



UINTAH CITY FIRE DEPARTMENT POSITION DESCRIPTION

Job title	<i>Volunteer Training Officer (Collateral Duty)</i>
Reports to	<i>Fire Chief</i>

GENERAL PURPOSE

Provides, as collateral assignment, supervision, monitoring, and management of the development, coordination, and implementation of a comprehensive fire-rescue-EMS training program.

NOTE: Collateral duty assignments will account for up to 20% of current position duties; selectee will remain in current position at present duty location.

SUPERVISION RECEIVED

Works under the close supervision of the Fire Chief. May be assigned to report to another officer in the Department.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for the design, development, implementation, and administration of a performance-based, training and evaluative program for fire-rescue personnel of the department. This program is to be responsive to specific employee, departmental and city/county-wide requests and needs and meet numerous local, state, and federal requirements and regulations. This program will be comprehensive for all ranks.
- Assures the maintenance of an effective records management system to report to various agencies the training and performance of Fire Department Staff. Evaluates effectiveness of programs through participant feedback, test instructions, and reports from students, instructors, and supervisory personnel.
- Maintains complete familiarity with all local laws, rules, regulations and specifically adopted standards or guidelines related to the training and performance of fire-rescue-EMS activities by volunteers.
- Assists in the development of Departmental Policies and procedures related to training.
- Ensures adequate and well-maintained training materials, equipment, props, and resources are available for the programs, ensures repair, maintenance, replacement and disposal of same. Maintains complete inventory of equipment and, materials and works with Assistant Chief of such inventory.

PERIPHERAL DUTIES

- Prepares a variety of reports.
- Performs the duties of subordinate personnel as needed and fulfills obligations during duty work periods.
- Performs the duties of primary duty assignment in addition to this collateral assignment.
- Attends conferences and meetings to keep abreast of current trends in the field' represents the City Fire Department in a variety of local, county, state and other meetings.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- A. Graduation from High School or GED equivalent. Specialized training in fire department administration desired but not required.
- B. At least one (1) year of prior work experience as a volunteer firefighter
- C. UFRA Fire Instructor I Certification Preferred, but not required.

Necessary Knowledge, Skills and Abilities

- A. Working knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; Working knowledge of First Aid and resuscitation techniques' Working knowledge of applicable laws, ordinances, departmental standard operating guidelines and regulations.
- B. Skill in the operation of listed tools and equipment.
- C. Ability to supervise work crews and personnel;
- D. Ability to perform work requiring good physical condition;
- E. Ability to communicate effectively orally and in writing;
- F. Ability to exercise sound judgment in evaluating situations and in making decisions;
- G. Ability to effectively give an receive verbal and written instructions;
- H. Ability to establish and maintain effective working relationships with other employees, supervisors, and public;
- I. Considerable knowledge of planning and conducting training programs in diversified fields;
- J. Knowledge of content and scheduling of centralized training programs;
- K. Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS

- A. Must be eighteen (18) years of age or older at time of appointment;
- B. Must possess, or be able to obtain by time of hire, a valid Utah Driver's License without record of suspension or revocation in any state;
- C. No felony convictions or disqualifying criminal histories within the past seven (7) years;
- D. Ability to read, write, and speak the English Language; and
- E. Ability to meet Uintah Fire Department physical standards.
- F. Must reside within 6 minutes of UFD Station 91.

TOOLS AND EQUIPMENT USED

Emergency medical aid equipment, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, radio, pager, personal computer, telephone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is frequently required to sit; talk or hear; stand; walk; use hand to finger, handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in office, vehicle, indoor and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

The noise level in the work environment is usually quiet in the office setting, and loud at an emergency scene.

SELECTION GUIDELINES

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility test; drug screening; final selection.

NOTE: Appointees will be subject to completion of a standard probationary period.

GENERAL INFORMATION

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the Uintah Fire Department and the volunteer, and is subject to change by the Uintah Fire Department as the needs of the Department and requirements of the job change.

Approved by:	 <hr/> William Pope, Fire Chief Uintah City Fire Department
Date approved:	<i>January 20, 2014</i>
Reviewed:	<i>January 20, 2014</i>