

CITY OF NEW AUBURN JOB DESCRIPTION

POSITION TITLE: Training Officer

SUPERVISOR: Fire Chief

PRIMARY OBJECTIVE OF POSITION:

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

RESPONSIBILITIES:

- ◆ Provide training for all Department members.
- ◆ Work in cooperation with fire fighters in training sessions.
- ◆ Maintain all Departmental 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.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Working knowledge of driver safety.
- ◆ Knowledge of first 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.

EDUCATION AND EXPERIENCE:

- ◆ High school diploma or GED equivalent.
- ◆ Two (2) years prior experience in fire fighting and prevention.