



DIVISION CHIEF – TRAINING/JOB DESCRIPTION

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1.0 NATURE AND PURPOSE OF WORK

- 1.1 The Division Chief of Training is a senior leadership position responsible for the strategic planning, development, implementation, administration, and evaluation of all District training, professional development, and certification programs for the District. The position ensures District personnel maintain the knowledge, skills, abilities, and certifications necessary to perform emergency response, rescue, emergency medical services, and administrative functions safely and effectively, while supporting the District's mission, vision, and strategic objectives.
- 1.2 The Division Chief of Training serves as the District's lead authority for organizational training, officer development, succession planning, instructor development, and compliance with applicable federal, state, and industry training standards. The position is responsible for developing and maintaining training systems that support operational readiness, workforce development, and organizational excellence. The Division Chief of training serves as a member of the District leadership team and works collaboratively with command staff to ensure training programs support current and future operational needs.
- 1.3 The Division Chief of Training is a bargaining unit position requiring the exercise of sound judgment, professionalism, integrity, and discretion in the performance of assigned duties, and shall maintain a collaborative, professional, and respectful working relationship with District leadership, employees, partner agencies, educational institutions, and community stakeholders.
- 1.4 The Division Chief of Training's conduct and job performance shall be guided by and consistent with the Mission Statement, Core Values, and strategic objectives of the District, all applicable laws, and regulations. The position shall demonstrate a commitment to firefighter safety, operational excellence, ethical leadership, and professional development while consistently providing quality service to the citizens of the District.



2.0 SUPERVISION

2.1 SUPERVISION RECEIVED

Works under the general administrative direction and supervision of the Assistant Chief of Operations, who evaluates work for conformance to District policy, Strategic objectives, operational readiness, and organizational effectiveness in supporting the District mission and values.

2.2 SUPERVISION EXERCISED

Provides direct supervision and leadership, mentorship and performance management to personnel assigned to the Training Division, including Training Captains, EMS instructors, cadet instructors, support personnel, and other personnel as assigned.

Responsible for directing subordinate employees in all aspects of District training, emergency medical services education, instructor development, certification management, officer development, and professional development programs. Collaborates with Battalion Chiefs and other Division Chiefs to ensure District training programs support operational readiness, organizational consistency, and the professional development of District personnel. Collaborates with Battalion Chiefs and other Division Chiefs to ensure District training programs support operational readiness, organizational consistency, and the professional development of District personnel.

3.0 PRINCIPAL DUTIES

- 3.1 Develops, implements, and evaluates a comprehensive District-wide training program, a professional development program, and performs other duties as assigned.
- 3.2 Establishes annual and multi-year training goals aligned with District strategic objectives and operational needs.
- 3.3 Develops and maintains annual training calendars, schedules, curricula, lesson plans, skill sheets, and instructional materials.
- 3.4 Oversees firefighter recruit training, probationary firefighter development, Firefighter development, Engineer development, Captain development, Battalion Chief development, and ongoing workforce training programs.
- 3.5 Oversees live-fire, technical rescue, EMS, hazardous materials, wildland fire, and specialty training programs.
- 3.6 Evaluates external training opportunities, conferences, and educational programs to ensure alignment with District objectives and operational readiness requirements.



- 3.7 Identifies, recruits, and coordinates qualified outside instructors, subject matter experts, educational institutions, and partner agencies to provide specialized training opportunities.
- 3.8 Ensures all training activities are conducted in accordance with established safety standards, risk management principles, and applicable regulations.
- 3.9 Maintains oversight of personnel certifications, licensure requirements, continuing education programs, and qualification records.
- 3.10 Ensures compliance with applicable federal, state, local, and industry training standards and maintains documentation necessary to satisfy regulatory and accreditation requirements.
- 3.11 Oversees Officer Development Programs and Engineer Development Programs and identifies opportunities for leadership development throughout the organization.
- 3.12 Provides coaching, mentoring, and professional development support for officers, instructors, and District personnel.
- 3.13 Oversees academy and Cadet instructor selection, development, evaluation, and succession planning initiatives.
- 3.14 Collaborates with Battalion Chiefs and operational personnel to ensure training programs support organizational readiness and emergency response effectiveness.
- 3.15 Establishes and maintains partnerships with regional agencies, educational institutions, and professional organizations to expand training resources and opportunities.
- 3.16 Evaluates organizational performance through training assessments, exercises, after-action reviews, and quality improvement initiatives.
- 3.17 Coordinates District participation in regional, state, and interagency training opportunities and emergency preparedness exercises.
- 3.18 Oversees the Cadet Program and related workforce development initiatives.
- 3.19 Supports community risk reduction and public safety education efforts.
- 3.20 Assists in preparation and administration of the Training Division budget and recommends training equipment, technology, and educational resources.
- 3.21 Prepares reports, presentations, program evaluations, and recommendations for the Fire Chief and command staff.
- 3.22 Assists in policy development and implementation related to training, safety, and professional development.
- 3.23 Participates in strategic planning initiatives, special projects, and organizational improvement efforts as assigned.
- 3.24 May respond to emergency incidents as assigned and may serve in support functions consistent with qualifications and District policies.
- 3.25 Maintains operational proficiency and certifications required by the District.
- 3.26 Performs other duties of a similar nature or level as assigned.
- 3.27 Represent the District on regional and/or statewide training committees.



- 3.28 Develops, implements, and maintains District position task books, instructional standards, and competency-based evaluation systems to support employee development and operational readiness.
 - 3.29 Oversees instructor qualification, development, mentoring, and evaluation to ensure instructional consistency and quality throughout District training programs.
 - 3.30 Researches, prepares, and assists in the administration of grant opportunities supporting District training initiatives, workforce development, equipment acquisition, and educational partnerships.
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4.0 QUALIFICATIONS (Position Requirements at Entry)

4.1 EDUCATION AND EXPERIENCE

- A minimum of seven (7) years of progressively responsible supervisory experience at the rank of Captain or higher in a comparable professional fire service organization, including at least two (2) years as a current Battalion Chief or higher-ranking Chief Officer.
- Demonstrated Experience managing, developing, coordinating, and delivering training programs.
- Experience supervising personnel and managing projects.
- An equivalent combination of education, training, certifications, and command experience sufficient to successfully perform the essential duties of the position may be considered for external candidates.
- Experience administering training budgets and participating in strategic planning initiatives.

4.2 LICENSES AND CERTIFICATIONS

- Possession of or ability to obtain and maintain a valid Washington State Driver License.
- Must possess, at a minimum, State of Washington EMT-Basic certification or National Registry EMT certification. If National Registry, candidate must obtain Washington certification within six months of hire.

The following Licenses or Certifications, if not already held, must be obtained within the first year of assignment.

- IFSAC Fire Officer III or equivalent recognized by the District.
- IFSAC Fire Instructor II or equivalent recognized by the District.
- Incident Command System (ICS) and National Incident Management System (NIMS) certification, ICS-400.
- IFSAC Evaluator or equivalent recognized by the District.
- NFPA 1521 Incident Safety Officer



- Blue Card Incident Command certification.
- National Fire Academy (NFA) Training Officer / Training Program Management (6-Day) course or equivalent recognized by the District.
- Other certifications required by District policy or assignment.

Preferred Qualifications

- Bachelor's degree from an accredited college or university
- Executive Fire Officer (EFO) Program.
- Chief Fire Officer (CFO) Designation.
- Experience with fire service accreditation programs.
- Experience obtaining and administering local, state, or federal grants.
- Experience working with Learning Management Systems (LMS).

4.3 KNOWLEDGE

- Modern fire service operations, emergency medical services, rescue operations, incident command systems, and emergency management principles.
- Adult learning methodologies, curriculum development, instructional design, and training program evaluation.
- Federal, state, local, and industry standards governing fire service training, certification, and professional development.
- Principles and practices of leadership, organizational development, succession planning, and employee development.
- Principles of employee supervision, performance management, instructor development, and personnel administration.
- Budget development, records management, accreditation requirements, and training documentation systems.
- Risk management principles and training safety practices.
- Modern technology and learning management systems utilized in fire service training and professional development.
- Washington State fire service certification systems and applicable Washington Administrative Code (WAC) requirements governing fire service training.

4.4 SKILLS AND ABILITIES

- Lead, motivate, and develop personnel in a dynamic and evolving environment.
- Analyze organizational needs and develop effective training and professional development solutions.
- Plan, organize, implement, and evaluate comprehensive training programs.
- Develop and maintain effective working relationships with employees, partner agencies, educational institutions, and community stakeholders.



- Communicate effectively through oral presentations, written reports, instructional delivery, and interpersonal interactions.
- Interpret and apply laws, regulations, standards, policies, and procedures.
- Evaluate organizational performance and implement continuous improvement initiatives.
- Manage multiple priorities, projects, and programs simultaneously.
- Exercise sound judgment and decision-making in both administrative and emergency response environments.
- Meet the physical requirements necessary to perform assigned duties safely and effectively.

5.0 WORKING CONDITIONS

Work is performed in office, classroom, training ground, station, and emergency response environments. Duties may require exposure to hazardous conditions, extreme temperatures, smoke, noise, physically demanding activities, and emergency incident environments.

The employee may be assigned to respond to emergencies and assume command, support, or training-related functions at incidents. Work schedules may include evenings, weekends, holidays, and extended hours during emergency operations, training events, exercises, or special assignments.

The employee may wear and utilize personal protective equipment, including self-contained breathing apparatus, while participating in training activities, emergency response operations, or evaluations.

See Firefighter Job Description for general working conditions.

6.0 PHYSICAL REQUIREMENTS

- 6.1 Positions in this classification typically require standing, walking, climbing, lifting, carrying, grasping, reaching, talking, hearing, seeing, operating equipment, and repetitive motions.
- 6.2 Must be capable of performing the essential functions of a firefighter and Chief officer as established by District standards. Physical requirements include the ability to participate in training evolutions, operate firefighting, and rescue equipment, climb stairs and ladders, work in adverse environmental conditions, and respond to emergency incidents.



- 6.3 The position may require exertion of moderate to heavy physical effort while conducting training activities, emergency response operations, evaluations, inspections, or other assigned duties.
- 6.4 See Firefighter Job Description for additional physical requirements. (Battalion Chief Job Description refers to the Firefighter Job Description.)

NOTE:

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility but should not be considered an all-inclusive listing of work requirements.

Individuals may perform other duties as assigned, to equalize peak work periods, support emergency operations, or otherwise balance organizational workload.

External candidates for Division Chief of Training do not qualify for work as a line Battalion Chief.

This position is represented by Local 452 and is governed by the terms and conditions of the applicable Collective Bargaining Agreement, District policies, and other applicable rules and regulations.