

Job Description  
**Training Captain**  
Effective Date: July 2015

## **1. POSITION PURPOSE**

The Training Captain is tasked with ensuring that District members have the necessary skills and knowledge to carry out assigned duties in a safe and efficient manner. This is to be accomplished through the development, implementation, and management of the District's Training Program in partnership with the Battalion Chief. Additionally, the Training Captain is assigned as part of a duty crew.

## **2. CONTROL OVER WORK**

The Training Captain is responsible to and reports directly to the Deputy Chief.

## **3. RESPONSIBILITIES**

### **3.1. Emergency Services Delivery/Operations**

- 3.1.1. Command and direct the activities of assigned fire units and emergency aid units at the scene of fires, medical aid emergencies or disasters until relieved by a superior. Also serves in whatever capacity as may be assigned by immediate supervisor
- 3.1.2. When assigned as part of a crew, fulfill the role of the assigned position as described in the appropriate job description

### **3.2. Supervision**

- 3.2.1. Provide oversight to the District's inspection program
- 3.2.2. Carry out supervisory role as the company officer when assigned
- 3.2.3. Enforce District policies, regulations, safety, and health standards and all applicable administrative operating procedures
- 3.2.4. Prevent waste and damage of materials and equipment
- 3.2.5. May be assigned in an acting capacity of higher rank

### **3.3. Training**

- 3.3.1. Attend meetings, seminars, schools and/or training sessions as may be assigned to keep abreast of modern Fire Service methods and techniques

### **3.4. Planning**

- 3.4.1. Attends and participates in Officer's meetings on a regular basis
- 3.4.2. Provides recommendations for changes to operations and equipment as part of the District's short, medium, and long range planning process

### **3.5. Budget**

- 3.5.1. Prepares and manages budget projects as assigned.
- 3.5.2. Provides recommendations on budget areas when appropriate

### **3.6. Administration**

- 3.6.1. Use tact, courtesy, diplomacy, cooperation, and otherwise maintain decorum in dealing with individuals in own department, other departments, visitors, and the public
- 3.6.2. Maintain discretion in handling matters of a proprietary, confidential, or personal nature
- 3.6.3. Is responsible for assignments or projects as directed by the Chief or his designee
- 3.6.4. Perform other duties as assigned by the Chief or his designee

### **3.7. Examples of Specific Duties**

The Captain will work collaboratively with the Battalion Chief in all aspects of training. It is intended that they will have flexibility between them to ensure that all required and desired outcomes are met. The following is a list (not intended to be all inclusive) of duties that may be required of the Captain.

#### **3.7.1. Ongoing Training**

- Timely development and delivery of quarterly training schedules
- Develop and maintain lesson plans
- Develop/obtain and maintain training resources and materials.
- Research, purchase, and maintain training equipment
- Coordinate with and facilitate delivery of training by Company Officers and shift personnel
- Schedule and ensure delivery (self or delegation) of regularly occurring (bi-monthly), volunteer-friendly training opportunities

#### **3.7.2. Recruit Training**

- Facilitate the development and maintenance of lesson plans for Academy Classes

#### **3.7.3. Specialty Training**

- Coordinate and facilitate academies and training for Driver/Operator, Boat Operator, Wildland Firefighter, and Firefighter II and III. When qualified, the Training Captain will typically take a substantial role in instruction of this training
- Develop, implement, and maintain continuing education programs for specialty areas related to fire responses
- Define and schedule classes beyond the scope of quarterly training to be taught by outside instructors. Typically, two outside training classes will be scheduled per year

#### 3.7.4. Officer Training

- Coordinate and facilitate continuing education for officers
- Coordinate and facilitate the offering of officer preparation classes

#### 3.7.5. EMS Training

- Develop a team-based approach with the Battalion Chief and Shift Lieutenants towards all facets of EMS training
- Ensure that all EMS training, classes, and testing are scheduled and delivered through a cooperative effort with the Battalion Chief and Shift Lieutenants.

#### 3.7.6. Safety

- Member of the District's Safety committee, and in combination with the committee and the District Safety Officer, make recommendations that will improve the safety or limit the risk of injury of District members
- In cooperation with the shifts, review the operational procedures related to fire responses and make recommendations for changes as needed

#### 3.7.7. Promotions

- Coordinate and facilitate preparation for promotions
- Coordinate and facilitate promotional testing
- Schedule and facilitate promotional ceremonies when necessary

#### 3.7.8. Records Management

- Ensure that required and necessary training records are accurate and in existence for all active District personnel
- Prepare training records for archive when members leave the organization
- Review reports as required by procedure
- Ensure that Company Officers are kept informed of the status of their assigned personnel
- Review all NFIRs reports for accuracy and completeness and ensure their timely export to the office of the State Fire Marshall

**4. KNOWLEDGE, SKILLS AND ABILITIES**

- 4.1. Extensive knowledge and experience in the delivery of emergency fire, rescue, and medical services
- 4.2. Working knowledge of the Incident Management System as it is utilized by the District
- 4.3. Extensive knowledge and experience in personnel and administrative matters
- 4.4. Working knowledge of District policies and procedures
- 4.5. Ability to lead fire fighters effectively, maintain discipline, accept lines of authority, and cooperate with other personnel
- 4.6. Ability to write clear, concise, and accurate reports
- 4.7. Ability to effectively organize and utilize work time to enhance productivity and effectiveness of self and crew

**5. WORKING CONDITIONS**

- 5.1. Work is usually performed during assigned hours as defined in the collective bargaining agreement (CBA). Additional hours will be treated as overtime or comp time as defined in the CBA
- 5.2. All training functions done outside of regularly scheduled time must be pre-approved by the Deputy Chief or designee
- 5.3. All aspects of firefighter and officer performance expectations apply to this position

**6. GENERAL QUALIFICATIONS (To Be Met And Maintained)**

- 6.1. Refer to District's *General Employment and Affiliation Policy*

**7. SPECIFIC QUALIFICATIONS (To Be Met And Maintained)**

- 7.1. Demonstrate a fitness level consistent with the working conditions described above by successfully completing the District's annual Physical Capability Test and other evaluations as required by law and/or District policy.
- 7.2. Career experience in one of the following options:
  - 7.2.1. Minimum of two years career experience as a Lieutenant with the District.
  - 7.2.2. Minimum of five years career experience as an officer with another fire department.
- 7.3. IFSAC Fire Officer I certification.
- 7.4. ICS 400 and 800 (or equivalent).

- 7.5. Experience with Microsoft Office (Access, Excel, PowerPoint, Word, etc.).
- 7.6. Must successfully complete and document the following training, in addition to that required for lieutenant (any combination of classes and course work that includes the following):
  - 7.6.1. 32 hrs Admin/supervision/leadership
  - 7.6.2. 32 hrs IMS/tactics
  - 7.6.3. 24 hours Fire Investigation
  - 7.6.4. 16 hours Fire Protection Systems
  - 7.6.5. 16 hours Hazardous Materials
  - 7.6.6. 24 hours Building Construction