



City of Waterville Fire Department

An Equal Opportunity Employer

Position Description

CLASSIFICATION: TRAINING OFFICER

NON-BARGAINING UNIT POSITION (PART-TIME)

FLSA STATUS: EXEMPT

JOB SUMMARY

This is a division leadership support position. Incumbents are under the supervision of the Fire Chief and Assistant Chief, the training officer will have administrative duties such as creating, planning, teaching, and implementing training programs and processes for the members of the fire department and other staff in the city of Waterville.

ESSENTIAL DUTIES

- Develop, plan, and administer a training program that serves the continuing education needs of all members of the fire department. Most of this task will be administered by the training officer, however some training can be delegated and coordinated as needed.
- Conducts and coordinates training for all full-time and part-time personnel.
- Assists in creating, planning, and delivering city-wide safety training initiatives.
- Assists the Fire Marshal as needed in creating, planning, and delivering public education for all age groups, businesses, community groups, and attends all public relations events as required.
- Attends training for fire and EMS continuing education as required to maintain instructor status with State of Ohio.
- Maintains complete and accurate records of all training for personnel and assists with State of Ohio recertification and audits of department personnel.
- Confers, coordinates and works with the firefighters and administrative staff on shift, other city department personnel and as necessary, coordinates with other fire agencies.
- Responds to, operates in, or commands emergency incidents as required and/or assigned.

- Assures appropriate notifications are made as necessary to the Fire Chief and Assistant Chief.
- Coordinates post-incident operations as needed, including post-incident analysis.
- Maintains a working knowledge of fire and EMS curriculum, competencies, and skills necessary to create an environment of continuous learning and improvement of service delivery.
- Undertakes and assists with special reports, projects and records; answers requests for department information.
- Coordinates departmental activities with other departments and agencies such as, but not limited to, inter-local agreements with city, county, state and federal governments; coordination with other city supervisors; and presentations to civic groups and schools.
- Ensures compliance with Waterville Fire Department regulations and policies.
- May serve as liaison or representative of the department with other city departments, outside agencies, groups, businesses and private citizens
- Performs other department related activities and program oversight as assigned by the Fire Chief and Assistant Chief

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Five (5) years of full-time experience in the firefighting field.
- High School Diploma or equivalent
- Current State of Ohio Fire and Emergency Services Instructor I
- Current State of Ohio Firefighter II certification.
- Current State of Ohio Emergency Medical Technician-Paramedic
- NIMS 100,200,700 and 800 certifications.
- Trained to Hazardous Materials Awareness Level.
- Must possess and maintain a valid Ohio Driver License.
- Current ACLS Instructor
- Current AHA BLS Instructor

PREFERRED QUALIFICATIONS

- Current State of Ohio Fire and Emergency Services Instructor II
- An Associates Degree in Fire Science or related field.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Ability to plan and direct the preparation of technical and administrative recommendations and reports; ability to create effective working relationships with employees, other agencies and the public; ability to schedule and follow through projects until completion.

- Must be a self-starter and work independently with little direct supervision. Must possess confident communication skills and the ability to communicate information accurately, clearly and as intended.
- Exhibits regular and predictable attendance for shifts, events, meetings, and other departmental functions as directed by the Fire Chief and Assistant Chief.
- Ability to establish rapport and interact professionally, sensitively, and patiently with individuals of all ages and abilities.

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 sit; talk or hear; stand; walk; use hands to manipulate, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Specific vision abilities required by this job include near vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee must be able to move objects between 20-50 pounds short distances (20 feet or more), perform duties requiring pulling of 40 pounds or more such as removing hose from apparatus, pulling ceilings, starting power equipment, and opening doors on the apparatus, as well as frequently lift objects weighing 50 to 100 lbs.
- Wears SCBA, with positive pressure face piece or HEPA filter masks which requires the ability to tolerate increased respiratory workloads.

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 functions.

- The work schedule for this position will be part-time, not to exceed 36 hours per week unless approved by the Fire Chief or Assistant Chief. Some evenings and/or weekends may be necessary in order to accomplish the objectives.
- Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergencies and stressful situations. Individuals are exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
- The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise

level in the work environment is usually quiet in office settings and loud at an emergency scene.

GENERAL INFORMATION

The duties and responsibilities that are set forth in this document are described to meet the general requirements of the position and is not an all-inclusive list. Therefore, additional duties may be assigned as needed. The City of Waterville is an equal opportunity employer that does not discriminate on the basis of race, creed, color, age, sex, religion or national origin. Incumbent must be a U.S. citizen with no felony convictions or disqualifying criminal history, must be able to read and write the English language, and must be of good moral character.

Position description approved:

Municipal Administrator