

1-4. TRAINING OFFICER

TITLE: Training Officer

REPORTS TO: Assistant Fire Chief

DIRECTS: Shift Personnel

POSITION DESCRIPTION:

This position is responsible for conducting all fire department training for fire district personnel, ensuring that it is effective, efficient, and current. Perform training division administrative activities, duties, and maintain proper record keeping for all fire district personnel. Coordinate, implement and deliver fire district training programs and activities. Evaluate fire district personnel and the effectiveness of all training programs. Supervision of the Training Committee and delivery of all training programs and the evaluation thereof. Ensures accuracy of data through records management programs. Researches new and existing training programs to ensure fire district personnel are receiving quality training on each shift through the Training Committee. Other duties may include assisting with other fire district administrative activities as assigned by the Assistant Fire Chief or the Fire Chief.

MINIMUM QUALIFICATIONS:

- a. Proficient reading, writing and communication skills
- b. Proficient computer skills including Microsoft 365 and Google Workspace
- c. Responsible experience and training in fire service programs or an equivalent combination of education, training and experience that provides required knowledge
- d. Ability to deal with systems of real numbers; practical application of math
- e. Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling and grammar, using all parts of speech. Also, must have the ability and knowledge to communicate digitally
- f. Valid South Carolina Driver's License
- g. High School Diploma or Equivalent
- h. SCFA, IFSAC, Pro Board or equivalent: Building Construction Awareness, Firefighter II, Intro to Tech Rescue, Pump Operations II, Basic Aerial Operations, Fire Instructor II, & Fire Officer II
- i. Current CPR/First Aid/AED
- j. NIMS ICS 100, 200, 700, 800
- k. ICS-300 & ICS-400

PREFERRED QUALIFICATIONS:

- a. Bachelor's degree in fire science, fire administration, business or public administration, or related field from an accredited college or university.
- b. NREMT or above
- c. South Carolina CDL-B or SC Class E License

Job Tasks:

The Training Officer is to perform/participate in all of the following tasks:

- a. Conduct fire department training while providing consistency among all shifts.
- b. Prepare, develop, and implement training based on the needs of the fire district by consulting with shift officers, observation, incident reports, new and updated state and national standards, and annual performance reviews.
- c. Maintain and ensure that the training tower is in a constant state of readiness for any training needs that may arise unscheduled.
- d. Assist recruitment and retention committee as needed.
- e. Conduct Candidate Physical Agility Tests for all potential new hires.
- f. Conduct annual assessments and promotional assessments for candidates as needed.
- g. Work with administration to develop promotional hands-on evaluations.
- h. Maintain and ensure that all personnel training records are kept up to date and assign classes as needed.
- i. Manage Training Committee and coordinate quarterly.
- j. Prepare monthly, quarterly, semi-annually, or annually training schedules for approval by administration and implement those programs once approved.
- k. Maintain all personnel training records, training files, and certification statuses.
- l. Work with Medical Director to ensure all medical training is standardized and up to date for all fire district personnel.
- m. Assist fire district personnel with SC Fire Portal, registering for SCFA and NFA courses.
- n. Maintain and schedule vehicle used for transporting fire district personnel to and from various training classes.

EXPECTED BEHAVIOR:

The Training Officer sets the tone for all South Greenville Fire District personnel and how they act/react to situations presented to them while out in the community. Ensuring that all fire district personnel are well trained and ready for any scenario is key from the Training Officer and Training Committee. High risk/low frequency events are very dangerous to fire district personnel and the community they serve. All personnel must be ready, willing, and able to conduct themselves professionally and be able to solve the most complex issue and this begins and ends with the Training Officer. The Training Officer is expected to embrace, support and promote the South Greenville Fire District's values, which include but are not limited to the following:

- a. High ethical standards
- b. Active participation in teamwork
- c. Strong safety principles and safe work practices
- d. Provide a high quality of customer service with both internal and external customers and share holders