

**FIRE TRAINING OFFICER**

**DEFINITION**

Plans the performance of in-service training instruction and evaluations of members of the Fire Department and to do related work as required. Performs responsible management, technical and administrative work, and provides highly responsible and technical staff assistance.

**DISTINGUISHING CHARACTERISTICS**

This is a management level position in the Fire Department that requires incumbents to serve in scheduled on-call status.

**SUPERVISION RECEIVED AND EXERCISED**

General direction is provided by the Deputy Fire Chief. Provides supervision to direct staff assigned to training, including suppression personnel, and clerical staff.

**ESSENTIAL DUTIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

1. Schedules training activity and selects appropriate materials.
2. Prepares or directs the administration of probationary Firefighter examinations.
3. Coordinates certification examinations for members of the Department.
4. Coordinates entry level physical agility test for the department as needed.
5. Prepares necessary instruction aids, training manuals, and Department bulletins; maintains necessary training progress records for all members of the Department.
6. Assists in the development and implementation of Department goals, objectives, policies and priorities.
7. Assumes responsibility for additional administrative duties.
8. Develops, maintains, and coordinates a comprehensive fire and emergency operations training program.
9. Identifies training needs, and recommends how needs can be met.

**ESSENTIAL DUTIES - continued:**

10. Assists and participates in the preparation and administration of the Department budget as directed.
11. Performs research and makes recommendations regarding capital purchases and facility improvements.
12. Prepares and maintains a variety of records and reports.
13. Represents the City in the community and at professional meetings as required.
14. Coordinates Fire Department activities with other City departments and divisions, and with outside agencies.
15. Provides administrative support to Deputy Fire Chief or Fire Chief in the areas of disaster preparedness, training, program development, budgeting, hazardous material management, and disaster preparedness education.
16. Responds to emergencies and work as part of the Command Staff in the Incident Command System as directed.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

- A. Modern firefighting and incident command system operations, rescue principles, practices, techniques, and procedures.
- B. Principles, practices, and procedures related to disaster preparedness and emergency education.
- C. Principles and practices of organization, administration, budget, and personnel management and training.
- D. Federal, state, and local laws, codes, and regulations pertaining to fire suppression, prevention, hazardous materials, and personnel training.
- E. Fire prevention and hazardous materials regulation principles, practices, and procedures.
- F. Mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Ability to:**

- G. Communicate clearly and concisely, orally and in writing.
- H. Establish and maintain cooperative working relationships with those contacted in each course of work.
- I. Develop and maintain good employee morale, motivation, and employee relations within the department.

## **EXPERIENCE AND EDUCATION**

### **Experience:**

Four years command experience at a level equivalent to that of Fire Captain in the Hayward Fire Department. Period of time spent in an acting capacity in the rank of Fire Captain may also be applied towards meeting minimum qualifications. However, such credit will be limited to periods of acting time as a Fire Captain which are thirty (30) consecutive calendar days or longer.

### **Education:**

Equivalent to completion of twelfth grade supplemented by college level courses in Fire Science, Public or Business Administration, or related field such as Engineering, Fire Management, or Fire Protection. A Bachelor's Degree in a related field is desirable.

### **Licenses and Certificates:**

Possession of a valid Class C California Driver's License at time of appointment.

**SPECIAL REQUIREMENTS:** Essential duties require the following mental and/or physical abilities and work environment.

Work is performed in an indoor and field environment. Work may be performed in high, precarious places, confined and awkward spaces or in high traffic areas. May be exposed to traffic, equipment and fire hazards, extreme heat, smoke, carcinogens, bio-hazards, adverse weather conditions, temperature and noise extremes, dusts, odors, toxic, caustic chemicals, and pathogenic substances. Subject to unusual fatigue and high level of stress from irregular working hours and incident call activity. Requires the ability to lift, bend, climb (stairs, ladders, fence, etc), walk (on normal, uneven and slippery surfaces), sit, stand for various timeframes. Must lift/carry up to 10 pounds frequently and up to 100 pounds occasionally. Must be able to drive and operate a Code -3 vehicle. Must be able to use hands for fingering and handling objects, tools, or controls, and writing. Requires the strength and stamina to perform fire suppression duties. Must be able to make critical decisions and direct others under extreme

**SPECIAL REQUIREMENTS continued:**

conditions. Must effectively communicate orally and in writing. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PROBATIONARY PERIOD:** One Year

1008CS98

Revised December 2009

June 1998

AAP Group: 11

FPPC Statue: Designated

FLSA Status: Exempt