

## CITY OF CORAL SPRINGS Classification Description

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**CLASSIFICATION TITLE:** Assistant Chief Training Officer  
**FUNCTIONAL AREA:** Fire Department

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### WORK OBJECTIVE:

Under direction of the Chief Training Officer, performs highly responsible administrative work involving the coordination, scheduling, administering, and monitoring, of all training activities for the Fire Department. Acts as liaison to other training divisions, organizations and agencies as required. Responsible for ensuring all work is performed according to established safety standards, codes and regulations applicable to the work. The employee works in accordance with departmental directives, however, is expected to exercise considerable independence and initiative.

### ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Develops, researches and formulates up-to-date training policies, programs, and schedules based on identified training needs; operational processes; training evaluations; business systems; state mandated requirements; or changes in equipment, procedures, or services related to fire and rescue training needs.
- Assists with interpretation of State laws, codes, ordinances, and rules as they apply to the fire service and render decisions.
- Coordinates aspects of the career and volunteer training programs for Coral Springs Fire Department and fire academy; assists with developing, maintaining and implementing improvements to all programs.
- Assist with compiling, coordinating and maintaining custody of all training records for the department.
- Coordinates the dissemination of educational information and materials to the department.
- Schedules and conducts training activities as required.
- Coordinates, compiles and analyzes training statistical data as required.

### MINIMUM QUALIFICATIONS:

#### **Education / Certifications / Experience –**

Bachelor's Degree in Fire Science, Public Administration, or related field; supplemented by three (3) to five (5) years of responsible experience in Fire Rescue and Fire Suppression operations; must possess State of Florida certificate as Firefighter, Paramedic, and Basic Fire Service Instructor. An acceptable driving record is required.

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### **Knowledge, Skills, & Abilities –**

Knowledge of current principles and practices of fire rescue and paramedic work, governing laws, ordinances, policies and procedures.

Knowledge of pre-established City, County and State policies and procedures applicable to the work.

Knowledge of training methods, media equipment and computers.

Ability to teach and evaluate personnel.

Ability to direct and enforce safe First Aide/medical rescue methods, procedures and practices.

Ability to understand, follow, direct and supervise written and oral instructions.

Ability to clearly communicate information both verbally and in writing.

Skill in the principles and techniques of customer relations skills; ability to deal diplomatically with irate, violent or frantic individuals; ability to react quickly and calmly in emergency situations.

Skill in analytically observing, and objectively and clearly reporting routine and non-routine, emergency and non-emergency activities.

Ability to read, update and maintain various records and files.

Ability to operate basic office equipment.

Ability to access, operate and maintain various software applications.

Ability to establish and maintain effective working relationships with departmental staff, management, the public media, various civic agencies, other fire and emergency departments, and the general public.

Ability to operate moderately heavy/heavy fire rescue equipment.

### **PHYSICAL REQUIREMENTS:**

Most tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of sitting, standing and/or walking. Some tasks involve the intermittent performance of physically demanding work, which may involve some combination of running, climbing or jumping, and may involve the lifting, carrying, pushing, and/or pulling of moderately heavy and/or heavy objects, materials and/or persons. (20-150 pounds).

### **ENVIRONMENTAL REQUIREMENTS:**

Some tasks are performed in outdoor environments. Due to the nature and non-specific location of the work environment, tasks include potential for lengthy exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Some tasks are performed in highly critical and hazardous conditions, where fire and/or other life threatening situations occur, skill in exercising and enforcing established safety precautions is essential in avoidance of injury or accidents. Some tasks include working in and around moving vehicles and associated vehicle/equipment areas, where heightened awareness to surroundings and observance of established safety

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precautions is essential in avoidance of injury or accidents. Other work requires diplomatic, skillful and immediate response to potentially violent situations and must submit to essential safety precautions to avoid personal injury or injury to the general public.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.