

## CITY OF OVERLAND PARK POSITION DESCRIPTION

**TITLE:** Training Officer  
**DEPARTMENT:** Fire Department  
**DIVISION:** Fire Training  
**REPORTS TO:** Training Chief  
**FULL-TIME:** X      **PART-TIME:**

**BAND/LEVEL:** Prof III  
**JOB NO:** 5570  
**DATE:** 12/02/2015  
**FLSA STATUS:** NE  
**COST CENTER:** 285

**TEMPORARY:**

**REPLACES:** Training Officer

**DATE:** 6/5/2013

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### **JOB SUMMARY STATEMENT:**

Responsible for the delivery and instruction of the department's fire and/or EMS training program; the Command Training Center; the new recruit training program. Responsible for the operation, maintenance and condition of the Fire Training Simulator building and outside props. Responsible for the planning, management, operating, delivery, instruction and evaluation of the department's advanced medical education and training program. Assists with other medical education activities of the division and department. Actively functions in the education setting and provides oversight of the overall operation and management of all activities associated with this EMS Training. Coordinates, communicates and assists the Operations Division-EMS Chief, Medical Director, outside agencies and others, with education and training activities and related activities, such as attending appropriate meetings of various local and state medical organizations.

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### **DUTIES AND RESPONSIBILITIES:**

1. Researches, prepares, delivers and instructs basic and advanced fire training programs to the department.
2. Develops, maintains and facilitates simulations to be used in the department's Command Training Center.
3. Trains other instructors and support staff on the operation of training devices, props, equipment, etc.
4. Responsible for the operation, maintenance and condition of the Fire Training Simulator building and outside props.
5. Ensures all training activities meet appropriate national, state and local standards and certifications, and required record-keeping.
6. Coordinates the work of contractors and part-time instructional and development staff. Coordinates external public and private sector (CPR, Fire Brigade, Confined Space, etc.) training activities. Plans, identifies, schedules, delivers, executes and evaluates training activities.
7. Participates in fire and injury prevention programs and other public education activities by speaking to business, schools, clubs, and a variety of citizen groups in order to promote public awareness and the interest of fire and injury safety.
8. Establishes and maintains an advanced medical education and training program for the delivery of Advance Life Support (ALS) care.
9. Researches, prepares, delivers and instructs basic and advanced medical educational programs to the department.
10. Ensures all educational activities meet appropriate national, state and local standards and certifications.
11. Participates in selected Emergency Medical Service (EMS) functions at the direction of the EMS Chief with approval of the Chief of Training; represents the Overland Park Fire Department on the Johnson County EMS Councils' EMS Protocol sub-committee.
12. Assists the EMS Chief and Medical Director with mentoring and skill level testing of Paramedics during hiring, continuing education, and other special circumstances and situations.
13. Maintains liaison with education institutions and agencies related to the department's delivery of emergency medical services at the discretion of the Training Division.

14. Examines internal activity against the national fire/EMS trends to monitor and/or assist in determination of department efficiency indicators.
15. Maintains all appropriate national, state and other certifications and medical qualifications.
16. Plans for and executes programs for new employees and current employees relating to in-service medical education.
17. Under the oversight of the Medical Director, reviews medical reports and quality assurances/quality improvement programs as established by medical protocol. Shall fulfill the obligation in conjunction with the EMS Chief.
18. Participates in activities of the department as necessary to assure outstanding service to the City of Overland Park.
19. Shares in the operations and participates in all activities of the Training Division.
20. 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.
21. 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.

## **GENERAL QUALIFICATIONS**

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

Associate's degree in Fire Science, Emergency Medicine, or related field required. Bachelor's degree in Fire Science, Emergency Medicine, Management, Public Policy or Adult Education preferred. Must possess a valid (KS Class B or equivalent if out of state) driver's license and maintain an insurable driving record.

Must possess a Kansas Paramedic Certification and/or EMT Certification. Firefighter I and II certification in the State of Kansas or equivalent International Fire Service Accreditation Congress (IFSAC) or Pro Board Certification. Fire Instructor I certification and Fire Instructor II coursework and/or certification preferred.

Certified in Advanced Cardiac Life Support, Pre-Hospital Trauma Life Support, Pediatric Advanced Life Support preferred.

### **EXPERIENCE:**

Five years of full-time experience in the role of Firefighter, Fire Medic or Paramedic. Five years experience in teaching and/or course development. Two years supervisory experience preferred.

### **SKILLS:**

1. Attention to detail.
2. Basic math and accounting skills.
3. Computer software skills – working knowledge of database, presentation, word-processing software applications.
4. Facilitation skills, including curriculum/agenda development, ability to help group's focus, ability to use group decision-making to gain commitment, and/or ability to encourage participation.
5. Human Relations/Interpersonal skills.
6. Leadership skills, including strategic planning skills, goal-setting skills, assessment skills, collaboration skills, and complex decision-making skills.
7. Project management skills, including organization, coordination of duties, and/or accomplishment of goals.
8. Public speaking/presentation skills.
9. Time management skills.
10. Effective written and oral communication skills.
11. Skilled in the application of fire fighting, rescue and emergency medical techniques and methods.

**MENTAL REQUIREMENTS:**

1. Ability to meet deadlines.
2. Diplomacy and judgment.
3. Ability to train and guide others.
4. Ability to recognize and protect confidential information.
5. Ability to prioritize multiple tasks.
6. Ability to read and comprehend federal, state, and local policies and regulations.
7. Ability to carry out assignments through oral and written instructions.
8. Ability to work independently.
9. Ability to work in a hectic environment with many interruptions.
10. Ability to analyze and recommend possible solutions.
11. Ability to learn and understand PC software.
12. Knowledge of the operations of the various types of apparatus and equipment used in fire fighting activities, together with the ability to supervise the effective use of such equipment and apparatus.
13. Ability to observe, document, and to fairly appraise the activity and performance of department personnel
14. Knowledge of rescue and emergency medical principles, practices, equipment and techniques.
15. Knowledge of modern fire fighting principles, practices, and procedures, including hydraulics.
16. Knowledge of the operating and maintenance requirements of the various types of apparatus and equipment used in fire fighting activities.
17. Knowledge of building construction.
18. Knowledge of fire alarm, fire sprinkler, and fire suppression systems.
19. Knowledge of the physical layout of the Department's service area, including fire hydrant and street locations.
20. Ability to perform basic and routine mechanical work involved in maintaining fire apparatus, equipment and tools.
21. Ability to analyze situations quickly and objectively and to determine proper courses of action.
22. Ability to establish and maintain positive, effective working relationships with supervisors, firefighters, and the public.
23. Ability to communicate effectively, orally and in writing.
24. Ability to write clear and concise reports.
25. Ability to maintain and/or improve knowledge, skills, and abilities, unassisted.
26. Ability to 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.
27. Ability to read, understand and adhere to all department guidelines, bulletins, directives, memorandums and policies.

**PHYSICAL REQUIREMENTS:**

1. Must pass Overland Park Fire Department physical requirements with a minimum result of good.
2. Ability to reach, stand, crawl, bend, stoop, climb, push, and pull
3. Ability to make and receive phone calls.
4. Ability to identify and distinguish colors.
5. Ability to operate City vehicles.
6. Ability to operate power and/or hand tools such as firefighting equipment, nozzles, hose, axes, chain saws drills, etc.
7. Ability to work in confined spaces.
8. Hand and eye coordination adequate to input computer and typewriter.
9. Exposure to dust, smoke, gases and vapors.
10. Exposure to extreme temperatures.
11. Exposure to heights.
12. Exposure to loud noises.
13. Excessive standing and/or walking.
14. Exposure to infectious agents and the visual/emotional shock of burn/trauma victims.
15. On occasion will be exposed to intense life-threatening conditions; exposure to smoke, bodily fluids, noise, dangerous animals, hazards of emergency driving; hazards associated with traffic control and working in and near traffic; natural and man-made disasters; and hazardous materials incidents.
16. Ability to lift 160 lbs. and transport 25 feet while wearing heavy protective gear.
17. Ability to push/pull up to 100 lbs. while wearing heavy protective gear.
18. Musts be able to wear SCBA and full bunker gear inside a live-fire environment.
19. Employees that are fire qualified, and approved by the department to work in this capacity, must also meet the physical requirements of the Firefighter job description.

**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.

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

**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.**