

Buda Fire Department Job Description

Job Title: Training Division Chief
Department: Buda Fire Department
Reports To: Assistant Chief
FLSA Status: Exempt
Prepared By: Raymond Seyfried
Prepared Date: 09-01-2023
Approved By: Chief Huckaby
Effective Date: 09-15-2023

SUMMARY

Works with management to assess training needs for the fire department. Develops, coordinates, and delivers classes and training to department personnel. Has primary responsibility to ensure that fire department personnel are proficiently trained to perform their assigned tasks, meet minimum State and national standards of training, and that required certifications are kept current. The work is performed under the direct supervision of the Assistant Chief, but the individual must take initiative and exercise independent judgment.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Essential functions will vary according to the work environment and may include, but are not limited to, the following:*

- Plans, organizes, and directs the department training activities for department personnel; Communicates with others to maximize the effectiveness and efficiency of interdepartmental operations.
- Works closely with the Division Chief's to establish policies and procedures for the assigned areas of responsibility; Provides technical assistance and review for departmental policies; Coordinate's training and safety needs of the department accordingly.
- Develops short and long-range plans for the department and assigned areas of responsibility; Reviews and analyzes methods, equipment utilized and performance to increase program effectiveness and forecast long-term needs and commitments.
- Design compliance programs and training for hazardous materials regulations and requirements.
- When appropriate, attends and participates in committee meetings; Develop and deliver presentations to leadership, employee groups and others on matters related to the operations of the district.
- Performs training and evaluation of suppression personnel and performs research and implements programs to ensure the Training Division operates in an efficient, effective, and safe manner.
- Provide assistance, evaluate, and direct assigned employees on daily tasks and assignments. Make effective recommendations to the Division Chief and/or Fire Chiefs on related personnel actions.

- Remains current on the principles, practices, and new developments in the field of fire suppression, rescue, emergency medical and hazardous materials; incorporates new developments as appropriate; creates and/or updates department training materials according to best practices.
- Makes recommendations for the annual training budget to include such materials as equipment, supplies, improvements, and related needs.
- Maintains documentation on all staff certifications including required continuing education hours needed to recertify department staff.

QUALIFICATIONS

Must be at least 18 years of age at the time of appointment. 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.

EDUCATION and/or EXPERIENCE

Required Certifications and degrees listed below:

- Fire Officer IV
- Instructor III
- TCFP Master Structure Fire Fighter
- Bachelor's Degree
- Paramedic

Knowledge of

Current methods, principles, techniques, and practices applied to firefighting, fire behavior, hydraulics, fire inspection, natural or man-made disasters, operation, and maintenance of firefighting equipment, and working knowledge of fire extinguishing systems, fire prevention methods and fire safety and related fields. Principles and practices of first aid including EMS training. Traffic laws, ordinance and regulations involving equipment operation and basic knowledge of Federal, State, and District regulations, and procedures. Hazards of chemical properties of a variety of materials and ability to recognize environmental and workplace hazards and implement safeguards to prevent accidents or injury to employees or damage to District facilities and/or equipment. Current computer applications utilized by the district and utilize applications to perform and complete tasks and/or requirements of the job and ability to learn and apply new technologies and skills. Basic report preparation with proficient spelling and grammatical skills; certain duties require creativity.

SKILL IN

Effectively handle difficult or sensitive issues, using professionalism and an understanding of organizational culture. Interacting with others using tact, patience, and courtesy. Using interpersonal and problem-solving skills, including anticipating, analyzing, diagnosing, and resolving problems. Using initiative and independent judgment within established guidelines. Delivering effective instructor-led training, both formal and informal, to various audiences and ability to effectively present information to moderate size groups.

ABILITY TO

Understand, interpret, and apply documents such as operating instructions, applicable policies, procedures, fire codes, adopted ordinances and safety rules. Perform current EMS policies and procedures and their written location in effect. Use QA/QI processes to incorporate relevant EMS training. Maintain confidentiality. Learn and possess working knowledge of geography and street locations of District response areas. Perform under considerable stress while confronted with emergency situations related to the job of a Training Chief. Plan, assign, supervise, and review the work of assigned company. Maintain and establish effective and cooperative working relationships with HCESD#8, employees, public and public officials and to work effectively in a team environment. Adapt to changes in the work environment and to shifts in organizational philosophy and expectations. Conduct oneself in a professional manner as defined by District policy. Complete comprehensive work assignments and meet deadlines. Communicate in English clearly, concisely, and effectively, both orally and in writing. Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

SUPERVISORY RESPONSIBILITIES

This position provides technical support to operations personnel involving the daily activities of the training division; may also direct operations personnel at the scenes of fires, disasters, or other emergency incidents; may supervise assigned employees in the training division.