

Job description

Training Officer

Division Chief of Training.

The Division Chief shall serve as a third level chief officer and operate under the direction and supervision of the Fire Chief or other Chief Officer acting as Fire Chief in the absence of the Fire Chief and operate under the normal chain of command is as follows:

- I. Fire Chief
- II. Deputy Chief
- III. Division Chief
- IV. Captain
- V. Lieutenant
- VI. Shift Leader
- VII. Shift Supervisor
- VIII. Firefighter

- I. Duties: The Division Chief's duties shall include, but not be limited to, the following:
 - A. Control of all day to day operations of the Fire District within the scope of their duties and assignments while working under the direction of the Fire Chief or other Chief Officer acting as Fire Chief in the absence of the Fire Chief and coordination all operations with the Deputy Chief.
 - B. Acquisition and maintenance of full knowledge of the meaning and extent of the Statutes of Missouri, the Charter of the Gravois Fire Protection District and its ordinances, where they pertain to the efficient function and operations of the Fire District.
 - C. Proper management and discipline of subordinate personnel, subject to the Rules and Regulations of the Fire District.
 - D. Organization, direction, control and delegation to subordinate personnel.
 - E. Compliance with and enforcement of Policy, Rules and Regulations, Standing Orders and Practices and Procedures necessary for the efficient operation of the Fire District.
 - F. Attendance at scheduled staff meetings, with department officers.

- G. Attendance at meetings of the Board of Directors at the request of the Fire Chief or the Board of Directors.
- H. Attendance at regularly scheduled and special meetings, training meetings, training drills, work sessions and special events of the District.
- I. Assignment of personnel and placement of each individual subordinate member consistent with the best interest of the Fire District, with the approval of the Fire Chief.
- J. Counseling, reprimanding and/or suspension of any subordinate member from service of the Fire District for violations of District Rules and Regulations as allowed in the District Disciplinary and Discharge Procedures.
- K. Serve as a member on personnel review boards for prospective members, applicants for paid positions and annual personnel performance reviews.
- L. Serve as a member on any personnel review boards for disciplinary matters.
- M. Knowledge of a complete roster of the membership of the Fire District along with the knowledge of the capabilities of subordinate personnel.
- N. Primary Duties:
 1. Evaluation of the training needs of the District Firefighters through observation of operations, input from personnel, needs to meet the demands for service and by monitoring trends related to service provided by the fire service nationally.
 2. To develop and administer a comprehensive training program for the district based on needs and demands for service.
 3. To seek assistance from department personnel with training qualifications and from outside sources to deliver quality training.
 4. Appoint and supervise specialty trainers, training assistants and assistant instructors to insure quality training.
 5. Maintain all training records and documentation for the training division.
 6. Coordinate District personnel's requests for out of District training at local and regional fire schools and special training events.
 7. Develop a comprehensive training program for shift personnel and company officers for individual station training and coordinate the delivery of on shift

training and individual station training to include formal training and drills.

8. Assume the duties of the EMS coordinator, to maintain and deliver a training program necessary to the delivery of EMS services by the district and to seek assistance from specialty trainers and outside instructors as necessary to Maintain EMS operations.

9. To appoint, with approval of the Fire Chief, assisting instructors, training assistants and specialty trainers and then provide organization, direction, control and delegation to assisting instructors, training assistants and specialty trainers.

O. Additional Duties:

1. Assist the Fire Chief and other Chief Officers in the day to day operations of the District.
2. Respond as necessary to provide adequate staffing to emergency calls.
3. Respond to all first alarm or higher calls, when available, to assume command and control actions, preferred in an operations role.
4. Assume the responsibilities of a Duty Chief if no higher ranking officer is available.
5. Share the responsibility of an on call Duty Chief on a rotating basis with other chief officers for days when no Chief Officer is on duty.
6. Assume the responsibility of the immediate supervisor for duty crews when acting as duty officer. Those duties include:
 - a. Directing the scheduling and assignments for shift personnel.
 - b. Directing the shift personnel in the completion of their assignments and details as needed.
 - c. Provide quality control for assigned duties of shift personnel.
7. Coordinate between company officers and all firefighters and support staff to meet the mission and purpose of the District.
8. In addition to the above mentioned duties, the Division Chief shall additionally render such other and unrelated services and duties as may be assigned from time to time by their supervisor, as well as such duties as are customarily performed by one holding such position in other enterprises of the same or similar nature as that of the GFPD.

II. Qualifications:

A. Background and experience:

Minimum Requirements to apply:

1. Ten (10) year's verifiable service with a legitimate fire department or district.
2. Five (5) years verifiable experience as fire officer, Captain or higher.
3. Three (3) years verifiable experience in administration and development of a fire department training program at an instructor II level along with ability to develop and deliver training classes.
4. Certifications as Firefighter I, Firefighter II, Hazmat Awareness, Hazmat Operations, Fires Service Instructor I, Fire Service Instructor II, Lead Evaluator with the Missouri Division of Fire Safety, Missouri EMT preferred, EMR minimum if not EMT must achieve within one year of employment, CPR instructor or achieve with 90 days of employment.

For any required certifications you hold that are not issued by the Missouri Division of Fire Safety but are eligible for certification by reciprocity or equivalency from the Division, verification of certification by the Division must be received within 6 months of hire.

5. Experience in working with volunteer and career personnel, preferably with a combination department.
6. Management skills, verifiable tactical operations training, verifiable officers training, Fire Officer II or equivalent training and experience.
7. ICS to NIMS standard or equivalent level necessary to perform assigned duties. NIMS: IS 700, 800. ICS 100, 200, 300, 400.
8. Skills and physical ability to perform tasks the Gravois Fire Protection District is called upon to perform, based on established physical standards for a firefighter, including but not limited to:
 - a. Firefighting duties on structures, vehicles, boats, machinery and wild land.
 - b. EMS at BLS to support ambulance providers.
 - c. Rescue operations: vehicle extrication, high angle rope, entrapment, search and rescue, surface water.

- d. Hazardous Materials Response at an Operations Level.
- e. Water supply operations, both from pressurized hydrants, draft from static water supplies and tanker operations.
- f. Aerial operations.
- g. Marine Division operations, I.E. fire boat operations.
- h. Public relations, public speaking, safety education and fire prevention.
- i. Competent in use of computers, standard office equipment, communications equipment and knowledge of Firehouse software and use of Microsoft Office software.
- j. Ability to effectively communicate in both spoken and written word.
- k. Ability to safely drive and efficiently operate fire apparatus in use by the District.

Experience or certifications desired but not essential for consideration:

- 1. Experience and training in fire investigation.
- 2. Experience and training in building inspection.
- 3. Experience in instruction on EMS and ability to deliver programs that qualify for EMS CEU's. Bureau of EMS instructor preferred.

B. Other requirements:

- 1. Valid Missouri class E driver's license, if from another state, valid Missouri license prior to first day on duty.
- 2. High School Diploma.
- 3. Good driving record.
- 4. No history of felonies or crimes against persons.
- 5. No misdemeanors within last 5 years.
- 6. Physical and drug testing upon position being offered.
- 7. Have and maintain residency within District Boundaries within 60 days of hire.
- 8. Shall submit driving record for review for DWI or DUI history.

III. Salary and Benefits

- A. Salary, overtime exempt position, range from \$45,000.00 to \$54,000.00 annually, rate commensurate with experience and qualifications.
- B. Take home vehicle program.
- C. Work Comp. Insurance.
- D. Health Insurance for employee, 100% by District, family member coverage available at employee's expense.
- E. Membership in the Missouri Firefighters association and accidental death insurance provide by district.
- F. Supplemental death and disability insurance provided.
- G. Aflac available through payroll deduction at employee's expense.
- H. Uniforms provided.
- I. Paid vacation, one week after first year, two weeks after second year, and three weeks after 7 years.
- J. Sick days, one for each month.
- K. Funeral leave for immediate family members.
- L. 11 paid holidays annually.
- M. Retirement program, 457 plan available for employee contributions and District LAGERS, L3, rule of 80, 4% employee contribution with 50% of prior service bought by District.
- N. Creative rights to copy and use material collected or developed while in employ and to take copy upon cancellation of employment.
- O. District to provide all course costs, lodging, transportation and other reasonable and necessary expenses while attending approved training out of District.