

CITY OF NEW AUBURN JOB DESCRIPTION

POSITION TITLE: Assistant Training Officer

SUPERVISOR: Fire Chief

PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is to assist in providing training to Department members, protect life and property by performing fire fighting, hazardous materials, fire prevention duties, and medical training.

RESPONSIBILITIES:

- ◆ Assist in providing training for all Department members.
- ◆ Work in cooperation with fire fighters in training sessions.
- ◆ Maintain all first responder training files and reports and assist in maintaining all other department training files and reports.
- ◆ Perform fire fighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment and extinguishment tasks.
- ◆ Performs emergency aid activities including administering first aid and providing other assistance as required.
- ◆ Participates in fire drills and classes in fire fighting, hazardous materials, and related subjects.
- ◆ Maintains fire equipment, apparatus and facilities and performs minor repairs to equipment.
- ◆ Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, fire fighting and hazardous materials.
- ◆ Presents programs to the community on safety and fire prevention topics.
- ◆ Performs other duties as apparent or as delegated.
- ◆ Instructs and drills first responders in the use of tools, medical training, rescue, and etc.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Working knowledge of driver safety.
- ◆ Knowledge of first aid and the ability to apply standard emergency aid.
- ◆ Knowledge of relevant training techniques and topics,
- ◆ Ability to learn to apply standard fire fighting, emergency aid, hazardous materials, and fire prevention techniques.
- ◆ Ability to perform strenuous physical activity.
- ◆ Ability to follow verbal and written instructions.
- ◆ Ability to communicate effectively orally and in writing.
- ◆ Considerable knowledge of modern emergency medical services principles, procedures, techniques, and equipment.
- ◆ Ability to exercise sound judgment in evaluating situations and in making decisions.

EDUCATION AND EXPERIENCE:

- ◆ High school diploma or GED equivalent.
- ◆ Two (2) years prior experience in fire fighting and prevention.
- ◆ Must have a current first responder or EMT certificate.