

1.1 Training Officer Job Description

WORK HOURS: As Required or as Necessary During a 24-Day Work Period

FLSA STATUS: Exempt

EFFECTIVE DATE: December 18, 2012

This job description is established by the Boulder Rural Fire Protection District (“BRFPD”) to outline the basic requirements, duties and general responsibilities of the position of Training Officer. This position is full time and FLSA exempt. This position is “at-will,” which means BRFPD may terminate the employment relationship at any time and for no reason, subject only to the requirements of applicable law. Similarly, the employee may terminate the employment relationship at any time and for no reason, without prior notice.

Unless expressly defined in this job description, all terms have the same meaning as defined in the Personnel Handbook, as may be amended from time to time by the BRFPD Board in its sole discretion.

1.1.1 Position Summary

The Training Officer is a member of the Department Management Team, leader of the Training Division and member of the Operations Command Team. The position directs, plans, organizes, evaluates and coordinates the training of the department. During an emergency incident, the Training Officer may assume command of fire ground and emergency operations, or perform other duties related to the emergency incident, unless otherwise directed by the Deputy Chief or the Fire Chief.

1.1.2 FLSA Status

This position is exempt from the minimum wage and overtime requirements of the Fair Labor Standards Act and the Colorado minimum wage requirement.

1.1.3 Immediate Supervisor

The Training Officer works under the direction and supervision of the Fire Chief and is evaluated by the Fire Chief.

1.1.4 Supervision Exercised

The Training Officer creates implements and coordinates the training program with the Fire Chief, the Deputy Chief, and the 3 shift Captains. He/she has the ranking responsibility, authority and accountability for all of the Department’s training programs. The Training Officer is the training program administrator responsible for all program development, ensuring consistent delivery of department training programs. The Training Officer will monitor and evaluate the competency of all department members both individually and as a team. The Training Officer will undertake a leadership role in County, State and National training organizations.

1.1.5 Primary Duties and Responsibilities

The following are an overview of the primary duties and general responsibilities for this position and shall not be considered an all-inclusive list:

1.1.5.1 General

1. Consistently promote a professional image of BRFPD at all times;
2. Attend and interact positively and effectively in BRFPD meetings, and when assigned, meetings with other agencies and the public;
3. Consistently demonstrate positive, effective communication skills with the BRFPD Board, Fire Chief, employees and volunteers, other public and private individuals and agencies, and the community, including constructive dissenting opinion;
4. Monitor, evaluate and make recommendations regarding equipment, apparatus, SOGs, and operations;
5. Work in a safe manner, maintain a professional appearance, and positively represent BRFPD at all times;
6. Demonstrate a comprehensive knowledge of BRFPD's rules, and consistently and appropriately enforce BRFPD's rules;
7. Ensure that expenditures stay within the annual budget approved by the BRFPD Board;
8. Assist the Deputy Chief and the Fire Chief in developing proposed annual budgets for consideration by the BRFPD Board; and,
9. Perform other duties and/or tasks as may be assigned by the Fire Chief or the Deputy Chief from time to time.

1.1.5.2 Training Supervision

1. Under the direction of the Fire Chief, directs the training activities of the department;
2. Shall develop, maintain and administer training standards, procedures and training manuals for the district;
3. Directs the training of career and volunteer members of the department; makes recommendations to the Fire Chief regarding training of all members;
4. Evaluates all training policies and procedures and delivery of, including but not limited to: Fire suppression structural/wildland, EMS, Hazmat, and all-risk training; makes recommendations to the Fire Chief for improving training delivery;
5. Ensures consistent training delivery across the three operational shifts;
6. Supervise and perform continuing evaluation of supervised personnel, including but not limited to, preparation and/or review of the formal performance evaluations of subordinates, correction of work deficiencies, and recommendations of formal disciplinary actions to the Fire Chief;
7. Implements and assures continued compliance with the training requirements as outlined by the District's Medical Director;
8. Responsible for the development, review and maintenance of the comprehensive records as related to training and certification tracking of all department personnel; working in conjunction with the Personnel Captain to maintain updated training records for all department personnel;
9. Represent the District and act as liaison with other jurisdictional agencies for training;

10. Responsible for strategic planning, goal setting and objective establishment for the Training Division; also responsible for budget planning, development justifications as well as tracking and reporting for the Training Division;
11. Responsible for purchasing and reporting purchases of all materials, equipment and supplies for training or otherwise as directed by the Deputy Chief or the Fire Chief;
12. As the District's Safety Officer, shall work with the Department Peer Fitness Coordinator to develop, review and maintain a comprehensive safety and wellness program for the District; as necessary shall respond to major incidents to provide the Safety function as defined by the ICS;
13. Investigates and properly reports accidents or injuries involving members;
14. Report to the Support Services Captain or Fire Chief damage to property of any kind belonging to BRFPD or others involving BRFPD. Secure the names and addresses of any witnesses; keep an accurate and complete record of all the accidents; if possible, take photographs of all locations or property damaged; and ensure that a drug and alcohol tests are conducted, as appropriate, in accordance with BRFPD's Personnel Handbook;
15. Report promptly to the Fire Chief any member who reports for duty, or who is performing work or volunteer services, under the influence of alcohol, illegal drugs, or prescription drugs used in an illegal manner;
16. Creates monthly reports and an annual summary of activities;
17. Interacts and coordinates with the Support Services, Personnel and Prevention Divisions as required to fulfill training responsibilities;
18. Initiate and develop special projects as applicable, appropriate or as directed in the area of training, for the improvement and development of training; exercises project management discipline on the projects initiated;
19. Shall define/recommend, administer and evaluate certification standards and testing for all department personnel consistent with department training programs;
20. Shall prepare and present a master training program and schedule; shall ensure that trainings, schedules and calendars are accurate and up to date;
21. Shall develop, maintain, schedule and monitor new personnel training orientations and academies for all District personnel;
22. May be required to perform duties of subordinates when necessary;
23. May act as the Fire Chief in his or her absence;
24. May supervise duty personnel in physical fitness training;
25. Complete training necessary, retain and maintain all certifications as required to maintain or improve skills and perform effectively as an officer on the Department;
26. May attend remote BRFPD-related meetings, conferences and trainings requiring reimbursed travel and possible overnight lodging.
27. Perform related supervisory work as required and/or assigned;

1.1.5.3 Periodic and On-Call Duties

1. Will be required to work weekdays, weekends, holidays, evenings and nights as necessary to satisfactorily perform the duties and responsibilities of the position of Training Officer.
2. May attend remote meetings, conferences and trainings, requiring reimbursed travel, including overnight lodging.

3. Will be required to wear a BRFPD issued pager while off duty at all times he/she is within a one (1) hour response time radius of BRFPD's headquarters. The Training Officer shall immediately respond to a BRFPD page while within a one (1) hour response time radius of BRFPD's headquarters and shall advise BRFPD whether he/she is available to perform work for the BRFPD on a callback basis.

1.1.5.4 Fire Ground Command

1. During any emergency incident, the Training Officer may assume command of fire ground and emergency operations, or perform other duties related to the emergency incident. During any emergency, or any non-emergent situation, the Training Officer shall be deemed the most senior ranking officer of BRFPD, except for the Deputy Chief and Fire Chief.

1.1.6 Mandatory Qualifications and Requirements

1. Possess and maintain a valid driver's license with an acceptable driving record and the ability to obtain a Colorado Driver's License within 30 days.
2. Obtain and maintain an IFSAC Fire Officer I, Haz-Mat Operations certifications within one year of hire;
3. State of Colorado EMT-B, NREMT-B or equivalent medical license;
4. Possess and maintain a NWCG FFT2 Red Card within six months.
5. Possess and maintain a CPR certification.
6. NIMS 300, 400, 700 and 800 within one year from date of hire.
7. Bachelor's Degree with a minimum of thirty (30) hours of college credit from an accredited institution in educational theory/practice, management, or related field, or any equivalent combination of education and/or experience that provides the required knowledge and abilities for the position.
8. Satisfactorily perform BRFPD's daily physical fitness requirements.
9. Minimum five years progressively responsible experience in the fire service, including at least two years in training of Fire, EMS, Rescue, or Haz-Mat personnel providing Fire Suppression, EMS, Rescue, or Haz-Mat services.
10. Minimum three years experience supervising two or more individuals in a work environment.
11. Successfully complete BRFPD's annual Physical Abilities Test, annual SCBA fit test, and a minimum of 50 hours of combined administrative, hazardous material and firefighting training each calendar year after hire.
12. Obtain continuing education and training as necessary to perform the duties of the position.
13. Demonstrated ability to communicate effectively orally, in writing, and by electronic media; train, instruct, and assist in the training of other BRFPD members.
14. Demonstrated ability to establish and maintain effective working relationships with superiors, subordinates, peers and the public.
15. Demonstrated ability to manage and complete numerous technical and complex collateral administrative assignments; prioritize work assigned from multiple superiors.
16. Demonstrated understanding of, and ability to implement, coordinate, and operate within an ICS/NIMS system.

17. This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.

1.1.7 Desired Qualifications

1. Master's Degree in Fire Science, management or related field;
2. NREMT-I or NREMT-P, PALS, ACLS, AMLS or EMPACT, PHTLS or ITLS;
3. IFSAC or State of Colorado Fire Instructor II or higher;
4. Colorado EMS Primary Instructor, Colorado EMS Program Manager;
5. IFSAC or State of Colorado Fire Officer II or higher;
6. IFSAC Driver/Operator, Driver/Operator – Pumper, Driver/Operator Aerial
7. IFSAC or State of Colorado Haz-Mat Technician certification, special WMD certification, or other advanced Haz-Mat certification;
8. Advanced wildland fire fighting training and experience, such as Squad Boss, Engine Boss, Sawyer, Strike Team or Task Force leader ;
9. Experience with complex, technical and sensitive work environments;
10. Knowledge of computerized administrative functions.

1.1.8 Working Environment/Physical Requirements

This position requires work in a variety of locations and conditions, including living quarters and office areas, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of every type.

1. A substantial portion of this position will involve sedentary, administrative work in an office environment; however, the Training Officer may be required to supervise fire ground activities at emergency incidents and/or perform other duties at an emergency incident;
2. Strenuous physical activity under extreme adverse conditions may be required periodically;
3. Must possess the ability to lift items in excess of one hundred fifty (150) pounds occasionally and up to sixty (60) pounds frequently;
4. This position requires standing, running, walking, sitting, kneeling, stooping, bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping digging, spraying, reaching over head, reaching away from body, and repetitive motion;
5. Will be required to work in all weather conditions and in extreme temperatures below twenty degrees (20 degrees) Fahrenheit and in excess of one hundred degrees (100 degrees) Fahrenheit;
6. Work may be performed under hazardous and adverse conditions, including but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces;
7. Work may result in exposure to smoke, gases, chemicals, fumes, odors, mists and dusts, which can affect the respiratory system or skin requiring the wearing of furnished PPE;
8. Work may result in exposure to individuals or blood carrying infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, small pox, *etc.* requiring the wearing of furnished PPE;

9. Work may result in exposure to high noise levels requiring the wearing of hearing protection;
10. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision; and,
11. This position will involve periods of high physical, mental and/or emotional stress.

1.1.9 Special Tools and Equipment

Must be able to demonstrate skill in the proper operation of BRFPD apparatus, vehicles, equipment, fire training simulators, computers, telephones, copiers, fax machines, calculators, emergency radio equipment, visual projectors, VCR recorder, digital camera and 35 mm camera.

1.1.10 Salary and Benefits

The Training Officer receives a base salary, which the BRFPD Board publishes for each BRFPD position in December of each year, taking into account a cost of living adjustment, if any. In addition, the Training Officer position is eligible to participate in BRFPD's Certification Incentive Pay Program. The certifications that qualify for Certification Incentive Pay are set forth in BRFPD's SOGs. The Training Officer also is eligible for all benefits provided to full-time employees set forth in the Personnel Handbook. The BRFPD Board has the right at any time, in its sole discretion, to eliminate or modify the cost of living adjustment, Certification Incentive Pay Program, and any other benefits provided by BRFPD.

The final rank assignment will be determined by the Fire Chief, based upon the successful candidate's experience, qualifications, and certification.