.