



## Job Description

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<b>TITLE:</b> Division Chief of Fire Training	<b>JOB CODE:</b> 3778
<b>DEPARTMENT:</b> Fire Department	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> November 2005	<b>FLSA CLASS:</b> Professional
<b>UPDATED:</b> April 12, 2022	<b>WORK LOCATION:</b> Aztec, NM
	<b>REMOTE WORK ELIGIBLE:</b> YES

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**Summary:** Under limited supervision, coordinates and develops training programs for volunteers in the fire districts; assists in conducting fire prevention and investigation activities; assists in enforcing the fire protection and prevention codes and ordinances of the San Juan County Fire Department. On a rotating basis serves as a Duty Officer with the responsibility of responding to major incidents for the purpose of managing, directing, or providing logistical support to incidents as needed.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Manages, facilitates, and develops training programs to properly train emergency response personnel in the volunteer fire districts; develops training on fire suppression, incident management, emergency medical services, hazardous materials and fire prevention. Formulates teaching outline, teaching aids and determines instructional methods such as individual training, group instruction, lectures, demonstrations, meeting and workshops.
- Develops training based on State and Federal standards; recommends standards for the district volunteers.
- Organizes and supervises the instruction and training for members of the fire district's volunteers; ensures that volunteer staff has adequate training to prepare them to safely respond to emergency calls.
- Maintains records and reports for the training conducted; ensures participation of field staff; follows up with personnel who have not completed required training; provide tests to measure progress and to evaluate effectiveness of training.
- Develop and coordinate certification process; monitors certifications and/or re-certifications as required.
- Identifies outside contractors to conduct training programs; negotiates contracts and coordinates their training activities; monitors their training activities to ensure that it is effective and pertinent to field training needs.
- Reviews sites and programs to ensure that training equipment and facilities are properly maintained.
- Responds to emergency calls as necessary.
- Serves as a liaison officer for fire districts as assigned by the Fire Chief.
- Reviews assigned incident reports for quality assurance and completion.
- Completes administrative requirements and ensures compliance with all local, state and federal laws, rules and regulations; ensures compliance with agency policy and procedures as they apply to fire protection and prevention, fire training and fire-fighting operations.
- May investigate the cause and origin of fires occurring in the County; provides court testimony as needed.
- Assists with fire inspections as necessary; prepares and submits reports documenting the results of the inspections.
- Assist with preparing and monitoring training budget.

## **Job Description**

### Division Chief of Fire Training

- Orders, tracks, follows up on repair requests, schedule maintenance of firefighting gear and equipment.
- Performs other related job duties as assigned.

### **Required Knowledge and Skills:**

- Knowledge of the principles and practices of emergency response procedures and treatment methods; fire and rescue apparatus, fire suppression, fire prevention, and equipment.
- Knowledge of citizen volunteer fire program and emergency medical services.
- Knowledge of all local, state and federal laws, ordinances, rules and regulations pertaining to fire protection, emergency medical services, public safety, fire protection, and arson investigations.
- Knowledge of Insurance Services Organization (ISO) rating system.
- Knowledge of County and SJCFD policies and procedures.
- Knowledge of governmental budgeting, planning, and process.
- Ability to think and act quickly and to act independently under stressful emergency conditions.
- Ability to work closely with a diverse volunteer population.
- Skill in identifying training needs, developing curriculum, and conducting training programs.
- Skill in reviewing building plans and evaluating fire prevention systems.
- Skill in investigating the causes of fires and evaluating the potential for arson.
- Skill in effectively managing, prioritizing, leading, and delegating tasks and authority.
- Skill in communicating tactfully and effectively, both orally and in writing.
- Skill in reading, interpreting, and applying standards as published in manuals, including policies and procedures.
- Skill in effectively presenting information to volunteer staff, management, public, and employees.
- Skill in working independently or as a team member.
- Skill in establishing and maintaining effective working relationships with elected officials, volunteer firefighters, fire administration, field staff, County staff, and the general public.
- Skill in the use of a personal computer, Fire/EMS and standard business software.

### **Education and Experience:**

- Associate's Degree in Fire Science or related field, or equivalent combination of education and experience totaling five (5) years.
- Four (4) years of recent experience as an active member of a fire department involved in fire suppression, emergency medical service and incident management.
- Demonstrated leadership and management experience
- Minimum IFSAC Fire Fighter 1 and 2 certification or equivalent.
- Minimum IFSAC Fire instructor 1 certification or equivalent.
- Minimum of 5 years Fire Service Instruction.
- ICS 400, NIMS 700 and 800 or ability to acquire within 1 year of hire date.
- Minimum NM licensed Emergency Medical Responder (First Responder) or ability to acquire within 1 years of date of hire.
- Valid State of New Mexico Class A CDL with tanker endorsement, E driver's license.

### **Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office and outdoors in varied weather conditions; requires physical exertion under vigorous and unusual conditions. May be subject to cuts, bruises, scrapes, burns, broken bones, insect and animal bites, germs, bacteria, viruses, environmental allergens, gases and fumes. May be subject to exposure to CRT's and VDT's. May be subject to life threatening situations; involves the potential for exposure to high stress levels.
- May be subject to bending, reaching, kneeling, crawling, and lifting in excess of 75 pounds.
- Full-time work hours for this position consists of rotating shifts, nights, weekends, overtime, and responds to emergency calls as requirements for the operations of this department.

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Division Chief of Fire Training

- Position frequently requires travel.
- May be exposed to various firefighting agents and other risks inherent to rescue, EMS, and firefighting.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County’s electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed “remotely” outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

**Equipment and Tools Utilized:**

- Specialized firefighting, emergency, and training equipment, apparatus, and response vehicles.
- Equipment utilized includes computerized and conventional office equipment, two-way radios, and mechanics tools.

**Approvals:**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_