

CITY OF CORAL SPRINGS
Classification Description

CLASSIFICATION TITLE: Chief Training Officer
FUNCTIONAL AREA: Fire Department

WORK OBJECTIVE:

Under direction of the Fire Marshal/Deputy Fire Chief, performs highly responsible administrative and supervisory work involving the coordination, implementation, scheduling, monitoring, training, and documentation of all training activities for the Fire Department and the Fire Academy. Directly supervises all Training Instructors and overall activities of the training division and manages and directs all activities relating to the Fire Academy. Acts as liaison to other training divisions, organizations and agencies as required by the Fire Chief. Employee is responsible for ensuring all work is performed according to established safety standards, codes and regulations applicable to the work. Work is performed with independence and limited supervision. May function as Incident Commander and Incident Safety Officer as needed. Position is a member of the senior, command and general staff.

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.

- Administer and manage the Training Division; Public Education Division; Fire Academy; EMT and Paramedic training; and homeland security issues.
- Researches and formulates up-to-date training policies, standard operating procedures (SOP's), 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.
- Interpret State of Florida laws, codes, ordinances, and rules as they apply to the fire/ems service and render decisions.
- Oversee and manage all aspects of the career and volunteer training programs for Coral Springs Fire Department and Fire Academy; develops, maintains and implements improvements to all programs.
- Compiles, coordinates and maintains 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. Assesses training needs on emergency scenes and implements programs to address such needs.
- Coordinates, compiles and analyzes training statistical data as required.
- Makes training recommendations to the Chief for inclusion in long range planning for the department. Assist with budget preparation.
- Directs, supervises and evaluates departmental personnel, students and volunteers; enforces departmental rules and takes disciplinary action, when necessary; performs recruitment activities.
- May direct/participate in suppression, rescue, first aid and salvage operations; as needed.

Chief Training Officer

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Bachelor's Degree in Fire Science, Public Administration, or related field; supplemented by eight (8) to ten (10) years of responsible supervisory/command experience in Fire Rescue and Fire Suppression operations; must possess State of Florida certified as Firefighter, Paramedic, and Fire Service Instructor III. Must possess and maintain a valid Florida Class D Driver's License with endorsements for emergency equipment and have an acceptable driving record.

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).

Chief Training Officer

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 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.