

ASSISTANT TRAINING OFFICER – FF/ENG

GENERAL STATEMENT OF DUTIES

Under administrative supervision of the assigned Training Officer, the Assistant Training Officer reviews course materials and lesson plans, and provides instruction and training to members of the Fire Authority. Assists with planning and delivery of the training programs for firefighting, rescue, emergency medical, hazardous materials incidents and other related programs.

Under tactical supervision of the on-duty Battalion Chief, the Assistant Training Officer responds to emergency and non-emergency calls as dispatched or requested as part of primary job assignment.

SUPERVISION RECEIVED

Works under the direct supervision of the Training Officer who reviews work for effectiveness and conformance with Fire Authority expectations and generally accepted practices.

SUPERVISION EXERCISED

This position may have limited supervisory responsibilities of Authority personnel during training venues, as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Coordinate assigned training programs for the Fire Authority including initial training (recruit academy), in-service training, as well as management and administrative training. Also assist with the preparation of training and drill schedules for career and volunteer personnel.
2. Provide instruction in all subjects relating to Fire Authority activities, including but not limited to: procedures, policies, apparatus, etc., assuring all assigned personnel maintain competence.
3. Assists with the evaluation and selection of maintenance and inventory of training materials, including resource library and props.
4. During assigned Fire Authority training venues, observe and evaluate member performance, providing feedback to members and Training Officer.
5. Develops, modify and/or prepares curriculum, teaching aids and training bulletins.
6. Assist with training program documentation requirements including personnel and agency training records maintenance, data entry, and filing. May also be responsible for preparing training division reports including but not limited to training summaries, evaluations and board reports.
7. Operates Fire Authority apparatus including pumpers, wildland units, medic units, and performs general fire suppression and emergency medical functions as required by situation.
8. Assures the training delivered reflects the pride of the Fire Authority and appeals to customers as a well prepared and respected organization.

POSITION QUALIFICATION REQUIREMENTS

Thorough knowledge of the principles, practices, and procedures of modern fire training, rescue operations, and of emergency response procedures; thorough knowledge of the operation and maintenance of the various types of apparatus and equipment used by fire departments; considerable knowledge of the principles of hydraulics as applied to firefighting, knowledge of fire prevention laws, rules and regulations; ability to instruct effectively, maintain discipline, promote harmony, exercise sound judgment, cooperate with other officials, and the ability to maintain excellent attendance at the workplace.

EDUCATION AND EXPERIENCE

1. Five (5) years of fire service experience and actively pursuing NFPA Fire Officer I, with ability to obtain within 24 months.
2. Associates degree from an accredited college or university in Fire Science, Fire Management, or a related field. If other relevant higher education degrees are obtained and submitted, the Chief Examiner will review and evaluate educational achievements consistent with job description for approval in lieu of the above requirement.
3. Preference given to individuals with Training Program Management Experience and/or end-user instructional delivery experience.

REQUIRED CERTIFICATIONS

1. Must be certified EMT Basic, able to obtain Oregon certification within 6 months of employment.
2. Must be certified NFPA Firefighter II, or equivalent
3. Must be certified NFPA Hazardous Materials Operations, or equivalent
4. Must be certified NFPA Driver & NFPA Pumper Operator, or equivalent
5. Must be certified NFPA Instructor I, or equivalent and be able to obtain NFPA Instructor II within one year of employment.
6. Must be certified NIMS IS-700, IS-800, ICS-100 and ICS-200 or equivalent and be able obtain NIMS ICS-300 and ICS-400 within one year of employment.
7. Possession of or ability to obtain a valid Oregon Driver's license

DESIRABLE CERTIFICATIONS

1. EMT-Paramedic
2. NFPA Instructor III
3. NFPA Hazardous Materials Incident Commander
4. NFPA Fire Officer II
5. National Fire Academy Coursework (ISO, HSO, TPM, TOSD)

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, use hands to finger, handle or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.

The Physical demands of this position in emergency situations require an employee to frequently lift, exert pressure for pushing and pulling, and/or move up to 30 pounds. The employee would also be required to wear and use full protective clothing and self-contained breathing apparatus weighing approximately 35 pounds, while carrying and/or dragging fire hose, climbing ladders, lifting patients, handling various fire equipment (i.e., fans, generators, power saws, extrication equipment, etc.) which would occasionally require the employee to be able to move up to 200 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes of airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration, and extreme temperatures.

The noise level in the work environment is usually moderate, except during certain fire training or EMS activities when noise levels may be loud.