

CHIEF OF FIRE TRAINING AND PROFESSIONAL DEVELOPMENT

SUMMARY:

Under general direction, coordinates and oversees continuing education training for Fire Rescue personnel; coordinates the purchase of department protective clothing and firefighting equipment; assists in the hiring and promotional processes; assigned as the health and safety officer for fire rescue; may perform other duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are **not** in any hierarchical order)*

1. Oversees and coordinates the continuing education training for the department; hires trainers and schedules employees for continuing education classes.
2. Schedules employees for city mandated classes.
3. Attends various meetings related to training.
4. Meets with vendors to discuss purchase of protective clothing and equipment purchases.
5. Develops and oversees performance standards for personnel.
6. Works with Human Resources to conduct recruitment and hiring of new firefighters.
7. Meets with assigned committee to develop promotional process.
8. Assists in the development and implementation of department programs.
9. Prepares and administers annual training budget and oversees education for entire department.
10. Conducts research and development on fire rescue apparatus and equipment and advises department on purchases.
11. Conducts department's accident review board.
12. Manage fire rescue health and safety programs

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of local, state and federal firefighter training requirements.
- Knowledge of a variety of training methods and techniques.
- Knowledge of departmental policies and procedures.
- Knowledge of supervisory principles and practices.
- Knowledge of collective bargaining agreements.
- Knowledge of current applicable laws, codes, and standards regulating occupational safety and health to the fire service.
- Knowledge of occupational safety and health hazards involved in emergency operations.
- Knowledge of current principles and techniques of safety management
- Knowledge of infection control practice and procedures as required in NFPA 1581.
- Skill in planning and organizing training classes.
- Skill in both verbal and written communication, including negotiation skills.
- Skill in fire rescue response.
- Skill in developing and implementing training courses.
- Skill in operating standard office equipment including a personal computer and related software.
- Skill in utilizing appropriate department fire equipment.
- Ability to establish and maintain effective working relationships, including the ability to lead workers effectively, maintain discipline, accept lines of authority, promote harmony and cooperate with other officers and workers.
- Thorough knowledge of the Incident Command and Personnel Accountability Systems.
- Knowledge of the City Comprehensive Emergency Management Plan.
- Knowledge of collective bargaining agreements
- Ability to apply Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise

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independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

- Ability to apply Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves moderate work generally in an office setting with occasionally moderate work in an outdoor setting. There is frequent need to walk, sit, talk or hear, use hands to finger, handle or feel and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of random drug and alcohol test and mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Currently employed as a West Palm Beach Fire Rescue firefighter with twelve (12) years of service, including four (4) years supervisor and fire service instructor experience, and one (1) year as a West Palm Beach Fire Rescue Department Captain. Bachelor's degree from an accredited college with a major in Fire Science, Emergency Services, or related field, and shall meet the requirements for Fire Officer Level I specified in NFPA 1021, or any equivalent combination of training and experience. State of Florida Firefighter, EMT or paramedic certification and Fire Service Instructor I Certification are required. (Instructor II Certification required as of January 1, 2005) Employee must not have been suspended, for disciplinary reasons, within the last two (2) years. A valid Florida driver's license, Class D (or better) with an E endorsement, is required, and must have completed an approved emergency vehicle operator's course (EVOC). Must not, within the last three years, have been convicted of reckless driving or driving under the influence of alcohol or controlled substances and have not had a driver's license suspended under the point system provided for in Chapter 322, Florida Statutes.