



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Division Chief of Training

Department: Fire Department **Reports to:** Assistant Chief – Operations **Pay Grade 29**
Date Established: 10/2014 **Date Revised:** _____ **FLSA Status:** Exempt

CLASSIFICATION SUMMARY

The Division Chief of Training is responsible for the development, implementation, evaluation, and continuous improvement of training programs for the PFD emergency medical services, fire suppression, and special operations divisions. The job requires balancing directives from the Assistant Chief of Operations and feedback from Battalion Chiefs, while simultaneously balancing the training needs of each division and providing consistency of training across all platoons. The job requires extensive knowledge of the principles and practices of Fire Suppression, Emergency Medical Services delivery, and Special Operations.

The job requires a foundation in adult learning theories and requires proficiency in PFD computer programs and multiple training modalities. The Division Chief of Training is responsible for all facets of training, including documenting and tracking training certifications for all PFD personnel, procuring training facilities and equipment, developing internal training programs, and soliciting and evaluating external training opportunities. This job evaluates effectiveness of training activities. This job ensures that PFD personnel skills are in compliance with applicable Department standards. This position has the authority and responsibility to purchase training materials and supplies within the guidelines set by the Fire Chief and Assistant Chief of Operations, or to delegate the task to PFD personnel.

When directly engaged in training activities, the Division Chief of Training has the authority to evaluate operational performance of all subordinate ranks and give orders taking corrective action, as needed. This job also participates in the Incident Command Structure on large incidents, as directed by the Incident Commander.

The Division Chief of Training will assist as directed in hiring and promotional processes. The job analyzes results of the promotional testing process as a needs assessment tool to identify areas of performance deficiency.

The work environment includes inside conditions and outdoor weather conditions. The job requires driving a vehicle to different locations for training activities, attending meetings, and responding to emergency situations which may include working in the field for extended periods.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Organizes training activities throughout department and across all divisions ensuring applicable standards and all department certifications are met. Researches applicable industry standards for new and existing certifications as directed by the Assistant Chief of Operations. Develops and implements training programs to support all certifications. Requires extensive use of computer, multi-media equipment, software, and technical skills to train others in the use of the same.

Monitors and tracks the recording of all training hours to meet continuing education requirements, ensuring the accuracy of the records. Provides oversight to PFD staff to ensure that all required paperwork is submitted by PFD personnel for their specific certification and recertification processes and reports any shortcomings to the Battalion Chiefs and Senior Staff for corrective action.

Participates in the Incident Command Structure on large incidents as directed by the Incident Commander. When not actively participating in the command structure on scene, this position will conduct training needs assessments to determine what emergency response skills need improvement and will follow up with program development directed at meeting those needs.

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Research methodologies;
- Adult learning theories;
- Instructional methodologies;
- Transfer of learning to practical applications;
- Evaluation of learning and training effectiveness;
- Fire Suppression, Emergency Medical Services delivery, Rescue Operations, Hazmat Operations;
- Pocatello Fire Department Standard Operating and Response Guidelines;
- Incident Command System;
- Microsoft Office Suite, CentreLearn, ERS, and other department and web-based training software;
- Operation of department computers and job-related software applications;
- Supervisory practices and procedures;
- Familiarity with all certification processes related to Pocatello Fire Department.

Skill and Ability to:

- Research current Fire, EMS, and Special Operations practices;
- Apply adult learning theories to live training situations;
- Prepare and deliver live and recorded training in accordance with current instructional methodologies;
- Facilitate transfer of learning from classroom to practical applications;
- Evaluate training effectiveness and deliver results throughout chain of command;
- Perform Fire Suppression, Emergency Medical Services, and Special Operations activities;
- Apply Standard Operating and Response Guidelines to applicable situations;
- Perform within the Incident Command Structure;
- Work with spreadsheets, databases, and other software applications, as well as generate reports and create and distribute training notices;
- Work with web-based training applications to produce and delivery training;
- Operate departments computer on City network;
- Supervise, mentor, and discipline subordinate ranks;
- Effectively communicate department policies and practices;

- Compile and submit records and information for certification processes;
- Perform all duties in accordance with Department policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED;
- Bachelor’s Degree in Fire Services Management, Business Management, Public Administration, Public Education, or related field is preferred;
- Twelve (12) years’ experience in Fire Suppression, Emergency Medical Services, and/or Special Operations is required;
- Valid Idaho driver’s license;
- Valid Idaho EMT license;
- Firefighter I and II certifications;
- Applicable Company and Chief Officer certifications as adopted by the department;
- Incident Command System upper level courses;
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

The Division Chief of Training must occasionally lift/carry up to 50 pounds. Work includes sensory ability to talk, hear, touch and feel, and close vision. Employees will sit, stand, walk, stoop, kneel, crouch, crawl, reach and grasp; the position requires hand/finger dexterity. The job requires operating a personal computer and other office equipment, and displaying a comfort level working with job-related software. Experience in fire and emergency safety education is a plus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

We have reviewed this draft class specification and have made our revisions to reflect an accurate and complete specification. We understand this is not a reflection of every duty or task of the position(s) but believe it fairly represents the primary duties and responsibilities as well as acceptable qualifications.

Employee Name Printed

Employee Signature (if more than one employee, use initials)

Date

Supervisor Name Printed

Supervisor Signature

Date

Director or Dept. Head Name Printed

Director or Dept. Head Signature

Date