

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Fire Training Captain</u>
Sch & Grade	<u>FPS-5</u>
Class Code	<u>BI57</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>IAFF</u>
Occupational Group	<u>Fire</u>

PRIMARY PURPOSE:

To plan, coordinate and conduct technical training and development programs for the Fire Department. May be assigned to the physical fitness and live fire training program.

SUPERVISION:

Under the general supervision of the Assistant Chief assigned to Training.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Develops and implements training programs for Fire Department employees, covering specialized areas such as fire training, special operations, emergency medicine, physical fitness, safe work practices, etc., as well as promotional and leadership development, new departmental policies and procedures, SOG's etc.
2. Develops teaching outlines and lesson plans; determines content and duration of training programs and academies, some of which lead to certification for department members.
3. Researches training materials; prepares and distributes materials including announcements, handouts, tests, evaluations and visual aids including online curriculum.
4. Coordinates and schedules training programs with City, outside agencies, and/or other instructors to supplement departmental training activities.
5. Maintains records, monitors expiration dates of employee certifications, and assists with timely renewal as required.
6. Prepares and presents reports relating to training activities.
7. Utilizes computer software applications such as word processing, spreadsheet and database.
8. Travels to various training locations, as required.
9. Evaluates and implements safety programs and practices at facilities and emergency scenes as assigned.
10. Manages a variety of projects within the fire department.
11. Maintains training facilities and props.
12. Understands and follows national standards and departmental policies and procedures and SOG's relating to the essential work functions.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops and seminars for professional development purposes.
2. Performs purchasing of equipment as assigned.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Knowledge of the principles, procedures and techniques of training needs assessment; program planning and implementation; development and utilization of instructional materials; technical knowledge relating to departmental issues including fire, special operations, emergency medicine and physical fitness.

Abilities

Analyze departmental training needs; read and understand a variety of information including applications, laws, regulations, policies, etc.; prepare and effectively present a variety of information; communicate effectively both verbally and in writing; effectively manage projects; operate a variety of training aids and media equipment; follow oral and written instructions; takes initiative; deal effectively and courteously with associates and the general public; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential function of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Must hold a current EMT license, be Hazardous Materials Technician certified, be certified as a Missouri Fire Officer I or be certified as a Missouri Fire Service Instructor I or higher. Preference will be given to Springfield Fire Department personnel at the rank of Equipment Operator or Rescue/Salvage Specialist or above.

Physical Requirements

Visual defects cannot exceed 20/100 in both eyes and vision must be corrected to 20/30 in both eyes; successful long-term soft contact lens wearers shall not be subject to the uncorrected criterion; must be able to distinguish primary colors.

Frequently/Routinely:

- Walk; climb ladders and stairways; sit for long periods of time; stand for long periods of time; lift, carry, push or pull weight up to 180 lbs; bend, squat, kneel, twist; reach to ground level and overhead; hold and grip objects; observe situations, identify appropriate actions; hear and communicate information and instructions; observe and move about fire scenes, identify appropriate action; direct personnel and utilize firefighting resources.

Occasionally/Periodically:

- Lift, carry, push or pull weight up to 180 lbs. and work at heights of 100 feet or higher as required by emergency situations.

Rarely/Seldom:

- Run, crawl, or jump.

Working Environment

Primarily indoors with heating and cooling regulated in an office environment; maybe exposed to extreme weather conditions, poor visibility, constant and extreme noise, fumes and smoke when conducting training programs; subject to a variety of life threatening situations associated with firefighting and rescue work.

Licensing/Certification

Must possess at least one of the following four certifications in order to be appointed to this position: Hazardous Materials Technician; Emergency Medical Technician; Missouri Fire Officer I or higher, Missouri Fire Service Instructor I or higher. Must obtain Fire Service Instructor I, Incident Safety Officer, and Fire Officer I certifications within 12 months of appointment to this position. Must obtain Fire Service Instructor II and Fire Officer II certifications within 24 months of appointment to this position. Emergency Medical Technician and Missouri Fire Service Instructor II certification must be maintained throughout appointment to Training Captain position. Must possess a valid Missouri Motor Vehicle Operator's license.

Miscellaneous Requirements and Conditions

Subject to working a variety of hours in order to provide adequate training to all departmental employees. This position is not eligible for lateral transfer to Truck Company Captain or Station Captain, unless previously held by the incumbent. No Truck Company Captain or Station Captain can transfer to this position without satisfactorily completing the testing and selection process for Fire Training Captain. When vacancies occur, the position will be posted for any promoted personnel and non-probationary firefighters within the Springfield Fire Department. The written and practical examinations will be administered to all candidates, with no minimum number of candidates required. Final scoring and ranking will be determined for applicants at the rank of Fire Equipment Operator, Rescue Salvage Specialist, or higher. If any eligible candidates result from this group, the process will conclude and a promotional appointment will be made. If no applicants at the rank of Fire Equipment Operator, Rescue Salvage Specialist, or higher successfully complete the testing process, final scoring and ranking will be determined for applicants who have completed at least four years of service with the Springfield Fire Department as of the closing date of the announcement. If any eligible candidates result from this group, the process will conclude and a promotional appointment will be made. If no applicants who have completed at least four years of service with the Springfield Fire Department successfully complete the testing process, final scoring and ranking will be determined for all remaining applicants. If any eligible candidates result from this group, the process will conclude and a promotional appointment will be made. If no applicant, in any group, successfully completes the testing process, the vacancy will be re-posted for up to two additional times using the above procedure before making the position available to candidates outside the Fire Department.

Last Revision:	February 10, 2012	GENERAL ORDINANCE NO. 4496
Comments:	Updated Abilities	Date: March 6, 1995
I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.		
Signed: _____		Date: _____