

**DIRECTOR OF FIRE TRAINING AND SAFETY**

(Competitive Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible, non-supervisory position in fire department administration, the primary duties of which are to provide administrative support to the Fire Chief, to direct and manage the department's comprehensive training and safety programs and to oversee the management and maintenance of departmental records. The incumbent of this class observes fire ground operations for the purpose of mitigating the risk of injury; debriefs the command staff in order to identify training needs; and develops and implements an effective training program for professional development of department personnel. The Director of Fire Training and Safety conducts drills and evolutions and classroom training; coordinates with other agencies to provide training, as necessary. The employee of this class establishes and maintains an effective records management system under the direction of the Fire Chief, and assists the Fire Chief with purchasing and budgetary responsibilities for the department. The Director of Fire Training and Safety works with a high degree of independence, 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 department, sees that the program is properly supplied. Recommends improvements to the training program as needed. Provides for regular employee training and coordinates the movement of fire companies to and from all training. Prepares training material and lesson plans. Conducts drills and evolutions, as well as classroom training in such subject areas as forcible entry, first aid, firefighting, hazardous materials, fire streams, fire attack, ventilation, hydraulics, and pump operations. Conducts training in pre-fire planning, fire prevention, and communications. Administers training tests, and develops job simulation exercises to evaluate training success. Performs statistical analyses and validity studies of examinations to determine reliability and appropriateness of test material. Evaluates the effectiveness of training and makes necessary changes to correct inefficiencies. Maintains a library of training materials and conducts research to integrate new material into the training program.

Develops a safety program for the department and sees that the program is properly supplied. Evaluates safety plan and makes recommendations for improvements. Develops accident and loss control systems for incorporation into operational policies. Conducts research to identify hazards and coordinates

implementation of safety activities. Investigates all accidents, determines cause, and makes recommendations on changes to safety procedures. Prepares accident reports for review, evaluates injuries resulting from accidents, and analyzes data concerning occupational illnesses and accidents. Observes personnel use of prescribed safety equipment, demonstrates safety practices, and participates in activities to update knowledge of safety programs. Responds to all emergencies and observes emergency scene operations to assure compliance with established safety procedures. Performs the duties of safety officer at emergency scene. Makes notes and takes photographs at the fire scene for use in training.

Assists the Assistant Chief in performing the duties of the Fire Chief in his absence. Manages the operation of the training department and recommends management policies and goals for the division. Assists the Fire Chief in planning for department activities. Aids the Fire Chief in planning equipment and non-supervisory personnel operations. Analyzes data, gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service. Assists the Fire Chief by recommending policy changes for the department based on data from surveys. Writes reports on division operations and files records as required. Keeps informed on modern fire fighting methods, and participates in conferences, conventions, and other educational meetings. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Aids the Fire Chief by studying new laws and regulations to determine if changes in department policies are needed. Collaborates with the Fire Chief in hiring new employees, reviews new employment applications, and makes arrangements for prospective employee testing.

Assists the Fire Chief in preparing expenditure estimates and gathers information to be used in compiling budgets. Personally completes any forms and records assigned, including payroll records and coordinates the completion of and reviews LFIRS reports. Makes decisions concerning what information should be included in department records and determines in what form this information should be kept. Provides for the maintenance of department records, reviews subordinates reports, and periodically inspects record facilities. Writes reports, requests for funds, and any official departmental correspondence for publication. Answers inquiries about the operation of the fire department and aids the Fire Chief in responding to requests addressed to the department.

Attends meetings with ranking personnel to discuss training topics or areas of employee performance requiring remediation. Receives reports and disseminates information about fire service training. Assigns work duties in a training setting. Reviews trainees written reports. Maintains discipline of training participants. Discusses performance and training success or failure with subordinates and superiors, and writes evaluations following training assignments.

Performs related duties as assigned.

**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements 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.

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. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must have at least five (5) years paid firefighter experience.

Must have not less than two (2) years experience in fire service instruction in a paid fire department, or four (4) years in fire service instruction with volunteer firefighters.