

ASSISTANT FIRE CHIEF/TRAINING & SAFETY OFFICER

Position Code: 2701
WC Code: 7710
FLSA Status: Exempt
Pay Grade: 358
Location: Fire
Approval Date: 2017

General Statement of Duties

Performs responsible coordination of department training activities and assists risk management division in instruction and coordination of town wide safety programs. Serves in the absence of the Fire Chief

Distinguishing Features of the Class

An employee in this class is accountable for planning, organizing, directing, coordinating, and/or conducting all training activities of the department for full-time and part-time staff. Other activities include assisting risk management in the teaching and coordination of safety programs town wide. Work requires that the employee stay abreast of state-of-the-art fire suppression procedures, techniques, and equipment and requires the employee to incorporate the necessary changes into in-service training. The employee is subject to the hazards associated with firefighting and rescue work including working in inside and outside environment, in extreme hot and cold temperatures, loud noise, vibration, moving parts, high heat, chemicals, fumes, odors, dusts, gases, poor ventilation, oils, wearing respirators, and working in close quarters. The employee is also subject to the final OSHA standards on bloodborne pathogens. Work is performed under the general supervision of the Fire Chief and is evaluated through conferences and written reports concerning the quality and effectiveness of work completed.

Duties and Responsibilities

Coordinate and train all fire personnel to maintain the required certification and recertification standards;

Coordinate and train all fire suppression personnel vehicle operators;

Coordinate and train all rescue and Haz-mat personnel to maintain certification;

Develop, coordinate and implement training for new recruits for firefighters positions;

Assist in the supervision, direction and decisions on emergency scenes and implements emergency strategies and priorities on the scene as Safety Officer;

Reviews all accident and injury reports for the Fire Department personnel and assist Risk Management with all Town personnel accidents and injuries;

Assist with coordinating and teaching safety related classes' town wide;

Record and maintain files on all personnel activity that deals with training;

Manages medical exposure records for the department;

Coordinate and teach mandatory supervisory training for officers;

Conduct physical fitness test on all suppression personnel;

Maintain training materials and update as needed;

Assist with the preparation and administration of entrance and promotional test for personnel;

Assist with assessment centers for the promotion process;

Participates in policy and budget development process and develops goals and objectives for the department in training and safety;

Plans and supervises Fire Department's OSHA compliance;

Make recommendations to the Fire Chief on equipment, facilities, and training need for OSHA, NFPA, NIMS, and town policy compliance;

Researches, recommends updates, and implements new departmental guidelines and procedures; insures proper training in new procedures;

Attends various committee meetings representing the Town and/or Fire Chief;

Serves as liaison with other Town departments and agencies;

Serves as liaison with County, State, and Federal agencies.

Performs other duties as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge of modern fire prevention and suppression principles, practices, methods, and equipment.

Thorough knowledge of departmental rules and regulations.

Thorough knowledge of Town streets and layout.

Working knowledge of hazardous materials recognition and approach.

Considerable knowledge of department computer systems, software applications, and skill in their use.

Ability to operate all department fire apparatus.

Ability to communicate clearly in oral and written form and to make effective public presentations.

Ability to establish and maintain effective working relationships with officials, employees, and general public.

Ability to present motivational, informative and effective training programs.

Physical Requirements

Must be able to physically perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, lifting, grasping, feeling, talking, hearing and repetitive motions.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Must possess visual acuity to size up the color, volume, and extent of fire involvement at fire scenes, to operate heavy fire apparatus in emergency situations, to operate a computer terminal, perform reading and manipulate figures, and prepare records and reports.

Minimum Education and Experience

Graduation from a community college in fire science or related field, advance courses in fire administration, and eight to ten years instructor experience in the fire services; or an equivalent combination of experience and education.

Special Requirements

Possession of a valid class B North Carolina driver's license.

Possession or ability to obtain North Carolina Certification as Live Burn Instructor within one year of appointment.

Possession of North Carolina Firefighter Instructor Level II Certification.

Possession of Firefighter II Certification.

Possession of North Carolina Emergency Medical Technician or higher

Possession of Fire Officer Level II Certification

Possession of Haz-Mat Technician Certification

Possession of NIMS 100, 200, 300, 400, 700, 800 Certifications

Possession of an Emergency Vehicle Driver certification

Possession of a North Carolina General Instructor certification

Possession or ability to obtain Fire Inspector Level 1 within one year of appointment