

JOB DESCRIPTION

DEPARTMENT TRAINING OFFICER

Shall report directly to the Chief
Shall be selected by the Chief
Shall be a Staff Position

ADMINISTRATIVE

1. Shall direct and be responsible for developing and teaching a year round In-service training program, coordinating all State required training, and maintaining accurate and up to date records of same.
2. Shall have a thorough knowledgeable of, promote, and enforce all Rules, Regulations, Policies, and Procedures of the Department.
3. Shall plan Training Exercises to include a review of appropriate Standard Operating Procedures.
4. Shall assure that appropriate record is prepared and kept of all Training Exercises and those members attending.
5. Shall develop and provide training for all members commensurate with their duties.
6. Shall provide training & education for all members to ensure that they are able to perform their duties in a safe manner.
7. Develop a training schedule, which shall make training available to all members not less than 12 times per year.

QUALIFICATIONS

Shall have a minimum of two (2) years experience in the fire service.
Shall have completed National Fire Academy certification for Fire Fighter I&II.
Shall have a working knowledge of the Incident Command System.