Job Description

Job Title:	Fire Training Chief	Classification:	Classified
Department:	Fire	Grade:	342
Occupational Group:	Fire	FLSA:	Non-exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under limited supervision; plans, develops, coordinates, and delivers training, career development, and maintains licensure and certification records for the life cycle of all City of Joplin Fire personnel in compliance with applicable City, State, and Federal standards.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Develops, plans, and delivers the curriculum for Emergency Medical Technician and Paramedic EMS CEU's for Joplin Fire personnel in accordance with local, State, and Federal requirements. Prepares schedules for EMS continuing education for all personnel. Continually reviews national standards and EMS clinical operating procedures and updates curriculum accordingly.
2. Develops, plans, and delivers internal professional development curriculum for Joplin Fire personnel; coordinates educational resources for external training.
3. Develops and implements the Fire Department Infection Control Program to meet or exceed Center for Disease Control, Department of Health, and Office of Health and Safety Administration guidelines.
4. Develops, plans, and oversees the training and programs for the Department's Special Operations.
5. Coordinates and schedules instructors as needed to facilitate Departmental training.
6. Serves as Program Director for all Missouri Department of Public Safety, Division of Fire Safety training and certification programs.
7. Maintains training records; schedules training for recertification for Joplin Fire personnel.
8. Directs and coordinates the Medical Quality Control Program and process.
9. Serves as the liaison with the medical director, local hospitals and providers of emergency medical services.
10. Serves as Program Director and Training Officer for all Missouri State Bureau of EMS initial and continual education programs
11. Serves as Program Director and Training Officer for all National Registry of Emergency Medical Technician programs.
12. Coordinates the medical equipment supply procurement and inventory management within approved departmental budget parameters.
13. Directs the presentation of fire, rescue, hazardous materials, and emergency medical training programs; creates and reviews materials for presentation.
14. Oversees the maintenance function of equipment, facility maintenance, and grounds maintenance for the Public Safety Training Center.
15. Develops and oversees the Fire Personnel New Hire Training Program including scheduling, curriculum development, presentations, curriculum audit; observation and evaluation to ensure compliance with national and state standards.

16. Maintains accurate training records for Fire personnel including new hire training, professional development training, and license and certification training. Prepares reports and correspondence as needed.
17. Develops and oversees the training center budget. Researches and assists with budget requests for departmental equipment. Assists with researching, preparing, submitting and administering grants for training or operations divisions as directed by the Fire Chief.
18. Serves as an integral member of the Incident Command System. Able to assist in Command functions as needed. Able to operate as Incident Command as needed.

Other Duties

- Assists with the Total Quality Assurance Program for fire and rescue services.
- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy and procedure.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Fire suppression principles, methods, techniques, and practices; equipment requirements for effective fire suppression; techniques, purpose and use of various tools, equipment, vehicles and apparatus for fire suppression, rescue, and medical assistance operations; first-aid, CPR, and basic and advanced emergency medical assistance techniques; Federal, State, County, and City statutes, standard, regulations, ordinance, and medical protocols related to emergency medical treatment, practices, principles and standards; community resources available regarding immediate emergency assistance to victims and families of emergency incidents; Microsoft Office Suite.

Skill in: Developing training curriculum for an adult learner; developing reports and data for dissemination to internal and external customers; organizing and maintaining accurate records in multiple formats; developing policies, guidelines, and protocols in compliance with national and state standards; following complex oral and written instructions, procedures and guidelines; developing and maintaining working relationships within the Department, City, and community partners; Microsoft Office Suite.

Education: Associate's degree in Fire Science, Fire Services Administration, or closely related discipline from an accredited college or university is required. Bachelor's degree is preferred.

Experience: Five years of professional fire suppression and EMS work experience with at least two years of EMS and fire instructor experience.

Licenses and Certifications: Possess and maintain a valid state issued driver's license; certification from an International Fire Service Accreditation Congress (IFSAC) or National Board on Fire Service Professional Qualifications (ProBoard) accredited agency as a Firefighter I and II; Company Officer II, Instructor II, Incident Safety Officer, Live Fire Instructor and licensed as a Missouri EMT-Basic from the State of Missouri is required. Paramedic license is preferred. License by the American Heart Association (AHA) to teach Basic Life Support for the Health Care Provider (BLS - CPR). Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), Pre-Hospital Trauma Life Support (PHTLS) also preferred. Hazardous Materials Operations Technician certification is preferred.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Occasional field work may require exposure to unstable building, hazardous chemicals, body fluid, infectious diseases, air, and blood borne pathogens when responding to both emergency and non-emergency incidents. May occasionally be required to lift, carry, push, and pull materials and objects weighing over 100 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Occasional field work may be required including response to emergencies which may include exposure to outdoor elements, hot and cold temperatures, and temperature swings. Employees may interact with upset staff and/or public and private representatives in emotionally charged environments interpreting and enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Work requires wearing of a Self-Contained Breathing Apparatus (SCBA) and confining equipment or gear for an extended period. Must meet and maintain NFPA 1582, and other applicable Federal, State, and Departmental physical fitness and physical training standards established prior to and during employment. Complete and maintain training requirements for Haz-Mat, Department of Homeland Security National Incident Management Systems, and all annual training required by FEMA. Must be 18 years of age.

Revision Date: 11/01/2021	Type of Change: Update position and FLSA status
Revision details: City-wide job description revision and updates; change FLSA status to non-exempt.	