

City of Lake City, FL

Classification Description

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

**Pay Grade: 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: _____