

## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Training Chief	<b>BAND/LEVEL:</b>	Mgmt IV
<b>DEPARTMENT:</b>	Fire Department	<b>JOB NO:</b>	5050
<b>DIVISION:</b>	Fire Training	<b>DATE:</b>	3/25/12
<b>REPORTS TO:</b>	Fire Chief	<b>FLSA STATUS:</b>	EX
<b>FULL-TIME:xxx</b> _____	<b>PART-TIME:</b> _____	<b>TEMPORARY:</b> _____	<b>COST CENTER:</b> 285

**REPLACES:** Training Chief

**DATE:** 4/2004

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### **JOB SUMMARY STATEMENT:**

Responsible for the management of the fire department's training and public education activities for its human resources, including career, volunteer and civilian members.

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### **DUTIES AND RESPONSIBILITIES:**

1. Manages the following operations within the Training Division:
  - o The Department's Fire Training Center
  - o CORE training
  - o Emergency medical continuing education
  - o Special Operations Response Team training in cooperation with the Deputy Chief of Operations and the SORT Training Coordinators
  - o Recruit Training Academy
  - o Special training activities including guest speakers or manufacturer representatives
  - o Public Fire Education
2. Coordinates and communicates with all Divisions to effectively and efficiently implement on-going daily training activities.
3. Responds to major emergencies when required through on call duty assignments, or requested (i.e. in cases of suspected fire, etc.). In the absence of the Battalion Chief, the Training Chief may respond to fires, from time to time, and make high level strategic and tactical decisions as to methods of fighting fires and performing rescues, directing the work of all units in all matters concerning fire mitigation.
4. Fulfills assigned incident command roles within the Emergency Operations Center as needed or directed.
5. Prepares plans, obtains bids, and makes recommendations for improvements and/or replacement of all fixed facilities and tangible resources within the Division.
6. Participates in the development and implementation of goals, objectives, policies and priorities for assigned area of responsibility. Identifies resource needs, recommends and implements policies and procedures.
7. Directs, coordinates, and reviews the work plan for assigned programs; meets with staff to identify and resolve problems; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures of full-time staff members and part-time instructional staff providing classroom delivery and program development services.
8. Trains, motivates, and evaluates assigned personnel. Provides or coordinates training and work with employees to correct deficiencies; implement discipline and termination procedures.
9. Participates in the development and administration of the assigned program budget; forecasts additional funds needed for equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary.
10. Serves as the liaison between the Fire Department and outside agencies
11. Assists in the development of the annual operating budget, and planning for future service requirements; conducts research and prepares reports on a variety of topics; makes recommendations for improvements to the Fire Chief.

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12. Coordinates assigned activities with those of other divisions, outside agencies and organizations; provides staff assistance to the Fire Chief; prepares and presents staff reports and other necessary correspondence.
13. Attends and participates in professional group meetings, Johnson County Fire Chiefs, ECC, Johnson County EMS Committee, etc. and stay abreast of new trends and innovations.
14. Participates in fire and injury prevention programs and other public education activities by speaking to businesses, schools, clubs, and a variety of citizen groups in order to promote public awareness and the interest in fire and injury safety.
15. Reviews reports and rosters submitted by personnel for accuracy, completeness, and quality assurance.
16. Furnishes input to the Fire Chief on the development and quality assurance of performance appraisals for the personnel reporting to him/her.
17. Assumes command of the department when assigned in the absence of the Fire Chief.
18. Performs other duties as directed or required.
19. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
20. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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## GENERAL QUALIFICATIONS

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

Bachelor's degree in Fire Service Management or related field. A Master's degree is preferred.

Must possess a valid driver's license and maintain an insurable driving record.

Successful completion of courses in educational methodology, course development and training program management. Preferred: The Training Chief should be credentialed as an Executive Fire Officer from the National Fire Academy, or apply upon receiving position.

### **EXPERIENCE:**

Ten years of experience, of which three must have been involved in adult learning programs. Five years of senior command staff and management experience preferred.

### **SKILLS:**

1. Presentation skills
2. Good oral and written communication skills
3. Skilled in the application of fire fighting, rescue and emergency medical techniques and methods
4. Ability to develop training programs and curriculum.

### **MENTAL REQUIREMENTS:**

1. Ability to train and guide others.
2. Ability to evaluate effectiveness of Educational Programs.
3. Knowledge of departmental procedures, rules, and regulations.
4. Ability to read, understand, adhere to and implement departmental guidelines, bulletins, directives, memorandums and policies.
5. Ability to plan, organize, and direct fire service activities and specialized program assignments.

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6. Ability to analyze situations quickly and objectively, and to determine proper courses of action.
7. Ability to establish and maintain positive, effective working relationships with senior staff, command staff, company officers, personnel of the department, other city officials, outside public safety agencies, business leaders, and the public. firefighters, and the public.
8. Ability to communicate effectively, orally and in writing.
9. Ability to maintain records and prepare reports.
10. Ability to carry out oral and written instructions and to react quickly and calmly in making decisions under extreme emergency conditions.
11. Ability to observe, document, and to fairly appraise the activity and performance of department personnel.
12. Function in life/death situations relying on sight, hearing, smell, and touch to make critical decisions while maintaining safety of others/self; acknowledge associated risk of bodily injury/death in performance of duties.
13. Demonstrable ability to illustrate and track departmental performance through the City's Performance Measure Program for quality assurance.

**PHYSICAL REQUIREMENTS:**

1. Must pass Overland Park Fire Department physical requirements with a minimum result of good.
2. Ability to crawl, run, climb, crouch, bend, stoop, twist, reach, contort, and lift up to 160lbs while wearing heavy protective gear weighing about 50 lbs.
3. Exposure to carcinogenic dusts, toxic substances infectious agents, and the visual/emotional shock of burn/trauma victims.
4. Ability to work in intense life-threatening conditions
5. Exposure to fire, smoke, bodily fluids, noise, potentially hazardous materials, dangerous animals; hazards of emergency driving; hazards associated with traffic control and working in an near traffic; natural and man-made disasters; and hazardous materials incidents.
6. Ability to sit and stand for long periods of time.
7. Ability to respond immediately to emergency incidents where manual dexterity, flexion of the body, and exposure to extremely adverse stressful elements may be required.
8. Hand and eye coordination adequate to use assigned technical equipment.

**SAFETY REQUIREMENTS:**

1. Must not pose a direct threat or significant risk of substantive harm to the safety or health of himself/herself or others.
2. Must be committed to a high standard of safety and be willing and able to comply with all of the Department's safety policies and rules. Must be willing to report safety violations and potential safety violations to the Fire Chief.

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

Direct:

Administrative Assistant  
Training Officers  
Public Education Specialist

Indirect:

Off duty instructors

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**