

PONDEROSA FIRE DEPARTMENT

JOB DESCRIPTION

TRAINING FIELD COORDINATOR

Effective Date: August 6, 2009

POSITION OVERVIEW:

The purpose of the Training Field Coordinator is to serve as the focal point for all issues regarding the Curtis J. Cook Training Facility. This includes, but is not limited to, things such as scheduling, billing, maintenance and operations. This position is appointed by the Fire Chief / Command Staff and receives a monthly stipend. Performance is evaluation based and is reviewed regularly by the Command Staff.

PHYSICAL REQUIREMENTS:

- Move objects between 20-50 pounds short distances (20 feet or more).
- Work in confined spaces such as attic crawl spaces.
- Work at heights greater than ten feet.
- Travel across wet, slippery, rough, uneven, or rocky surfaces.
- Tolerate extreme fluctuations in temperature while performing job duties.
- Work for long periods of time, requiring sustained physical activity and intense concentration.
- Bend or stoop repeatedly or continually over time to perform emergency medical services, or perform duties on the fire ground.
- Lift arms above shoulder level to cut vent holes with an axe or to force entry into automobiles using specialized tools.
- Perform duties requiring frequent pulling of 40 pounds or more, such as removing hose from apparatus, pulling ceilings, starting power equipment, and opening doors on the apparatus.
- Participates in physical fitness activities to maintain physical conditioning.

GENERAL FUNCTIONS:

- Communicates activities.
- Operates department Local Area Network (L.A.N.); and other technology based tools and equipment.
- Schedules all activities for the Training Field, including both internal and external users.
- Coordinates with the Fire Chief to ensure proper billing, when appropriate.
- Ensures the general cleanliness and routine maintenance of the facility and dedicated equipment.
- Works with the Command Staff / Fire Chief on major maintenance issues.
- Works with the Fire Chief to plan future upgrades and expansions of the facility.

- Ensures that sufficient levels of consumable supplies (LPG, nitrogen, liquid smoke, ect..) are on hand to support training activities.
- Coordinates with the Assistant Fire Chief to support Department Training.
- Coordinates with the Station Captains to support Station Training events.
- Schedules operators/instructors to support outside agency use of the facility.
- Works with the Station 63 Captain on any overlapping issues.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

TRAINING RESPONSIBILITIES:

- Instructs and drills employees in fire fighting and emergency medical service techniques to ensure minimum company standards are maintained;
- Attends in-service classes in fire fighting, emergency medical services, and related duties;
- Maintains and improves certification levels as necessary and appropriate.

Required Knowledge, Skills, and Abilities:

Knowledge of:

- Fire fighting principles, practices, and procedures.
- The operation and maintenance of various types of apparatus and equipment used by the Fire Department.
- The operation and maintenance of the various training props and equipment used by the Fire Department.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Enter data or information into a terminal, PC, or other devices.
- Train and instruct employees in modern fire fighting principles, practices, and procedures.
- Work cooperatively with other company employees and the public.
- Observe or monitor people's behavior to determine compliance with prescribed operating or safety standards, or to assess patient condition.
- Communicate orally with customers, clients, or the public in face-to-face one-on-one settings, or using a telephone.
- Understand and follow oral and written instructions in the English language.
- Rely on sense of sight and hearing to help determine the nature of an emergency and make operational decisions.
- Make life and death decisions during emergency situations.
- Comprehend and make inferences from written material in the English language.
- Work in a variety of weather conditions with exposure to the outdoor elements.

- Learn job related material through structured lecture and reading and through oral instruction and observation. This learning takes place in both a classroom setting and in an on-the-job training setting.
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Observe or monitor objects to determine compliance with prescribed operating or safety standards.
- Use Self-Contained Breathing Apparatus and protective clothing to prevent exposure to hazardous materials and infectious diseases.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.
- Some positions require the use of personal or department vehicles on department business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, and have an acceptable driving record.