



Hamburg Township Public Safety Department

PO BOX 157 · HAMBURG, MICHIGAN 48139
PHONE: (810) 231-9391 · FAX: (810) 231-9401

EMAIL: HATP@hamburg.mi.us

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: May 26, 2025
RE: Agenda Item Topic: **Updated Public Safety SOP**
General Ledger #: N/A
Number of Supporting Documents: 1
NEW/OLD BUSINESS: **XXX** New Business
_____ Old Business – Previous Agenda #:

Requested Action

- Motion to approve Hamburg Township Public Safety SOP# 400-16: *Training Captain Job Description.*

Background

During the department's annual policy review, the Fire command staff recommended that a job description for the position of Training Captain be adopted. The attached SOP is being submitted to the Township Board for review and approval.

Respectfully,

A handwritten signature in cursive script, appearing to read "Richard Duffany".

Chief Richard Duffany
Director of Public Safety

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: Training Captain Job Description			No. 400-16
Distribution: FIRE	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended	Rescinds:	MLEAC Standard(s): N/A
Effective Date: DRAFT			

JOB TITLE: **TRAINING CAPTAIN**
 (Full-time/Non-Exempt)

REPORTS TO: **Deputy Fire Chief**

I. JOB SUMMARY

The Training Captain is a full-time position within the Hamburg Township Public Safety – Fire Division generally working a 40-hour a week schedule. The position may also require working a 24-hour shift to fulfill department operational needs. The Training Captain is responsible for ensuring that all personnel are provided with opportunities for training and are competent in order to effectively, efficiently, and safely execute all responsibilities consistent with the department’s standard operating guidelines, directives, general practices and mission statement when responding to emergencies and assigned duties. The position directs, researches, plans, organizes and evaluates employee development to ensure the highest level of training and proficiency of our personnel. During emergency incidents, the Training Captain may be required to respond with company personnel and perform the functions of a firefighter, company officer, and/or Incident Commander.

II. PRIMARY DUTIES AND RESPONSIBILITIES

The primary duties and responsibilities of the Training Captain include the following:

1. Responsible for the development of department personnel from the beginning of their career, continuing education, as well as through the various levels of the department. Works to develop necessary knowledge, skills, and abilities of employees through various techniques, instructors, and programs, and provides oversight of all training programs in the department.
2. Develops training programs based on needs identified by staff as well as ensures organization is responsive to the changing emergency environment by developing programs that keep firefighters current on Rescue, EMS, Firefighting, Special Operations, Community Risk Reduction, and other skills utilized by firefighting personnel.

3. Responsible for the development, review, and maintenance of department training records and the tracking of certifications of all department personnel, working in conjunction with the Deputy Chief to maintain updated training records for all personnel as required by state and federal laws.
4. Designs training programs or curriculums to support department goals, ensuring that knowledge and skills are job related and performance based, that adult learning principles are utilized, and that programs meet time and budget constraints.
5. Develops, coordinates, and facilitates regular department training including program audits, attendance monitoring and scheduling make-up sessions.
6. Supervises and performs continuing evaluation of personnel including but not limited to, providing feedback on work performance for annual evaluations, correcting work deficiencies including improvement plans and recommendations of formal disciplinary actions for personnel not meeting work performance standards.
7. Identifies individual, station, and department training needs.
8. Evaluates instructors to identify strengths and weaknesses. Recommends changes to improve instructional style and communication methods.
9. Ensures consistent training and delivery among all staff and department training.
10. Creates and fosters effective working relationships within the department among all ranks including the administration.
11. Skilled at time management including prioritizing, balancing workload, delegating and supervising appropriate functions/ tasks.
12. Proficient at teaching others including the ability to adapt style/technique to meet the needs of personnel being trained.
13. Responsible for setting goals and objectives for training.
14. Responsible for budget planning, development justifications as well as tracking and reporting to the Deputy Chief.
15. Coordinates and supervises the On-the-Job Training Program for new personnel.
16. Attends department meetings, including but not limited to senior staff and officer meetings.
17. Coordinates Fire Academy registrations including EMS training for the department staff.
18. Performs other such duties as may be required or assigned.

III. Other Job Functions

1. Takes an active role in national, state and county training organizations.
2. Required to work both days and evenings in order to perform the duties and responsibilities of the Training Captain.
3. Ensures department personnel are operationally ready to respond.
4. Assists in shift operations based on department staffing needs.
5. Function as Incident Commander during emergency operations when required.
6. Attends conferences and outside training sessions as approved or required.

7. Participates during non-scheduled time to fulfill obligations of the position and maintain compliance with current authority assignments, requirements and policies.
8. Functions as a shift Duty Captain when required by staffing shortages.

IV. ESSENTIAL JOB KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Knowledge of employee development, learning theories and education methodology.
2. Principles of supervision, time and project management.
3. Understanding theories of interpersonal communication including perception, listening, and conflict resolution.
4. Considerable knowledge and proficiency in written communication.
5. Techniques and equipment used in modern firefighting, protection of life and property, community risk reduction and fire prevention.
6. Actively engages in employee health, wellness, mental health and demonstrates the value of department personnel.
7. Building construction related to fire control, firefighter safety and fire investigation.
8. Emergency medical services and rescue practices.
9. Knowledge of streets, waterways, water mains and building complexes within the Township and ability to utilize this information when in command of emergency situations.

Ability to:

1. Understand, interpret and act in accordance with department Standard Operating Procedures, department directives, employee handbook, and collective bargaining agreement and demonstrate skills in applying these toward specific situations.
2. Effectively prepare clear, concise and complete oral and written reports.
3. Interpret and explain laws, department and township policies, codes and regulations.
4. Analytically develop plans of action to address a variety of fire code and safety violations in a cost-effective and timely manner.
5. Create and foster working relationships with subordinates, superiors and police department staff.

6. Establish and maintain cooperative working relationships with Township personnel, property owners and residents contacted in the course of work.
7. Effectively supervise and command personnel.
8. Think and act quickly in various situations.
9. Retain presence of mind during high stress situations and emergencies.
10. Be physically capable of performing command, and control responsibilities in hazardous environments which may require physical agility and strength and be prepared to use specialized equipment.

V. ESSENTIAL JOB REQUIREMENTS

1. Successfully complete department physical examination based on department policy and obtains written authorization from Township's physician.
2. Possess physical strength, endurance, agility; must participate and successfully complete department agility testing per department policy.
3. Produce extreme effort and energy for periods of time in highly stressful situations.
4. Apply knowledge of the streets, waterways, water supply points and building complexes within the Township, utilizing this information when in command of emergency situations.
5. Provide appropriate instruction to firefighting personnel in both classroom and field applications of the principles of fire control and emergency medical services.
6. Possess normal hearing and vision, or correctable to a normal level.
7. Operate equipment demonstrating manual dexterity and safety for all concerned.
8. Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb and lift 150 lbs.; exposure to cold, heat, extreme noise, outdoors confining work space, electrical hazards, vibration, chemicals, dust, toxic waste, mechanical hazards and explosive materials.

VI. EDUCATION AND EXPERIENCE

Education:

1. Graduation from high school or GED equivalent.
2. An Associate's Degree in Fire Science or related field is highly desirable.
3. State certification as Firefighter II, EMT and Company Officer I, II, and Fire

Officer III.

4. ICS 100, 200, 300, 400, and IC 700 & 800.
5. Course completion of advanced techniques of teaching methodologies.
6. Pre-Hospital Trauma Life Support (PHTLS) Certification.

VII. WORKING CONDITIONS:

1. Normal office environment with little, if any, discomfort due to heat, dust, noise and the like.
2. Work involves travel to various locations throughout the Township with exposure to bodily injury, hazardous materials, adverse weather, fumes, odors and the like at emergency scenes.
3. On-call availability to handle work problems and respond to emergency situations at all hours is required.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

Issued by:



Richard Duffany
Director of Public Safety

Approved by the Hamburg Township Board of Trustees: DRAFT