

PIONEER FIRE PROTECTION DISTRICT

JOB DESCRIPTION

Position Title: Training Officer (Battalion Chief)

Reports To: Fire Chief

Status: Part Time - shift schedule

FLSA Status: Exempt

POSITION SUMMARY

The Training Officer (Battalion Chief) works a modified day schedule (3 days followed by 4 days, two-week rotation 64 hours, normally 8 to 9-hour days) and is flexed to cover shift openings. TO is expected to perform a variety of administrative functions; oversight and coordination of district training (career staff, volunteers and community training), supervisory and technical work in fire suppression, emergency medicine, rescue, fire prevention, public education and all hazard and emergency activities. Teamwork, service and respect for diversity are priorities when working for the Pioneer Fire Protection District.

SUPERVISION RECEIVED

A Training Officer works under the direct supervision of the Fire Chief.

SUPERVISION EXERCISED

The Training Officer supervises the district training programs and when assigned on apparatus and operational personnel as assigned. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include participating in interviewing and hiring, training employees; planning, assigning, and directing work; appraising performance; rewarding and coaching employees; addressing complaints and resolving problems.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Oversight, supervises and coordinates all district training activities
- Plans, organizes, directs, delivers or ensures delivery and evaluates training of current and new members.
- Recommends the selection, retention, promotion and removal of members through performance evaluations.
- Ensures that training facilities and equipment are accounted for and are functioning properly
- Ensures accurate and timely record keeping and data reporting
- Represents the District at meetings related to the function of the position.

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- Manages and provides supervision to assigned members. Must be able to provide necessary guidance, evoke positive morale, motivate and effectively manage assigned members.
- Responds to emergency incidents and may be responsible for emergency scene management functions before and after normal work hours using recognized standards and legal requirements as a guide, coordinates and manages all types of emergency scene operations using established Incident Command System procedures.
- Assist in the development of and, implementation, tracking and accountability of the training budget.
- Attends training and educational opportunities as deemed appropriate by the Fire Chief to ensure current and progressive skill and knowledge base
- Oversight of the fire district inspection program, building, water supply & VHR etc.
- Covers Career PTO (Sick & Vacation) and deployment leave
- Supervises assigned operation personnel in duties as directed
- Determines methods of fire suppression, extrication and rescue
- Supervises and participates in all fire, emergency medical and other emergency operations
- Monitors, observes and participates in PFPD activities to ensure that assigned personnel's conduct and performance conforms to District standards, policies and procedures
- Carries out duties in accordance with District policy
- Evaluates the performance of personnel in accordance with policy
- Responsible for other duties as assigned

MINIMUM QUALIFICATIONS

- A minimum of five years of fire service and EMS experience in a similar or larger organization preferred paid. Desire a minimum of two years at the level of Company Officer in a full-service fire agency. Any combination of experience, education and training that would provide the requisite knowledge, skills and abilities required to be a successful in the position.
- High school graduate or equivalent.
- Valid California Class C Driver's License with a firefighter endorsement or greater
- California Firefighter I and II certification or NFPA 1001 equivalent or trained as determined by the Fire Chief
- S130 S190 Certified
- California Emergency Medical Technician or National Registry Emergency Medical Technician or Paramedic (must be maintain at a minimum EMT with County EMS Privileges)
- Completion of an NFPA/NFA ICS company officer course (excluding 300/400)
- Completion of an Occupational Safety Course (NFPA ISO or equivalent)

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- Completion of an Instructor Methodology Course
- Speak, read, and write the English language
- Meet PFPD physical standards for Suppression personnel
- Meet insurability requirements of the District's insurance carrier

The following Minimums must be completed within the time frames listed

- The Successful Candidate will be required to obtain the following certification or approval to instruct within 9-12 months of appointment: EDCEMS EMR instructor, Health Care Provider CPR, and State certified Instructor I
- ICS 300 and 400 (within 3 to 6 months of appointment)
- Engine Boss Qualified (within 6 months).
- Completion of Leadership I/Management I or equivalent (within 1-year)
- Live within 10-15 minutes of district boundary's (within 6 months can be extended 3 months)

Desirable Qualifications/Characteristics of a Training Officer Candidate

Current Fire Captain; College level degree or substantial course work in fire science, fire administration, or business management and administration is desirable. SFM Company Officer Certificate, Prevention IA Certificate or NFPA Fire Officer I. Bilingual--Community oriented--Engaged/service--Strong ethics & integrity--Solid work history--Attitude of teamwork--Reliable/dependable. History of making good choices, and high problem-solving skills.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of
 - fire behavior and characteristics
 - firefighting, rescue and emergency medical techniques, practices and standards
 - demonstration knowledge of instructional techniques and ability to plan, organize and schedule. Current and contemporary knowledge of laws, regulations and standards related to the fire service.
 - ICS and ISO standards and practices
 - all hazards operations, standard and procedures
 - standard district vehicle and equipment capabilities and vehicle and power tool mechanics and operations
- Ability to
 - prepare and maintain accurate, orderly reports and records
 - effectively supervise individuals
 - effectively communicate, both verbally and in writing
 - follow verbal and written instructions

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- handle the arduous physical requirements of the job under stressful and adverse conditions
- plan, assign, and direct the work of subordinates in emergency conditions and routine work
- analyze situations quickly and correctly and make sound decisions in managing emergency situations
- take effective decisive actions under stressful and adverse conditions
- ability to operate a computer, I-pad, basic word operations and email

PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by all personnel to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform the essential functions. While performing the duties of this job, personnel are frequently required to stand, sit, walk, talk, hear, use hands to finger, handle or operate objects, tools or controls, and reach with hands and arms. Personnel are frequently required to climb or balance, stoop, kneel, crouch, crawl, and smell. Personnel must be able to frequently lift and/or move up to 100 pounds and occasionally lift and/or move up to 185 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those personnel encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in an office, vehicle or outdoor setting in all weather conditions, including temperature extremes. Work is often performed in emergency and stressful situations. Personnel are exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance, including infectious substances, smoke noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. Personnel occasionally work near moving mechanical parts and in high, precarious places and are occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock and vibration. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the District and employee and is subject to change by the District as the needs of the District and requirements of the job change