



JOB DESCRIPTION

JOB TITLE: Training and Safety Captain

JOB CODE: 5310

DEPARTMENT: East Fork Fire & Paramedic Districts

FLSA STATUS: Non-Exempt

REPORTS TO: Deputy Fire Chief

SUMMARY OF JOB PURPOSE

Develops, plans, and delivers individual and group training courses for firefighters, apparatus operators, officers, emergency medical responders, hazardous materials responders, technical rescue responders, support personnel, and career and volunteer staff; serves as a fire/EMS responder and/or Incident Safety Officer.

ESSENTIAL FUNCTIONS

1. Coordinates training activities with other divisions, outside agencies, and the general public; coordinates instructional staff (career and volunteer), facilities, records, reports, development and delivery of instructional materials, evaluation tools/methods, and lesson plans for advanced or specialized classes.
2. Responsible for the management of various programs including the shift training program, seasonal/wild land firefighter program, fire service and EMS certifications, apparatus inventories, the District Safety Program and Safety Committee, Standardization Committee, Rescue Committee, Extrication Committee, ISO Committee, and other programs as assigned.
3. Responsible for conducting accident investigations when District property, equipment, or personnel are involved; disseminates "lessons learned" to other personnel to reduce the incident of accidents; develops and presents professional accident investigation reports.
4. Develops and updates training curriculums on a regular basis; gathers and reviews information from multiple sources to ensure accuracy, applicable course goals, and class objectives; ensures compliance with recognized national standards.
5. Facilitates training courses offered to all East Fork Fire & Paramedic career and volunteer staff along with allied agencies such as Douglas County Communications, Douglas County Sheriff's Office, Search and Rescue, and other local fire, EMS, and hospital agencies.
6. Develops individual district, shift, volunteer, and career training needs analyses based on federal, state, local and agency requirements and/or personal observation during incidents and training sessions; recommends/requires remedial and proactive training for personnel.
7. Supervises assigned staff; prioritizes and reviews work to assure work quality and the timely accomplishment of assigned duties and responsibilities; counsels, coaches, and instructs employees; assists with the hiring and promoting of staff and officers, disciplining employees, and preparing performance evaluations.
8. Maintains records, including training records of participants, and prepares periodic, special and technical reports relating to assigned areas of responsibility.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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9. Primarily serves as the Incident Safety Officer on all incidents, but can serve in a variety of positions including Firefighter, Apparatus Operator, Incident Commander, Hazardous Materials Incident Commander, Hazardous Materials Technician, or any other position as dictated by the needs of the organization, incident, and the community.
10. Maintains a high level of communication and strong working relationships with cooperating agencies, Search and Rescue, Douglas County Sheriff's Office, Community Development and Assessors Office, Human Resources, Communications, and other County, State, and Federal agencies.
11. Willing to work varied hours to meet incident, safety, training, and administrative needs.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or equivalent (GED) plus a minimum of five (5) years of increasingly responsible career experience with an advanced life support agency; currently an officer or on an officer promotional list with three (3) years of fire service/EMS training/delivery experience. Associate Degree, or higher, in Fire Science, or related field, is desirable.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Ability to identify and solve problems; control situations involving irate and emotionally distraught persons; respond to and make decisions under stress of emergency and confrontation; make a written record of observations and actions taken; use a computer to enter and retrieve information.

Knowledge of current methods, practices, and techniques of fire administration, prevention, and control; policies, procedures, laws, and regulations governing fire control and prevention activities; fire behavior and suppression techniques; universal fire vocabulary and expressive techniques; basic mechanical and building construction maintenance principles; the standard of care and

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documentation required for all procedures; universal safety precautions when providing medical attention; basic hazardous material and chemical spill response; principles, practices, and methods of employee training.

Ability to use computer applications related to the work; develop and conduct classroom and practical training courses and programs; maintain accurate records and prepare clear and concise reports and other written materials; operate a variety of tools, equipment, and apparatus used in fire, medical, and other emergency response; communicate technical information to individuals and groups; establish and maintain effective working relationships with those encountered in the course of the work.

CERTIFICATES, LICENSES, REGISTRATIONS

Required: Fire Officer I certification, Firefighter II, Emergency Medical Technician Intermediate with Instructor endorsement, Fire Instructor II, CPR card, Class B with "F" exemption driver's license. Fire Department Safety Officer's Association Incident Safety Officer certification, Hazardous Materials Incident Commander certification, NWCG Wildland Red Card, Rescue Operations certification. Must be able to pass a background and fingerprint check and meet the physical fitness requirements.

Desirable: EMT Advanced (current or past), NFPA 1041 Fire Service Instructor-II and an Associate Degree or higher in fire Science, or related field, NFPA Fire Officer I.

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 regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee frequently is required to climb ladders, advance charged hose lines, carry equipment both elevated and at ground level, and perform rescues below grade, elevated, or ground level. The employee must occasionally lift and/or carry up to 200 pounds; balance and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to outside weather conditions; frequently exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The employee will be required to work under the pressure of dangerous situations, deadlines, and emergencies; is occasionally exposed to extreme cold, extreme heat, risk of electrical shock, and vibration; the noise level in the work environment is usually loud. May be necessary to work varied hours to meet incident, safety, training, and administrative needs.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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