

**City of Dunedin, Florida**  
Class Description

**JOB TITLE: Division Chief of Training**  
Fire Department

**GENERAL STATEMENT OF JOB**

Under direction, develops, coordinates, implements, and delivers continuing and in-service training and occupational safety and health programs for City employees as directed. Functions as the Fire Department Safety Officer and participates as a member of the City's Safety Action Committee. Ensures compliance with all applicable policies, procedures, laws and regulations. Reports to the Fire Chief.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

***The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.***

Researches, develops, coordinates and/or delivers various training programs related to all aspects of emergency services including fire suppression, apparatus driver/operator, EMS, hazardous materials, special hazards, technical rescue, heavy rescue, vehicle extrication, occupational safety and health and other programs.

Serves as the Fire Department's Safety Officer and serves on the departmental Occupational Safety and Health Committee.

Represents the Department at the Pinellas County Training Officers meetings and events.

Responds to significant emergency incidents to function as Incident Safety Officer and to monitor the effectiveness of safety regulations and procedures.

Performs incident command functions as assigned by the Incident Commander. May be required to take command of emergency response operations during emergencies and disaster operations, ensuring prompt response with appropriate equipment and manpower.

Performs quality assurance activities including monitoring the effectiveness of training programs by measuring outcomes, monitoring the quality of service delivered, and providing recommendations for improvement or the addition of new programs.

## **Division Chief of Training, Fire Department**

Develops and applies ways to measure effectiveness of training through written, oral and practical exams, and provides mechanisms for improvement.

Coordinates and/or delivers OSHA, NFPA and other mandated training.

May conduct and participate in department hearings, internal investigations, operational review, and operational critiques and recommend or administer corrective action.

Performs record keeping associated with personnel training in accordance with NFPA and OSHA requirements.

Participates in research, development, acquisition and implementation of new technology, methods, procedures and regulations.

Assists in the interviewing, training, motivating and evaluating of employees of the Fire Department.

Assists with the development of the training budget and preparing requisitions.

Maintains inventory of training equipment, supplies and facilities.

Completes and submits reports regarding department activities; enters data from reports into computer. Receives, reviews, and evaluates reports from subordinate personnel regarding departmental activities.

Maintains a professional and cooperative working relationship with other fire and emergency service groups and associations.

Participates in disaster preparedness, response, mitigation and recovery planning and implementation.

Will be assigned to the City's EOC during a declared State of Emergency as required.

Will manage/coordinate the City's EOC/Fire Training Facility, which involves scheduling of classes/events and general maintenance/organization of the facility.

Develops and/or coordinates the development of the various medium required for the delivery of associated programs.

Participates in seminars, conferences, and training courses to keep current on technological advances related to emergency services.

Represents the department at City and community meetings.

Responds to emergency incidents as needed on off-duty times. Maintains ability for communication access to the department at all times.

**ADDITIONAL JOB FUNCTIONS**

Performs general administrative/office duties as required, including conducting and attending meetings, compiling data for reports, entering computer data, preparing reports and correspondence, reviewing mail, distributing supplies, etc.

Performs other related duties as required.

**MINIMUM TRAINING AND EXPERIENCE**

Requires an Associate's degree in fire science or EMS or related field with seven years of verifiable work experience in the fire/EMS service. If candidate doesn't currently have an Associate's degree or greater, a progressive plan for obtaining one will be developed and approved by the Fire Chief.

Two years of supervisory experience as a Fire Lieutenant or above.

Proven experience in coordinating and developing training for both fire and civilian personnel.

**SPECIAL REQUIREMENTS**

Must possess and maintain the following certifications:

- ❖ Florida and Pinellas County EMT or Paramedic certification.
- ❖ Florida Fire Fighter II Certification
- ❖ Florida Fire Officer II certification or Fire Officer certification if prior to November 2013.
- ❖ Florida Fire Instructor certification
- ❖ Florida Live Fire Instructor certification
- ❖ CPR Instructor certification
- ❖ Emergency Vehicle Operators Course (EVOC) Instructor certification.
- ❖ Must possess a valid Florida driver's license.

Trained and certified as an Acting District Chief.

This is a Category A position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category A employees are required to stay on premises during a declared state of emergency, or as otherwise mandated.

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Division Chief of Training. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has extensive knowledge in the training requirements of the Fire department and is capable of preparing and providing such training sessions to various department and City groups. Is able to make sound, educated decisions. Knows how to make public presentations. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Is able to speak, read, write and understand the English language.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce and/or assess data and/or information using established criteria. Includes exercising discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives. Is able to perform employee evaluations and to make recommendations based on results. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Is able to compile, organize and utilize various financial information necessary to assist in the preparation of the division budget, and knows how to assist in monitoring the budget.

**Human Interaction:** Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels. Includes the ability to prepare and present training materials on various technical fire suppression and emergency rescue topics. Also includes the ability to communicate effectively and efficiently at emergency response scenes. Is able to train, assist, motivate and provide leadership to a diverse group of employees; is able to provide assistance to co-workers as required. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Has the ability to negotiate among different constituency groups with diverse interests to achieve a shared understanding and commonality of purpose. Has the ability to communicate professionally in confrontational situations.

**Equipment, Machinery, Tools and Materials Utilization:** Has knowledge of and skill in the use of modern office equipment, including computers as well as all related fire and rescue equipment. Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone. Requires the ability to utilize and demonstrate the use of various fire related equipment during training sessions as well as actual emergency events. Equipment includes engine, aerial, and specialty fire

## Division Chief of Training, Fire Department

apparatus, assigned vehicles, heavy rescue equipment, personal protective equipment, hazardous materials detection, protection and mitigation equipment, technical rescue equipment, ropes, harnesses, hardware, etc.

**Verbal Aptitude:** Requires the ability to use a variety of reference, descriptive, advisory and/or design data and information. Has thorough knowledge of terminology and related professional languages used within the department as such pertain to work responsibilities. Has knowledge of proper English usage, grammar, vocabulary and spelling

**Mathematical Aptitude:** Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; to use principles of basic probability and statistical inference; to perform mathematical operations involving basic algebraic principles and formulas.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for inter-related activities that can span one or several work units. Understands the principles of fire response activities as well as emergency response activities and is capable of not only training in these areas, but acting as a member of the response team when called upon. Has knowledge of administrative principles involved in developing, directing and supervising various programs and related fire training activities.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in the direction, control and planning of an entire program or set of programs. Has the ability to plan and develop daily, short- and long-term goals related to organizational purposes. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to read and interpret complex materials pertaining to the responsibilities of the job.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies. Also requires the ability to extremely precise movements in climbing ladders, rope repelling, rescue efforts, handling hose lines, etc. Must have the physical ability to handle a variety of different weights in reaching, handling, stooping, kneeling, crouching, crawling, pushing, pulling, lifting, carrying, climbing, and balancing to perform such duties as handling equipment, using personal protective clothing and equipment, working in hazardous environments, and handling medical equipment.

**Division Chief of Training, Fire Department**

**Sensory Requirements:** Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Tasks are routinely performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure. Response tasks may require exposure to hazardous chemicals, bodily fluids, extreme heat and cold, odors, toxic agents, excessive noises, excessive smoke, vibrations, wetness, humidity, dusts, diseases, explosives, light intensity, violence, electrical currents, etc.

*The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Date