DIVISION CHIEF - TRAINING

DEFINITION

Under the general direction of the Assistant Chief of Operations, the Training Division Chief is responsible for planning, scheduling, supervising, and administering a comprehensive fire training program and coordinating the in-service training and safety programs in the San Ramon Valley Fire Protection District. The Training Division Chief may also be required to perform various other duties as required.

The responsibilities of the Training Division Chief will fall into three primary categories: Strategic Direction – identifying and satisfying strategic training objectives through appropriate training solutions in support of performance excellence for current and future training and development requirements; Training Operations – ensuring training excellence by developing and managing the processes which drive the analysis, design, development, and delivery of highly effective and engaging courses and training exercises; Personnel Management – providing managerial leadership to Training personnel through interactive performance management and focused personal development.

ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Examples of Duties:

The following tasks are typical for employees assigned to this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.

Directs the development, administration, and coordination of the training program; defines performance standards for suppression personnel, engine companies, and volunteers to meet District and industry requirements; defines training strategies/initiatives and delivery systems that promote performance excellence and support the advancement of performance standards and organizational change; anticipates future training and development needs based on business and fire service realities, organizational shifts, new technologies, and government requirements; explores and expands alternative training methods, such as web based training; analyzes and evaluates the effectiveness of existing training programs and makes required course corrections; ensures training effectiveness of pilot programs by actively leading their development and review; maintains a high level of industry acumen by staying abreast of developments and innovations related to fire suppression, emergency medical care, HazMat, and USAR, as well as instructional materials and delivery techniques; communicates training and performance issues and concerns, as well as recommended solutions, to senior management staff regarding fire service and emergency operations; develops and implements fire academy programs; schedules and conducts training and
instructional exercises, including classroom and field instruction; directs the development and revision of course outlines, lesson plans, training bulletins, visual aids, examinations, and other training materials; coordinates the re-certification processes of staff trained in emergency medical care; coordinates and conducts volunteer fire training activities; instructs District personnel in a variety of subjects relating to fire suppression, safety, emergency medical care and rescue, physical fitness, reserve/volunteer training, and specialized subjects; observes Company fire training drills; instructs and monitors the progress of probationary fire personnel and also confers with supervisors regarding progress of probationary fire personnel; provides resource material and support to Company Officers to enable them to fulfill Company level training expectations; demonstrates the proper use and care of fire fighting apparatus and equipment and performs related work as required; operates both still and video camera equipment for production of slide and video training programs; directs the development and issuance of the training calendar and training bulletins as well as training schedules for suppression training and special courses; maintains all records, files, and logs related to training received by suppression personnel, including statistics on training results and participant evaluations; maintains training facilities and all training materials and equipment, including tapes, films, viewing equipment, and printed materials; prepares and manages the budget for the training division; serves as a key contact through the training development and delivery processes; participates in the review, selection, and management of external content development vendors; provides management/leadership guidance to Training personnel with respect to work activities as well as personal development; clearly defines and communicates position expectations and provides on-going and constructive performance feedback to increase individual and team performance; assists Training personnel in identifying and resolving employee relations and/or performance issues; clearly defines, updates, and communicates Training initiatives to Training personnel; provides leadership through the program management of initiatives and through assistance in identifying and removing obstacles encountered in the course of developing and implementing Training initiatives; provides technical assistance to Training personnel and other staff in support of Training objectives; provides clear and continual communication to Training personnel regarding District initiatives, management and policy updates, and industry developments; builds a knowledgeable and cohesive Training team.

**Skill to:** Read and interpret various written materials and documents relating to training and safety; comprehend and explain technical and other information in a clear, concise manner; utilize organizational skills to effectively reorganize priorities and multi-task; function as a team player with excellent communication and interpersonal skills, especially the ability to interact with members of the public as well as with other members of District staff; set and manage internal and external expectations in a positive and mutually beneficial manner; grasp strategic concepts relating to overall business needs and solutions; identify learning needs, skills, and competencies based on observation of training exercises and employee/company performance in emergency situations and in turn utilize the information to develop training programs to correct and improve training and overall performance; successfully develop, implement, and evaluate a multitude of training programs that meet the needs of the District; grasp and effectively utilize various management principles and techniques; creatively problem-solve and effectively communicate solutions; remain clear-headed and diplomatic in stressful situations; pay attention to detail and accuracy at all times; teach manipulative skills required for effective fire fighting ranging from the basic hose and ladder evolutions to the more complex operation of complicated apparatus and equipment; apply up-to-date knowledge of current training trends, practices, and technologies; identify learning needs,
skills, and competencies to achieve desired District business objectives; utilize program management skills in order to effectively lead project teams and coordinate complex programs; efficiently utilize resources to complete projects; prepare instructional materials, lesson plans, information sheets, written examinations and visual aides; present information in a manner that is readily understood; utilize written skills, including spelling, grammar, and writing standards; keep detailed records.

**Physical Characteristics:** While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel objects, tools or controls. The employee is occasionally required to stand, walk, sit, or reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, jog or run.

The employee must occasionally lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must have the ability to: drive vehicles, operate a personal computer, read small print on documents and maps, detect subtle shades of color, hear and speak well enough to communicate over the telephone, radio, and in person at distances up to 50 feet over the noise of equipment; must be physically fit enough to carry fire equipment as needed, walk over rough terrain, climb hills, open and close heavy gates, load and unload vehicles, and work outdoors for long periods of time in all types of weather conditions and to safely wear and work in a self-contained breathing apparatus (SCBA) without medical or physical restrictions; stamina to perform administrative functions and to meet physical and mental demands during an extended emergency.

While performing the duties of this job the employee occasionally works outside, which may include occasional exposure to wet, humid, hot, and inclement weather conditions. The employee may work near moving mechanical parts, under hazardous, life-threatening conditions, such as, but not limited to, heights, confined spaces, temperature extremes, around crowds, loud noises, limited visibility, in the presence of hazardous materials, in the presence of victims of death and/or dismemberment.

**Other Characteristics:** Must be willing and have the ability to work such hours as are necessary to accomplish the job requirements, remain awake for long periods of time (including 24 hour periods) under strenuous situations, remain on-call 24 hours a day, attend meetings, seminars, and conferences during or after work hours, travel out of town or out of state for several days at a time, work under adverse conditions such as those inherent in emergency fire fighting situations, consistantly follow through with duties/assignments and work harmoniously with subordinates and superiors, wear approved uniform. Report for work on a regular, consistent basis and maintain an acceptable attendance record in accordance with District policy.

**Knowledge of:** Modern management principles and practices; management of municipal fire and building department operations; effective supervision techniques; principles, practices, and techniques of fire fighting and emergency operations; principles, practices, and techniques of fire service instruction; a good knowledge of the laws, codes, ordinances, and regulations related to an
Autonomous Fire District; knowledge of building materials, construction, and the principles of combustion; knowledge of principles and practices used in fire attack; knowledge of building extinguishing and alarm systems; knowledge of business English including spelling, grammar, vocabulary and report writing standards; methods of performing basic arithmetic operations; effective writing techniques; computer operating systems and software applications; hazardous materials programs management; Incident Command System; effective training program development; principles of safety program development and management; local geography and emergency resources.

**MINIMUM QUALIFICATIONS**

**Experience:** Seven years of full time experience, including at least three years in the position of Fire Captain within the San Ramon Valley Fire Protection District.

**Education:** An Associate of Arts/Science Degree from an accredited college or university.

**License:** Possession of a valid California Driver’s License.

**Certification:** CPR, EMT-1-D and:

Five (5) California State Board of Fire Services Chief Officer courses, or the completion of the California State Board of Fire Services Master Instructor Series, to be completed in order to compete in the 2006 promotional examination.

**OR**

All California State Board of Fire Services Chief Officer courses or Five (5) California State Board of Fire Services Chief Officer courses and the completion of the California State Board of Fire Services Master Instructor Series to be completed in order to compete in the 2008 and/or future promotional examinations.