

Drexel Heights Fire District

Job Description

Job Title: Training & Education Coordinator
Department: Operations
FLSA: Not Exempt

Position Code: 240
Step Range: Varies
Date: 11/01/14

General Description

The position is challenged to coordinate and perform multiple training/instructor roles, which are intended to enhance the training of current and future fire district personnel. The assigned roles include: development, coordination, and implementation of fire and EMS related training programs for internal and external customers; and to interact with external agencies and internal departments and requires considerable independence and professional decision making ability. The individual selected for this position will be detailed from their current work assignment to Training & Education Division for a period of 24 months (some exceptions) by the Fire Chief.

Supervision Received

This position receives supervision from the Division Chief – Operations and indirectly from the Fire Chief.

Supervision Exercised

None. Exception, where the situation dictates during training evolutions or similar situations. At times may supervise “restricted duty” employees temporarily assigned to Training & Education activities.

Essential Duties and Responsibilities

1. In consultation with the Division Chief – Operations, coordinates the overall training and education programs for all District employees.
2. Conducts training drills and classroom instruction in all facets of fire district functions and operations.
3. Coordinates and assists in all recruit, probationary and full-time training instruction.
4. Assists in development, organization and presentations of training programs and at times that training project could require working in conjunction with outside agencies for the district.
5. Assists in the development of guidelines and procedures as it pertains to emergency operations, apparatus, equipment and other related areas.
6. Coordinates, develops and presents class curriculum for district educational programs from universities, colleges, academies and other district sponsored courses.
7. Conducts equipment training on all aspects of fire district operations.
8. Collection, reporting, recording, compliance and interpretation of training records.
9. Attends meetings representing the district.

The above listed examples of work are not intended to be all-inclusive. The District reserves the right to assign additional duties and responsibilities it deems necessary or desirable, as well as take away any duty and responsibility at its discretion.

Knowledge, Skills and Abilities

1. Ability to listen to and apply information and instructions.
2. Ability to read and comprehend technically written materials and manuals.
3. Knowledge of principles, training methods and techniques used in adult education.
4. Ability to instruct others in a classroom setting.
5. Knowledge of group dynamics and human behavior.
6. Ability to critique and evaluate performance of personnel.
7. Ability to plan, organize and coordinate the execution of training programs.

8. Knowledge of controlling laws and ordinances affecting the District.
9. Ability to deal firmly and courteously with class participants.
10. Good judgment and dependability.
11. Ability to effectively use computers including data entry and report generation.
12. Ability to effectively manage time and scheduling of work and use of resources.
13. Ability to deal with the general public.
14. Knowledge and skill in maintaining accurate records related to training and instruction.
15. Ability to develop, write and publish complex, comprehensive training related materials and procedures.
16. Ability to write legibly, speak distinctly, and have good hearing.
17. Requires confidentiality and ability to remain calm under stress.

Minimum Education, Training and Experience Requirements

1. Minimum of three (3) years experience in fire service.
2. Certification as a Firefighter II in the State of Arizona.
3. Certification as a Fire Instructor I in the State of Arizona.
4. Knowledge in the use of PowerPoint and other training related systems.
5. Must possess or be able to possess a valid Arizona Drivers License.

Preferred Education, Training, and Experience

1. An Associate's Degree in business or management, fire science or a related field.
2. Bachelors Degree in business, management, fire science or related field.
3. Completion of the Fire Officer Development Program.
4. Ability to communicate both in English and Spanish.

Tools, Equipment and Work Aides Used

Telephones (including the use of ear pieces), radios, ladders, computer, audio visual equipment and training aides, typewriter, calculator, motor vehicle, copier, fax machine and other typical office and classroom equipment.

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 duties of this job, the employee is frequently required to sit, talk or hear, stand, walk, use hands to finger, 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, taste and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision required for this job includes close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 essential functions.

Work performed primarily in an office/classroom, vehicles and in outdoor settings in all weather conditions including temperature extremes, during day and night. Work is often performed in simulated emergency and stressful situations. Individual is exposed to hearing alarms, hazards associated with construction sites and the hazards associated with emergency situations.

The employee occasionally works near moving mechanical parts and in precarious places and is occasionally exposed to wet and/or humid conditions with the risk of electric shock and vibration.

Selection Guidelines

Formal internal application, review of education and experience, appropriate testing, oral interview, and final selection. The Fire Chief makes this detail assignment.

Miscellaneous

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: Douglas E. Chappell **Effective Date:** November 1, 2014