

FIRE TRAINING COORDINATORDEFINITION

Under the general direction of a Fire Battalion Chief, coordinates the Fire Department's training programs to ensure compliance with the department's training objectives.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Designs, develops, implements and coordinates necessary and/or required training programs for the Fire Department. Evaluates training content, delivery, reception, results and instructional methods; makes recommendations for improvement. Reviews and makes recommendations on training program requirements, examination components, and special training programs. Selects and develops teaching aids such as training handbooks, demonstration models, multimedia visual aids, reference works and other related aids as needed. Conducts training needs analyses and recommends short- and long-term training goals for the department. Conducts specialized fire or general training sessions such as new employee orientation, specific on-the-job training and refresher training as required. Maintains expertise as a fire service instructor, staying aware of current trends in fire education and training, and effectively incorporating relevant trends, tools or aids into the Fire Department's training program. Monitors and analyzes fire training budget expenditures on an ongoing basis. Develops and revises written procedures to clarify, describe or create department training standards and policies. Coordinates Fire Academy and Reserve Firefighter Programs with neighboring educational institutions. Uses current software applications and programs to track and monitor classes and training conducted, to maintain an effective record-keeping system, and to prepare comprehensive reports, correspondence and other documentation. Assists supervisors in identifying employee training needs. Counsels employees in skill development and maintenance of required skill levels. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

The incumbent in this single-position, non-sworn classification works with considerable independence under the general direction from a Fire Battalion Chief.

RECOMMENDED MINIMUM QUALIFICATIONS

Three years of professional experience as a trainer or instructor; education equivalent to graduation from a four-year college with specialization in employee development, organizational development, behavioral psychology, or related, supplemented with coursework in teaching methods, course development, audio video development, training the trainer, adult learning, or related; or any other combination of education and experience which provides the following knowledge, skills and abilities.

Knowledge of: principles and practices of adult learning processes; principles and practices of the preparation and development of instructional materials and curriculum; needs analysis and program evaluation methods and instruments; program and project management techniques; fire-related training; established and required skill levels for various suppression functions; current relevant computer software applications in a training or instructional environment, including but not limited to Word, Excel, Access, Power Point and related, to effectively produce training aids, reports, databases

and other documents.

Skill in: effective public speaking and oral presentations; preparation, development and delivery of oral presentations in a training-focused environment; effective and current multi-media presentations; budget preparation and administration; the use of current relevant software applications in training presentations, to track and monitor classes and training conducted, to aid in classes or training provided, to maintain relevant records, and to write reports and other related documents.

Ability to: effectively interact and coordinate with other employees and agencies; prepare comprehensive, clear and concise written reports, overheads, training materials and other related documents; analyze data; prepare and present conclusions and recommendations based on data analysis, both orally and in writing, regarding training or related issues. Develop and maintain effective working relationships with coworkers, other departments, and the general public; make formal and informal oral presentations to groups of varying sizes; establish systems and procedures to monitor training progress, funding and expenditures.

#### CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is a friendly, enthusiastic, creative professional who is committed to developing, implementing and maintaining quality training programs for the Fire Department. The effective Fire Training Coordinator is a detailed-oriented problem solver who can be relied upon to work independently in the coordination of Fire Department training. The appropriate individual has strong analytical, oral and written communication skills. This individual possesses strong interpersonal skills and is dedicated to the principles of Total Quality Service.

Class title established per Council Resolution No. 86-31,  
effective 4-21-86

Class specification revised: 04/88; 05/04

Class specification reviewed and revised: 10/94; 05/04

ADA Approved: 10/94; 05/04