Training Chief Job Description

FLSA Classification: Exempt

This position involves administrative work in performance and direction of activities to manage ESD2’s training program. Ensures personnel are trained and competent in order to effectively, efficiently and safely execute all responsibilities consistent with ESD2’s standard operating guidelines for emergency services delivery.

The primary focus of this position is training, leaving day-to-day management of the ESD2 with the Assistant Chief and Fire Chief.

The position requires that the individual perform the work outlined below in the highest legal and moral standards of ESD2. The philosophy of this individual must be one of public service compromising their own personal interest for the common good of the public.

A. Scope: This work is to be performed at a professional level in the field of fire and emergency medical services response; and training for the fire department staff at all levels of the organization.

B. Nature: Under the general supervision of the Chief of ESD2, perform such duties and activities as may be required by the Department rules, regulations, codes, ordinances and State statues.

Fundamental Job Duties:

• The position requires a Certification I and II and the ability to obtain a Certification III within 12 months of hire. Certifications must meet the minimum requirements set forth in the “Standard for Fire Fighter Professional Qualifications” established by the National Fire Protection Association (NFPA) 1001 as a qualifying level of public safety responder for a trained firefighter.

• Responsible for monitoring, overseeing, coordinating, and leading the ESD2 Training Division.

• Develops, schedules, coordinates, delivers, documents, and evaluates appropriate training classes and exercises on all aspects of fire, emergency medical, technical rescue and related topics, including live fire exercises. Also supervises the development of such classes and exercises by outside entities or individuals on behalf of ESD2.

• Develops a comprehensive, regular training program with an annual curriculum focused on consistency that will assist in ESD2’s strategic planning and provide program structure.
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- Works with other fire agencies to conduct inter-departmental drills and courses.

- Attends outside training and incorporates new training concepts into the ESD2’s curriculum.

- Acts as a liaison with the Texas Commission on Fire Protection (TCFP), maintains compliance with changing laws and rules, maintains the continuing education program to ensure it meets or exceeds the minimum number of hours over the TCFP training cycle, and submits training hours and documentation for all certified fire personnel.

- Functions as the departmental Safety Officer, reviews operations and training exercises to evaluate safety and performs the role of Safety Officer on multi-alarm incidents.

- Conducts post-incident analysis and facilitates a debriefing session for calls the Chief, Assistant Chief or Battalion Chiefs deem to be of a significant nature.

- Responds to emergency calls. Subject to call-back during major incidents or activation of the Incident Management Team (IMT).

- The ESD2 Training Chief may assume command of fire ground and emergency operations, or perform other duties related to an emergency incident, unless otherwise directed by the Assistant Chief or the Chief.

- Coordinates medical training to include EMR, EMT certification / license renewal, and refresher training, as well as other classes pertaining to medical services delivery.

- Supervises the shift Training Captains for development, review, and maintenance of all in-house training. Also ensures all in-house training is documented in a timely and well-organized manner.

- Participates in the development and administration of the Training Division budget.

- Oversees the Texas Intrastate Fire Mutual Aid System (TIFMAS) program.

- Coordinates with the Volunteer Training Coordinator or designee of each Volunteer Fire Department (VFD) to provide required training to the Volunteer Staff.

- Other duties as assigned.
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Employee Signature: ____________________________________________________________

Date: __________________________

Chief’s Signature: ______________________________________________________________

Date: __________________________