



# CITY OF MORGAN'S POINT RESORT JOB DESCRIPTION

## Chief Training Officer

Department	Fire
FLSA Status	Exempt
Effective Date:	October 2017

### POSITION SUMMARY

- Training Officer is the educational position for certification and continuing education in the Fire Department. The purpose of this position is to ensure the safety and proficiency of the firefighters through education and skills training. This is accomplished by providing, preparing, and presenting training for personnel, city staff, and citizens; assisting with special projects, and responding to calls for service. Other duties include participating in local and regional committees; and completing other duties as assigned. Meets or exceeds the responsibilities and duties of junior and senior officers.
- Must be willing to work shifts as assigned including nights, weekends and holidays, with days and hours that are subject to change.
- Responsible for Training Division and supervising daily operations of Firefighter and Volunteer (non-paid) staff.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Same as required for Fire Lieutenant.
- Supervise Firefighters and Volunteer staff in daily operations.
- Completing research on the computer and via outside sources to obtain necessary information to foresee, plan, procure, and train staff (paid and non-paid); in new technologies, equipment, protocols, and changing community factors that impact firefighting and emergency medical services provided by the Department.
- Provide community outreach by: engaging in public speaking in order to educate citizens regarding emergency services and fire prevention; participating in youth and organized programs; assisting with community service programs and volunteers; completing home and business inspections; participating in child safety programs; and providing community assistance as needed.
- Prepares and presents procurement information by: gathering data, identifying and collecting pertinent information; preparing purchase request; compiling information; reviewing funds available; preparing case for purchase or deferment and presenting completed recommendation to the Fire Chief.
- Assist with emergency response by: assuming "Command" at multi-unit responses; assigning personnel specific tasks; provide patient care as needed; assisting victims; providing or requesting mutual aid, completing required paperwork and documentation.
- Provide and assist paid and non-paid staff with: training materials; outside training opportunities; remedial instruction; management of required certification training; review of required knowledge to ensure high performance of staff's day to day operations.

ACTIVITY	TIME AT TASK
Readiness	5%
Training	70%
Admin.	10%
Operations	10%
Community Outreach	5%

### SUPERVISION RECEIVED AND EXERCISED

- Works under the broad guidance of the Fire Chief.
- Responsible for supervising Firefighters, Officers and Volunteer (non-paid) staff as needed.
- Adheres to City and Fire Department; policies, procedures and General Orders.

## EDUCATION AND EXPERIENCE REQUIREMENTS

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### Education-

- Same as required for Firefighter II.

### Experience-

- Same as required for Firefighter II.

### License or Certificate-

- Same as required for Firefighter II.
- Possession of Department approved Swift Water – III (RBO) Certificate or higher.
- Possession of Texas Commission on Fire Protection – Fire Officer I Certificate or higher.
- Possession of Texas Department of State Health Service EMT-Paramedic.
- Obtain Texas Commission on Fire Protection – Instructor II Certificate within 12 months.
- Extensive background in education and continuing education.

<b>Required Education</b>	H.S. diploma
<b>Required Experience</b>	6 years
<b>Combination OK</b>	yes

## KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Same as required for Fire Lieutenant.
- Ability to assume Fire Chief responsibilities on a temporary basis.
- Ability to interact with Department Heads, represent the City and Department with other agencies, organizations, and community groups.
- Ability to act as Public Information Officer for publicized events and responses.
- Ability to review, evaluate, remediate and counsel paid and non-paid staff.

<b>Firefighting Skills</b>	Officer Level
<b>EMS Skills</b>	Paramedic skills
<b>Administration</b>	Operations Officer
<b>Training - Fire</b>	Instructor II
<b>Training - EMS</b>	Instructor

## PHYSICAL DEMANDS

*The physical demands herein 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 these essential job functions.*

- Same as required for Fire Lieutenant.

<b>Weight</b>	80 lbs.
<b>Environment</b>	Varies
<b>Physical activity</b>	Varies

## OTHER REQUIREMENTS

- Background: Applicants will be subject to, and must successfully pass, a thorough and comprehensive background investigation prior to appointment to position. The applicant must be of good moral character and not have any of the following incidents in their criminal history:
  1. Conviction for a Felony, or Class A Misdemeanor offense at any time;
  2. Conviction for a Class B Misdemeanor offense within 10 years prior to date of application, which includes convictions for DWI (driving while intoxicated), DUID (driving under the influence of drugs) and BWI (boating while intoxicated);
  3. Convicted of any family violence offense;
  4. Currently on court-ordered community supervision, probation or parole for a criminal offense above the grade of Class C Misdemeanor;
  5. Must be a citizen of the United States;
  6. Present at time of employment, original documents that establish identity and U.S. employment eligibility.

*Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management's right to assign duties and responsibilities to this job at any time. The omission of specific job 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 contract and is subject to change as the needs of the employer and requirements of the job change.*