



Training Chief

Reports to: Deputy Chief

Supervises: FTO's, Captains, Lieutenants, and Firefighters (In Context of Training)

21.6(a) General Description

Performs complex emergency services and administrative work at a senior command level with responsibility for a broad range of administrative and technical activities and related work as required. Work is performed under the broad supervision of the Deputy Chief. May act in the absence of, or on assignment by, the Fire Chief to oversee the effective and efficient operation of all fire stations and firefighting activities, assist in department planning and programming, perform community and public relations activities, assume command of fire scenes or emergency situations, deploy personnel and equipment based on need and departmental policy, and perform budgetary and purchasing functions. May act as a hearing officer in formal evidentiary hearing that may result in reduction in pay, demotion, suspension or dismissal from employment. Responsible for delivering emergency response training and education programs for members of the fire district. The work involves supervising, administering, and providing fire, rescue, EMS, leadership practices and principles, and other training subject materials. The work also consists of researching and developing promotional assessments for firefighters and aiding the Deputy Chief with the promotional processes for Officer positions within the bargaining agreement.

The Training Chief shall be required to exercise independent judgement in the application of their duties and may delegate tasks to other District personnel as necessary and appropriate. The work requires application of technical knowledge and firefighting skills, along with the ability to communicate effectively in both written and verbal formats. The work is performed under the general direction of the Fire Chief with considerable independence and latitude in decision-making, initiative and leadership in coordinating daily operations of the District. Work is evaluated by attainment of objectives, review of written and oral reports, and through periodic conferences with the Deputy Chief. The Training Chief is a confidential position that is required to act in a confidential capacity to assist in the management of the District. This position shall be a management position that is excluded from the bargaining unit.

21.6(b) Responsibilities

- A. Assists Chief Officers in development and coordination of department budget.
- B. Responsible for department-wide training.
- C. Serves as WMFR's representative on the MCFCA Training Committee.
- D. Serves as Internal Training Committee Chair.
- E. Serves as the Health and Wellness Committee Chair.
- F. Serves as a Manatee County Fire Coordinator.
- G. Surveys department's training needs, develops, conducts, and reviews all in-house training programs and courses.
- H. Monitors individual and crew performance and skill levels.



- I. Responsible for implementation of Performance Improvement Plans in context of training.
- J. Responsible for guiding Paramedics through the credentialing process.
- K. Coordinates with Deputy Chief for testing with Medical Director for certified paramedic personnel seeking credentialing.
- L. Upgrades individual/departmental skills/tasks being used in the field, as necessary.
- M. Coordinates out-of-house training programs.
- N. Maintains training liaison with local fire/EMS agencies.
- O. Maintains accurate and current training reports and records.
- P. Assists in the development, implementation and review of department standard operating procedures, guidelines, and protocols.
- Q. Assists with development, administration, and review of departmental promotional exams.
- R. Carries out the functions of Safety Officer, when assigned.
- S. Manages periodic inspection of personnel safety equipment.
- T. Manages health and safety issues and keeps proper records.
- U. Makes health and safety recommendations, as necessary.
- V. Evaluates and recommends apparatus, tools, and equipment available to the fire and rescue service for possible application.
- W. Reviews bid specifications for new equipment purchases as necessary.
- X. Prepares and submits a yearly Training Division budget.
- Y. Assists in all emergency and non-emergency operations, as directed.
- Z. Assists the Public Education Division, as needed.
- AA. When required, responds to structure fires, hazardous material incidents, and any technical or special operations incidents.
- BB. Provides for safety of self and others by reporting unsafe conditions and stopping unsafe acts that would lead to serious injury or death.
- CC. Performs other job-related duties as required by the Deputy Chief.
- DD. This position shall be an exempt at will position.
- EE. This position is appointed by the Fire Chief.

21.6(c) Qualifications

- A. Education:
 - a. Required: Paramedic Certification.
 - b. Required: Bachelor's Degree in Fire Science or related field.
 - c. Required: Fire Service Instructor III Certification.
 - d. Required: Fire Officer IV or obtained within two years of promotion.
 - e. Required: Charge Paramedic in Manatee County or obtained within one (1) year.
 - f. Required: AHA ACLS Instructor or obtained within one (1) year.
 - g. Required: AHA BLS Instructor or obtained within one (1) year.
 - h. Required: AHA PALS Instructor or obtained within one (1) year.
- B. Experience:
 - a. Eight (8) years in the fire service.
 - b. Eight (8) years of paramedic experience.
- C. Statutory requirements i.e. certifications: Fire Officer II and Fire Instructor II.



- D. **Other such as physical condition:** Primary functions require sufficient physical ability to work in an office setting; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; perform arduous and prolonged tasks under adverse and dynamic conditions; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized vehicles and equipment.