

Buda Fire Department Job Description

Job Title: Training Captain / Coordinator
Department: Buda Fire Department / Hays Co. ESD #8
Reports To: Fire & EMS Division Chief
FLSA Status: Exempt
Prepared By: Clay Huckaby
Approved By: ESD Commissioners

GENERAL DESCRIPTION OF DUTIES:

1. In the position of Training Coordinator, the employee will assume the accountability and responsibility for the implementation of the Buda Fire Department Training Program.
2. Performs a wide variety of administrative, technical, developmental and educational deliver work in the Fire & EMS field.
3. Under the direction of the Fire Chief; plans, coordinates and maintains training and the community outreach programs of the Buda Fire Department / Hays County Emergency Services District No. 8.

RESIDENCY REQUIREMENTS:

1. None

DUTIES & RESPONSIBILITIES:

1. Implement and execute the daily operations of the Buda Fire Department Employee/Member Training Program:
 - a. Responsible for the design, deliver and documentation of all Buda Fire & EMS Trainings.
 - b. Responsible for all classes, continuing education and documentation for Texas Commission on Fire Protection and ensure that all employees remain complaint with all training regulations.
 - c. Responsible for all classes, continuing education and documentation for Texas Department of State Health Services ensure that all employees remain complaint with all training regulations.
 - d. Responsible for all classes, continuing education and documentation for Buda Fire & EMS Special Operations Response Team Training and coordination of said teams.
 - e. Must be able to respond to 911 calls and perform fire suppression or patient care functions while on duty in the event of Status Zero events.
 - f. Coordinates and communicates with all Divisions to effectively and efficiently implement on-going daily training activities.
 - g. Responds to major emergencies. The Training Officer may respond to fires and medical calls from time to time, and make high-level strategic and tactical decisions as to methods of fighting fires and performing rescues, directing the work of all units in all matters concerning fire mitigation or medical care. The Training Officer will primarily serve as the safety officer on incidents.
 - h. Participates in the development and implementation of goals, objectives, policies and priorities for assigned area of responsibility. Identifies resource needs, recommends and implements policies and procedures.

- i. Participates in the development and implementation of goals, objectives, policies and priorities for assigned area of responsibility. Identifies resource needs, recommends and implements policies and procedures.
- j. Ensure TCFP, DSHS and National Registry certifications are maintained.
- k. Participates in the development and administration of the assigned program budget; forecasts additional funds needed for equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary.
- l. Plans, develops, and delivers public education programs on fire safety and injury prevention and AHA CPR.
- m. Attends and participates in professional group meetings, including serving on the Hays County Fire Chiefs Training Committee
- n. Skilled in coordinating training sessions
- o. Skilled in developing applicable training collateral materials
- p. Skilled in preparing clear and concise reports, including oral, written, and audio/visual
- q. presentations

*These examples of duties are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. He/she shall communicate with the Fire Chief and Division Chiefs with regular status reports.

REQUIRED EDUCATION AND EXPERIENCE:

1. Must have current certification as EMT-Paramedic by the Texas Department of State Health Services.
2. Certified Firefighter Advanced by the Texas Commission on Fire Protection
3. Minimum of five (5) years' experience as a Paramedic
4. Five (5) years of Fire & EMS Training Experience
5. Knowledge of TX DSHS CE Provider program
6. Associate degree (A. A.) or equivalent from two-year college or technical school; or six months to one-year related experience and/or training; or equivalent combination of education and experience

REQUIRED CERTIFICATIONS:

1. Fire Officer I
2. Fire Officer II
3. Hazardous Materials Technician
4. Fire Service Instructor III
5. ICS 300/400/700/800 NIMS Series
6. American Heart Association ACLS, PALS, BLS/CPR instructor

PREFERRED CERTIFICATIONS:

1. NAEMT PHTLS Instructor

KNOWLEDGE, SKILLS AND ABILITIES:

1. Working knowledge of modern Fire & EMS instructional principles, procedures, techniques and equipment, demonstrated knowledge of applicable laws, departmental standard operating procedures and regulations.
2. Ability to perform various data entry responsibilities in Microsoft Office Software products and related software. Assist with the compilation of and preparation of various reports, and functions specific to the department.
3. Ability to effectively apply instructional techniques.
4. Ability to communicate verbal and written instructions.
5. Ability to establish working relationships with employees, other agencies, and the public.
6. Retains current required certifications.

SELECTION GUIDELINES: (May include the following)

1. Receipt of formal application; review of application; driving record and background verification; oral interview; final selection; recommendation for approval by Hays County ESD #8 Board of Commissioners; pre-employment physical with drug screening.
2. The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
3. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

SUPERVISORY RESPONSIBILITIES

The Training Coordinator works independently to accomplish tasks and meet deadlines. The Fire Chiefs and Division Chiefs spot-check completed work for compliance with procedures and the nature and propriety of the final results.

QUALIFICATIONS

Must be a citizen of the United States. Must have good moral character and habits, which may be substantiated by a confidential background investigation. Must be in good physical and emotional health. Must have a fluent command of written and spoken English and have legible handwriting. Must have no criminal record, excluding minor traffic violations.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Must be able to perform math related to medication dosing and administration. Must be able to properly account for budgets and funds assigned to Community Health Paramedic position.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment can be very loud. The work environment may include potential exposure to blood borne pathogens and/or infectious disease.