

City of Caldwell

Class Specification

Class Title	TRAINING/SAFETY CHIEF
How to Apply	
FLSA Designation	Exempt
Pay Grade	Level 12
Effective Date	October 2018

General Statement of Duties

Assists the Operations Chief in the operation, administration and coordination of the Caldwell Fire Department. Serves third in Command of the organization and may act as the Fire Chief, in their absence, and has primary responsibility for training and safety of department personnel and for compliance with State and Federal requirements.

Classification Summary

The principal function of an employee in this class is to assist in directing and managing the day-to-day operations of the Caldwell Fire Department; protecting the community from disaster situations, including house and building fires; and promoting an environment of public safety within the City of Caldwell emergency response district. The work is performed under the direct supervision of the Operations Chief but considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over all Fire personnel. An employee in this class performs the duties of other employees in the Public Safety Department as required or as assigned by the Operations Chief or Fire Chief. In the absence of the Fire Chief, an employee in this class temporarily assumes full responsibility for the Fire Department. The principal duties of this class are performed in a work environment in which the employee is subject to potential personal danger at emergency scenes. An employee in this class is required to perform additional duties as assigned.

Examples of Work (Illustrative Only)

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, organizes and directs the departments training activities for full-time, part-time and volunteer personnel;

- Develops departmental policies for assigned area of responsibility and provides technical assistance and review for departmental policies;
- Develops short and long-range plans for the department and assigned areas of responsibility;
- Develops and administers promotional exams;
- Designs compliance programs and training for State and National regulations, standards and requirements;
- Makes recommendations for the annual budget to include such materials as equipment, supplies, improvements and related needs;
- Maintains safety records within the area and performs research on current training, health and safety methods;
- Participates in staff meetings with Battalion Chiefs and Captains to review daily work schedules and discuss shift activities;
- Performs research and implements programs to ensure the Fire Division operates in an efficient and effective manner;
- Performs training and evaluation of Fire personnel;
- Participates in hiring, evaluating, promoting and/or disciplining and related personnel matters;
- Works closely with the Operations Chief to establish policies and procedures for the day to day operation of the department;
- Consults with the Fire Chief, Operations Chief and Battalion Chiefs on work problems, plans, and programs relating to proposed administrative, operational, public education and public relations improvement projects;
- Coordinates with Fire Marshal and Fire Prevention Division on program(s) development and delivery;
- Coordinates with the Operations Chief on training needs of the department;
- Investigates and reviews injury reports and safety issues and coordinates with the City HR Department as needed;
- Makes presentations to civic groups and schools promoting fire prevention concepts and explaining the operations of the department;
- Reviews and analyzes methods, equipment utilized and performance to increase program effectiveness and forecast long-term needs and commitments;
- Presents fire operational issues to legislative committees, special interest groups, citizen groups and service organizations;
- Completes special projects as requested;
- Keeps Operations Chief and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends approved meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Comprehensive knowledge of the duties and knowledge required of a Firefighter, Driver/Operator, Company Officer, and Battalion Chief;
- Comprehensive knowledge of the geography of the City of Caldwell and surrounding areas;
- Comprehensive knowledge of current fire suppression and fire fighting techniques, including all related equipment;
- Comprehensive knowledge of “Firehouse/ESO” records management systems, Target Solutions and Windows based computer programs, and fire reporting procedures;
- Comprehensive knowledge of hydraulics as applied to pump operation and fire equipment;
- Comprehensive knowledge of all safety practices involved in fire suppression and firefighting;
- Skill in using firefighting equipment;
- Ability to meet the NFPA Fire Officer II Standards;
- Ability to meet the NFPA Instructor II Standards;
- Ability to meet Blue Card Trainer requirements;
- Ability to meet the OSHA Hazardous Materials Technician requirements;
- Ability to make determinations as to the best course of action for fighting fires or responding to other related emergency situations;
- Ability to supervise, coordinate and evaluate the work of others;
- Ability to manage a large scale multi-agency emergency response effort and/or teams;
- Ability to manage regional program deliveries;
- Ability to develop training plans and programs which meet the short-term and long-term goals of the department;
- Ability to establish and maintain effective working relationships with other Department and City employees, victims of disasters, EMS personnel, other Emergency Response agencies and the public;
- Ability to work under extremely stressful situations which result from a building fire, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property;
- Ability to investigate fires and fire related situations;
- Ability to work within a command structure requiring strict adherence to the following of orders;
- Ability to add, subtract, multiply, divide and derive percentages;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to quickly learn and use standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

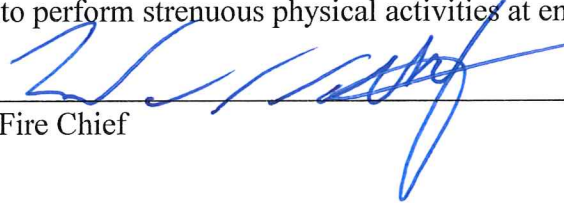
- Blue Card Certification; and
- Safety Officer Certification; and
- Minimum of ten (10) years progressive Fire Service Experience with at least 2 years as a Company Officer; and
- Graduation from an accredited college or university with a Bachelor’s Degree or Associates Degree in Fire Science, Public Administration or a closely related field; and
- Extensive fire fighting related experience at the company officer level or higher; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a current and valid driver’s license.
- Certification as Blue Card Trainer, within one year of employment.
- Current National or Idaho Emergency Medical Technician Certification.
- Ability to qualify as a State Instructor.

Essential Physical Abilities

- Sufficient clarity of speech and hearing and other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, including during emergency situations which may involve a high degree of noise and stress;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to observe and supervise an emergency scene or incident;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment used at emergency scenes in a timely manner;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting lives and property.
- Ability to perform strenuous physical activities at emergency scenes.

Approved By:  Date: 10/22/18
 Fire Chief