

## **RESOLUTION NO 2026-031**

### **CITY OF LAKE CITY, FLORIDA**

**A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA APPROVING THAT CERTAIN UPDATE TO JOB POSITION AND DESCRIPTION FOR FIREFIGHTER TRAINING OFFICER; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY APPROVING SAID POSITION AND DESCRIPTION; DIRECTING THE CITY MANAGER TO UPDATE THE CITY'S POSITION DESCRIPTIONS MANUAL WITH SAID REVISED POSITION AND DESCRIPTION; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Lake City ("City") presently has an approved Position Description Manual (the "Manual") describing all authorized job positions for the City; and

**WHEREAS**, the City has need of an update to the pay grade in the description for the position entitled "Firefighter Training Officer" (the "Revised Position"); and

**WHEREAS**, the City desires to update the Revised Position and include the Revised Position in the Manual; and

**WHEREAS**, approving the Revised Position and including the description for the Revised Position in the Manual is in the public interest and in the interests of the City; now therefore

**BE IT RESOLVED** by the City Council of the City of Lake City, Florida:

1. Approving the Revised Position and including the Revised Position in the Manual is in the public or community interest and for public welfare; and
2. In furtherance thereof, the Revised Position in the form of the Exhibit attached hereto should be and is approved by the City Council of the City of Lake City; and
3. The City Manager is directed to take such actions as are necessary to include the Revised Position in the Manual; and
4. All prior resolutions of the City Council of the City of Lake City in conflict with this resolution are hereby repealed to the extent of such conflict; and

5. This resolution shall become effective and enforceable upon final passage by the City Council of the City of Lake City.

**APPROVED AND ADOPTED**, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this \_\_\_\_ day of April, 2025.

BY THE MAYOR OF THE CITY OF LAKE CITY,  
FLORIDA

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Noah E. Walker, Mayor

ATTEST, BY THE CLERK OF THE CITY COUNCIL  
OF THE CITY OF LAKE CITY, FLORIDA:

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Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

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Clay Martin, City Attorney

# City of Lake City, FL

## Classification Description

Classification Title: FIREFIGHTER TRAINING OFFICER  
Department: FIRE  
Permanent Part-Time

Pay Grade: ~~14~~Open  
FLSA Status: Non-Exempt  
\$60,000.00 Annual

### General Description

This position would coordinate and direct training exercises for all personnel of the Fire Department in accordance with State and departmental requirements and be under the supervision of the Fire Chief and Assistant Fire Chief. The person will create and maintain a training file for each member of the Lake City Fire Department.

### Nature of Work

#### Essential Functions:

Organizes and plans the yearly live fire training that is required for all personnel according to State and ISO requirements.

Plans and assigns the yearly online training courses and assigns them monthly as they are required for all personnel to complete.

Creates monthly hands-on training activities for all department personnel to take part periodically while they are on their assigned shift. Leads and or teaches these hands-on topics.

Creates and teaches fire related state certified courses to personnel as opportunities and need arises.

Creates, maintains, and supervises training records for each individual person who works for Lake City Fire Department.

In times of needed manpower can work as a firefighter on the apparatus and thus must also be able to work under the Firefighter/EMT job description and met those requirements as well.

Complete other tasks assigned by the Fire Chief or the Assistant Fire Chief.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Equipment:** Uses small office equipment, including copy machines or telephone systems. Use or repairs small/light equipment and or use or repairs heavy complex machinery such as fire apparatus and various fire department related tools.

**Critical Skills/ Expertise:** All employees must possess knowledge of general written standards and procedures utilized and can read, interpret, and follow procedural and policy manual related to the job task. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies. Be appropriately groomed and attired to present a professional image in accordance with the organization's mission, goals, and policies. Report for work promptly and properly prepared at the time and place required by the assignment or orders. Notify the appropriate supervisor of intended absences in accordance with the stated rules. Conform with standards and rules regarding use of accrued time. Demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public. Operate and care for the equipment to manufacturers specifications and or within the specified parameters and in accordance with policies. Demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues.

- Knowledge of training records and the proper management of such records.
- Knowledge of departmental and state rules and regulations concerning training for State of Florida firefighters.
- Ability to organize files and records.
- Ability to lead and physically complete required training courses and exercises.
- Skill in the uses of and maintaining firefighter equipment.
- Knowledge and experience in teaching training topics and courses.
- Knowledge of firefighting techniques and departmental and state policies, procedures, and practices.
- Ability to understand and follow oral and written instructions.
- Knowledge and ability to use a computer and electronic filing systems.

**Minimum Qualifications:**

High School graduate or possess an acceptable equivalent diploma. Must possess Florida Certification as a Firefighter and at minimum a valid State of Florida Emergency Medical Technician license. Possess a valid CPR certification. You must possess a valid Florida driver's license. Must possess a minimum of Florida Fire Standards Instructor 1 certification and a Florida Fire Standards valid and active Live Fire Instructor certification.

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and the requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_