

Cañon City Area Fire Protection District Battalion Chief of Training Position Description

Battalion Chief of Training

Classification Responsibilities:

- The Division Chief of Training operates under the direction of the Fire Chief and Assistant Chief, and is responsible for the training functions of the Fire District and all policies relevant to the daily operation of such.
- Develop, plan, direct, coordinate, implement, and lead training for the Fire District in all aspects of fire, EMS, hazardous materials, and specialized rescue training.
- Review department policies and procedures and recommend effective and efficient programs to meet training standards.
- Develop programs to provide for the Health & Safety of District personnel consistent with applicable laws, standards, and industry best practices. Perform duties of Department and Incident Safety Officer.
- Supervises the shift training officers, and any personnel that may be assigned to the Training Division on a permanent or temporary basis. Provides supervision, feedback and direction in support of shift/company training.
- Responsible for performing emergency and non-emergency services for the District as a Command Officer.
- Assist the Fire Chief with Strategic Planning for the Fire District.
- May assume the duties of the Fire Chief in the absence of the Fire Chief and Assistant Fire Chief.

Distinguishing Features:

- Develops, plans, implements, and coordinates training standards and curriculum. Reviews and recommends departmental policies and procedures to improve the effectiveness and efficiency of training operations.
- Recommends, develops and implements comprehensive training and education programs for department personnel; includes special operations training, monthly shift /company training, Colorado Division of Fire Safety training and testing, Paid and Volunteer recruit training academies, and standard operating guidelines training. Develops relevant lesson plans, and provides oversight for the training calendar in the records management system.
- Monitors the training records system to ensure staff meet required training under department policy and requirements, national standards, ISO, and certification compliance.
- Develops, implements, and oversees in-service training programs for new recruits and volunteer training academies. Prepares and conducts classroom and training ground instruction.
- Develops and prepares training program policy recommendations that support department policies and procedures and meet program goals and department requirements.
- Makes recommendations to the Fire Chief in matters of need for personnel, apparatus, and equipment.
- Provides input to the Chief and Assistant Chief on training and educational needs.

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- Prepares and provides instructor feedback instrument based on course objectives. Identifies areas of strengths and weaknesses to ensure program needs of the department are being met.
- Advises the Fire Chief on the development of ordinances, laws, policies, procedures, and regulations.
- Directs and oversees District training programs and assists with promotional examinations.
- Responsible for determining and monitoring division budget needs, understanding and adhering to department budget policy and current resources. Determines resources required to meet identified training goals.
- Submits monthly, annual and periodic reports to the Fire Chief and Assistant Chief.
- Attends meetings relative to Fire District involvement.
- Provides customer service consistent with the stated values of the District.
- May represent the department on various local, county, and state committees.
- Responds to major alarms, structure fires, and hazardous incidents as required.
- Manages positions and personnel of the District; enforces District personnel policies and procedures within the District.
- Manages the department's Fire Training Center.

ESSENTIAL FUNCTIONS

Communication:

- Maintains confidentiality when necessary.
- Keeps Fire Chief aware of the state of the District, and training and education needs.
- Communicates and interacts effectively with individuals and groups at all levels.
- Interacts with the media for dissemination of relevant information regarding District responses, activities, personnel, and public safety notifications.

Manual/Physical:

- Ability to exert moderate to heavy physical effort in response to incidents if needed, many times involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling and the lifting, carrying, pushing and/or pulling of heavy objects and materials.
- Ability to recognize similarities or differences between colors, forms, and sounds associated with job-related objects and tasks, as it relates to hazardous atmospheres.
- Ability to meet the department's fitness requirements.
- Ability to perform effectively in an environment with exposure to extreme weather conditions, strong odors and/or smoke, strong and/or toxic chemicals and dust or pollen.
- Ability to successfully pass annual medical and fitness evaluations.

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Mental:

- Ability to exercise judgment, decisiveness, and reasoning on diverse work activities, from training to incident response and command.
- Ability to make independent decisions in regard to emergency operations and training curriculum.
- Comprehends and makes inferences from written material, including District administrative and operating procedures, in order to supervise and evaluate the work of subordinate personnel.
- Ability to prioritize multiple tasks to achieve effective daily operations.
- Ability to possess a clear understanding of the results that must be achieved on a continual basis.

Knowledge and Abilities:

- Knowledge of adult learning and training techniques.
- Knowledge of the standards, strategy & tactics, and equipment used in modern fire department operations.
- Ability to develop, plan, implement and coordinate effective training curriculum that meets department, public fire safety and training standards.
- Ability to envision and implement needed training.
- Ability to prioritize multiple tasks to achieve effective daily operations.
- Skilled in oral and written communications for effective expression of concepts and instruction.
- Ability to organize and train career employees and volunteers.
- Ability to develop and maintain proper and effective records, report systems, and schedules.
- Ability to establish and maintain good public relations.
- Ability to establish and maintain effective working relationships both internally and externally.
- Knowledge of effective supervisory and management methods and practices.
- Knowledge of the ICS/NIMS systems and the ability to put it into action.
- Knowledge and ability to apply CRS Title 32 Special District Laws.
- Knowledge of the accreditation process for the Commission on Fire Service Accreditation International, or other internationally accepted fire service accreditation programs.
- Knowledge of City and County Codes, Uniform Fire Codes, NFPA Standards, Personnel Guidelines and OSHA/EPA Regulations.
- Knowledge of the laws, statutes, ordinances, codes, standards, rules and regulations pertaining to fire service, and Hazardous Materials response.

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Experience and Education:

- Must have an Associate's Degree from an accredited college or university with coursework or equivalent in fire science, public administration management or related areas (or equivalent education and training as recognized by the District).
- Minimum of 10 years of progressively responsible experience in the fire service. At least 5 of those years must be in a supervisory or administrative role. Other combinations of experience and education that meet the minimum requirements may be substituted.
- Must have proven managerial skills, budgeting experience, and human resource management skills.
- Working knowledge of Microsoft Word, Excel, Outlook, Power Point, and Records Management Systems.
- Currently possess the minimum following certifications: Firefighter I, Fire Instructor I, Fire Officer I, EMT-B, Hazardous Materials Operations Level, NWCG S-130/190, NWCG S-290, and ICS 300 & 400, or must provide documentation of equivalent training and education that is satisfactory to the District.

Special Requirements:

- Must possess and maintain a valid Colorado driver's license.
- For a new hire position with the District, must satisfactorily complete a criminal background check, driving record check, physical exam, and physical ability test (District Physical Evaluation or CPAT) prior to commencing employment.