

# City of Springfield, Oregon: Training Officer

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Representation:</b> IAFF	<b>FLSA:</b> Non-Exempt
<b>Job Code:</b> 373467	<b>Grade/Range:</b> 308
	<b>Effective Date:</b> June 1996 (Rev. 2008.08)

## General Summary of Duties

Under the general supervision of the Training Chief, plans, organizes, coordinates, interacts with other divisions, conducts and schedules training for Department of Fire and Life Safety personnel in emergency medical services, fire suppression, hazardous materials, driver training, and rescue. Performs related duties as required.

## Distinguishing Characteristics

This position is similar to the Fire Captain classification in grade and level of responsibility. However, this classification typically supervises in non-emergency situations. This classification typically receives more complex training, technical and project management assignments and less operations assignments.

## Supervision Received and Exercised:

Reports to Battalion Chief – Training or Battalion Chief - Operations. May supervise fire staff in drills, training evolutions and non-emergency situations and settings.

## Essential Job Functions: Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.

- Participates in identifying, developing, implementing and evaluating various methods, techniques, standards and instruments utilized in fire and emergency medical services training activities; recommends and assists in the implementation of goals and objectives.
- Coordinates the development of training programs for department personnel, and participates as an instructor; plans and presents educational programs regarding department operations to citizens and community groups.
- Participates in the coordination and scheduling of in-service training contract instructors as necessary.
- Conducts training classes and specialized drills on new subjects, equipment or procedures; provides Emergency Medical Technician (EMT) continuing education for all levels; maintains and upgrades procedure manuals to provide personnel with accurate training resources.
- Assists in coordinating and administering a variety of tests including entry level testing for Firefighter/Paramedics and promotional exams; assists with career development programs; and implements training needs identified in the quality assurance/improvement program.
- Monitors applicable local, state, and federal ordinances, laws and regulations, and ensures that training programs will maintain department compliance.

- Prepares and maintains various training records and reports.
- Assists the Training Chief in preparation, administration and monitoring of the budget in areas of assigned responsibilities.
- Serves as liaison with regulatory agencies related to EMS education, to include: community college EMT education programs, advisory boards, and the local Medical Control Board.
- Participates, and takes a leadership role, in local, county, and state wide fire and EMS initiatives, committees, and programs related to areas of assigned responsibility.
- Attends conferences, schools, classes and various other meetings in order to maintain required certifications and awareness of new developments.
- Operates various types of office machines, to include computers and various software programs.
- Coordinates department computer/technology projects; assists all divisions with the implementation and maintenance of new technology.
- May train employees in newly developed or implemented technology projects.
- Maintains familiarity with emergency services delivery SOPs and EMS protocols, by periodic ride-alongs as an observer and participant with engine companies and medic units.

### Qualifications

**Knowledge of:** (position requirements at entry)

- Considerable knowledge of the principles, practices, and procedures for the field delivery of emergency medical services, apparatus operation, and modern fire suppression;
- Considerable knowledge of current EMS systems, operations and techniques including technical and clinical policies and practices;
- Knowledge of basic employee supervision and interpersonal relations;
- Knowledge of techniques and methods of hazardous materials controls, and associated rescue;
- Knowledge of techniques of adult education, instructional materials and audio-visual aids;
- Knowledge of principles of course and program development, and testing and evaluation;

**Ability & Skill:** (position requirements at entry)

- Ability to learn the principles, rules, regulations, laws, and ordinances as they relate to areas of responsibility;
- Ability to learn the capabilities, needs and resources of adjacent area services;
- Ability to analyze the effectiveness of the training program as it fulfills the needs of the department and the ambulance service area;
- Ability to utilize research and quality control measures to determine the need for new methods, training, and/or equipment;
- Ability to interact harmoniously with Division, Department, other City staff, other agency personnel, and the general public;
- Ability to plan, organize and supervise programs with minimal direction;
- Ability to participate in budget preparation and administration;
- Ability to provide quality instruction;
- Ability to complete accurate, understandable reports and records;
- Ability to communicate effectively in oral, written and data processing formats;
- Ability to perform multiple tasks and coordinate multiple projects simultaneously without loss of effectiveness.
- Demonstrated skill in using computers and related software applications sufficient to satisfy assigned duties.

**Experience and Training: Any equivalent combination of education and experience which provides the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge, skills and abilities would be:**

Two years of college with course work in Fire Science, Fire Administration, Health Services, or a related field, and five years of experience in fire and EMS services as a field EMT/Paramedic provider of pre-hospital Advanced Life Support. Additional related experience may be substituted for two years of college on a year for year basis, or any combination of experience and training that provides the required knowledge, skills, and abilities.

### **Required Special Qualifications**

- State of Oregon driver's license is required at time of appointment.
- Certification by DPSST as an NFPA Instructor
- Certification as an NFPA Firefighter II.
- Oregon Health Division certification as an Emergency Medical Technician-Paramedic.
- Employees hired after October 1986 shall refrain from using tobacco products.

Incumbents in this classification sit for extended periods of time in meetings with the ability to change positions at will and communicate orally in a group setting. Incumbents learn job-related material through oral instruction and observation as well as through structured lecture and reading. Incumbents operate a variety of standard office equipment requiring continuous or repetitive arm-hand movements.

When directing fire suppression activities, incumbents discriminate among or match colors in regards to smoke or hazardous material placards, observe or monitor objects and people's behavior to determine compliance with prescribed operating or safety standards, hear alarms and other auditory warning devices, work in a variety of weather conditions with exposure to the elements and tolerate very hot and very cold temperatures.

When participating in actual fire suppression activities, in addition to the above, incumbents use explosive strength, as in sprinting or jumping; lift arms above shoulder level; work at heights greater than 10 feet; move hoses and ladders weighing up to 90 pounds both short and long distances; climb steps and ladders to reach objects; wear a self-contained breathing apparatus; coordinate the movement of more than one limb simultaneously; and walk over rough, uneven or rocky surfaces.

#### **Classification History:**

5/06: Removed from Certifications: NFPA Instructor 11 Certification, Certification as a Prehospital Trauma Life Support (PHTLS) instructor, Certification as an ACLS Instructor. 8/08: Addition of computer responsibilities & working conditions.