Position Description

Captain/Training Officer



Travis Henderson; Fire Chief

Tenmile Rural Fire District

6/2019

*POSITION DESCRIPTION*

*Captain/Training Officer*

**Position Summary:**

 The Training Officer is a member of the Department Management Team, leader of the Training Program and member of the Operations Management Team. The position directs, plans, organizes, evaluates, and coordinates the training of the department. The Training Officer is responsible for the design, implementation and evaluation of training programs & prepares, carries out and evaluates appropriate training material such as schedules, lesson plans, and training aids. During an emergency incident, the Training Officer may assume command of fire ground and emergency operations, or perform other duties related to the emergency incident.



The Training Officer works under the direction and supervision of the Fire Chief and is evaluated by the Fire Chief. In the Chiefs absence the Asst. Fire Chief may provide supervision. However, the Captain/TO position is one that requires independent work ethic. Work will be assessed by the Chief but not necessarily dictated by the Chief.

The Training Officer creates, implements, and coordinates the training program with the Fire Chief, Asst. Chief, and Company Officers. He/she has the ranking responsibility, authority and accountability for all the Department’s training programs. The Training Officer is the training program administrator responsible for all program development with Chief input, ensuring consistent delivery of department training programs.

**Essential duties and responsibilities:**

*General:*

1. Includes those duties and responsibilities of Company Officers (See Captain position description).
2. Create and maintain high positive morale and outlook. Provide coaching and mentoring to all District members. A skillful problem solver, a demonstrated team player. Can exercise discretion regarding confidential matters.
3. Hold a high degree of understanding of department and functional operations and is able to work with considerable initiative. With senior management guidance, the TO performs work requiring administration of department policy and procedure and establishes precedents within delegated areas of responsibility. Work product has noticeable impact on departmental operations.
4. Work in a safe manner, maintain a professional appearance, and positively represent TRFD at all times; Demonstrate a comprehensive knowledge of TRFD’s rules, policy & procedure and consistently and appropriately enforce them
5. Maintains and fosters a positive outlook for the department. Helps limit negative responses to program implementation by limiting discussion to forward thinking areas and positive problem solving. Interacts with other agencies in a positive light
6. Represent the District and act as liaison with other jurisdictional agencies in the area of training.
7. See that all laws, rules, standards, ordinances or directions for the government of the district are promptly and implicitly enforced and obeyed, and that all dereliction or transgressions are promptly investigated and reported to the Chief.
8. Be responsible for assisting the Fire Chief in formulation and delivering/enforcing operating procedure and guidelines and being well versed in current district policies

*Training:*

1. Assures ability of Tenmile Fire to respond to emergencies through a

 well organized and applicable training program through design and implementation of training programs that are specific to the Tenmile response area.

1. Participate in the development and implementation of goals, objectives, policies, and priorities for training activities; identify resource needs; recommend and implement policies and procedures.
2. Assures the mandated training components are accomplished each year. Maintains a long-range training calendar in cooperation with department instructors.
3. Shall develop, maintain, schedule, and monitor new personnel training orientations and academies for all District personnel.
4. Assists with the process of accountability as related to equipment and training. Oversee and coordinate the attendance of Departmental members at training drills and seminars.
5. Present programs on drill nights or other training events. Record all training activity and track all associated files in a manner that allows for accreditation. Obtains & manages all comprehensive records as related to training and certification tracking of all department personnel; working in conjunction with the company officer to maintain updated training records for all members.
6. Participate in monitoring and evaluating employee performance; identify training needs; review training evaluation results with volunteer and work to correct deficiencies. Make recommendations of formal disciplinary actions to the Fire Chief. Participate in the development and conduct of entry level and promotional examinations.
7. Evaluates all training policies and procedures and delivery of, including but not limited Fire suppression structural/wildland, EMS, Hazmat, and all-risk training; makes recommendations to the Fire Chief for improving training delivery
8. Research and develop new training programs. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire science. Maintain the training library; Track all TRFD training materials and ensure their return once training is complete, i.e. textbooks.
9. Participate in the preparation and administration of the training budget; submit budget recommendations; monitor expenditures.

 *Operational:*

1. Regularly attend district meetings, including Officer meetings, workshops, and conferences and training sessions. May attend occasional Board meetings as detailed by the Fire Chief.
2. Assist in maintaining District stations in a clean, organized, and acceptable manner. Conduct all dealings with the public in a manner to reflect credit on the district. Assist with the repair, restoration and clean-up of apparatus, equipment and buildings after alarms as needed.
3. Respond to all alarms when available and may assume command of the incident, if asked by the Incident Commander, or situation dictates until relieved by the Fire Chief.
4. Ensure safe and affective command/accountability of all incidents.
5. Assist in the collection of alarm reports and the issuing information to the public.
6. Assist and aid the Chief in all other District business and operations as directed by the Chief.
7. The Training Officer will monitor and evaluate the competency of all department members both individually and as a team. The Training Officer will undertake an active role in County, State and National training organizations.
8. Perform the duties of a Firefighter whenever the situation dictates

**Periodic Duties:**

* Attend regional training association meetings. Or at times in the absence of the Fire Chief or Asst., may be asked to attend county Fire Chiefs meetings when available
* Participate in ongoing education, training, and development activities to maintain and improve professional knowledge and skills as a Fire Officer/Instructor
* Conduct routine maintenance of District buildings and apparatus
* Assist in acquisition of grant funds
* May be assigned to a weekend and/or weekday duty officer shift.

 **Minimum qualification requirements:**

1. The Captain/Training Officer will be required to live in, or within 20 minutes of District boundaries
2. Possess a valid Oregon Driver’s License
3. Have a minimum of four (4) years fire service experience, two (2) years of which must be fire experience at the rank of Lieutenant or higher with increasingly responsible command and supervisory experience in an organized fire department. Minimum of one (1) year with Tenmile RFD
4. Experience as a trainer & instructor in the emergency services, having taught both didactic and classroom instruction.
5. Be certified with the State of Oregon Health Authority at the minimum of an Emergency Medical Responder.
6. Possess demonstrated skills and background, which show competence in the field using the ICS system, emergency response decision-making, driving, and personnel management.
7. Thorough understanding of principles, practices, and emerging trends of modern firefighting and emergency operations, including fire suppression/attack, EMS programs, hazardous materials programs, rescue systems, and all hazards risk reduction.
8. Program development and administration techniques. Modern fire service technology, computer operating systems, and software applications.
9. Requires manual dexterity and visual acuity to operate a variety of fire

 department equipment. Will be able to perform the duties of a Firefighter when situation dictates.

Personal Attributes

* Be respectful, but stern when situation dictates
* Be flexible, consistent, and fair
* Possess cultural awareness and sensitivity
* Demonstrate and maintain sound work ethics and standards of conduct

**License and Certification requirements:**

* NFPA Firefighter I, actively seeking Firefighter II
* Hazmat Operations level responder within 1 year
* NWCG Wildland Type 1 FF
* Fire Instructor I
* NFPA Driver/Apparatus Equipped with Fire Pump
* ICS 100, 200, 700, 800 Demonstrated understanding of, and ability to implement, coordinate, and operate within an ICS/NIMS system.
* Oregon Emergency Medical Responder or higher

**Desirable qualifications:**

* ICS 300 & 400
* Fire Instructor II
* Completion of OSFM company officer or equivalent NFPA program
* Oregon EMT
* Rope Rescue Operation or above
* NWCG Engine Boss
* Basic Fire investigation
* College coursework in Fire Science or emergency services

**Compensation/Hours**

This is a volunteer position with the Tenmile Rural Fire District. The Training Officer receives a monthly stipend for the time that is dedicated for an individual to perform the requirements of the position. The Training Officer (TO) is estimated to work 20-40 hours a month dedicated to the duties of T.O. but shall not exceed 40 hrs. Hours and productivity are not monitored or evaluated regularly.

Affective June 2019

Travis W. Henderson

Fire Chief