
Section: 1.5.4 Position Description: Training Chief - Exempt

Effective Date: 11/10/2016

Reports To: Assistant Chief of Operations

Revision Date:

Approved by: Fire Chief

OBJECTIVE

This position has been developed to incorporate the duties and responsibilities involved in managing all aspects of training for the department. The position will develop, deliver, organize and track training related to fire, EMS, special operations, new firefighter training academy and field training program, as well as assisting in overall employee development.

ESSENTIAL JOB FUNCTIONS

1. Manages the training division for the department in areas of Fire, EMS, and Special Operations training, and the new firefighter training academy and field training program.
2. Defines training needs. Stays abreast of state requirements. Works with fire department personnel in all areas to determine individual and group development and training needs.
3. Supervise training activities and schedules employees relating to training assignments.
4. Maintains training records, prepares training reports and performs related administrative duties as assigned.
5. Keeps abreast of developments in training programs, materials, and techniques. Maintains contact with other fire and emergency medical agencies, state and county associations, schools, etc., concerning training matters.
6. Manages use of county, state and other outside training resources. Reviews programs, determines applicability, and arranges attendance as appropriate.
7. Develops internal training programs in Fire and EMS operations. Designs course outlines, develops course materials, instructs or arranges for instructors, manages scheduling and attendance, administers exams, and reviews individual progress. Includes both classroom and field sessions.
8. Manages department participation in EMS training, working closely with HealthEast Transportation.
9. Maintains a collaborative working relationship with the department's Medical Director, as well as all other HealthEast Transportation employees. Assures training related compliance of personnel in all areas covered under the Medical Director's license, the Minnesota Emergency Medical Services requirements, and contractual requirements with HealthEast.
10. Prepare and manage the budget for the training division.
11. Responds to incidents when appropriate, being prepared to act in any incident command system role appropriately qualified for.
12. Provides direction and assists in the development of subordinates. Assists and guides subordinates as needed, provides assigned instruction, and recommends development steps. May conduct transfers, assign work tasks, shift coverage, rewards, and promotion process. Writing and signing letters of oral and written reprimands. Suspensions and authorization of the removal of employee from payroll in the absence of a chief officer. Ability to lead, motivate and inspire people to maintain discipline, competency, teamwork, and morale within the workforce.
13. Keeps the Assistant Chief of Operations advised of training developments and performs other duties as assigned, including but not limited to maintenance of training equipment, assists with physical fitness programs, research programs, and maintenance of other equipment.

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14. Chairs the Training Committee.

KNOWLEDGE/SKILLS/ABILITIES

1. Ability to plan and implement department programs and activities.
2. Experience with and understanding of fire suppression, prevention, and EMS functions.
3. Ability to communicate effectively both orally and verbally.
4. Ability to develop innovative, creative, and original training and educational programs.
5. Considerable knowledge of fire department principles and practices of modern fire department administration and operation.
6. Demonstrated skills in problem solving and innovation.
7. Ability to make sound decisions under pressure and work independently with little supervision.
8. Ability to plan, schedule, and manage multiple projects, meeting established deadlines.
9. Ability to develop and maintain effective working relationships with department personnel, staff of other organizations, JPA partners, as well as the general public.

QUALIFICATIONS**Minimum:**

1. Associate Degree in fire science, fire protection, public or business administration or a related field from an accredited educational institution or an equivalent combination of education and experience.
 - NOTE: Beginning January 1, 2020 an Associate Degree will be the minimum requirement.
 - NOTE: Beginning January 1, 2024 a Bachelor Degree will be the minimum requirement.
2. Minnesota and nationally certified Emergency Medical Technician.
3. Fire Fighter II certification.
4. Completion of Hazardous Material Operations course.
5. Five years experience as a full-time firefighter.
6. Current, valid driver's license.
7. Ability to maintain performance/medical qualification as a firefighter.
8. Ability to maintain State Firefighter License.
9. Completion of NIMS IS-100, IS-200, IS-700 and IS-800 courses.
10. Ability to obtain a Minnesota Fire Instructor I certification within a reasonable period of time.
11. Ability to be recognized by the Minnesota Board of Firefighter Training and Education (MBFTE) as a Qualified Instructor.

Desirable:

1. Bachelor Degree in fire science, fire protection, public or business administration or a related field from an accredited educational institution.
2. Minnesota Fire Instructor II certification.
3. Minnesota Fire Instructor III certification.
4. Two years experience in a leadership position.
5. Enhanced knowledge of Microsoft Office products, records management systems and other computer systems/software used by the department.
6. Completion of NIMS ICS-300 and ICS-400 courses.
7. Blue Card Certification.
8. Completion of Incident Safety Officer course.

The South Metro Fire Department does not discriminate on the basis of disability in the admission to, or treatment, or employment in, its services, programs, or activities.