

TRAINING MANAGER - CAPTAIN

MAJOR FUNCTION

This is a mid-level management position responsible for supervising, monitoring, and managing the development, coordination, and implementation of a comprehensive fire-rescue-EMS training program.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Responsible for the design, development, implementation, and administration of a performance-based, training and evaluative program for fire-rescue- EMS personnel with MCFR. This program is to be responsive to specific employee, departmental and County-wide requests and needs and meet numerous local, state, and federal requirements and regulations. This program will be comprehensive for all ranks and include both career and volunteer staff.
- Responsible for maintaining functional agreements and practices with various allied educational, fire and EMS/p[ublic health agencies to enhance the educational capability of the Division, this would include, but not be limited to, local schools and colleges, hospitals, state and national educational and regulating agencies such s the State Fire Marshal and Department of EMS, American Heart Association, etc.
- Develops and maintains programs for initial recruitment, candidate evaluation, and orientation training for new employees. Such programs may include, but not be limited to, partnerships with area schools and businesses.
- Assures the maintenance of an effective records management system to report to various agencies and departments the training and performance of MCFR staff. Evaluates effectiveness of programs through participant feedback, test instruments, and reports from supervisory and managerial personnel.
- Analyzes employee demographics and researches potential resources to design lesson plans, develop curriculum, assess learning types and determine specific teaching methods utilized in training delivery.
- Maintains complete familiarity with all local laws, rules, regulations and specifically adopted standards and guidelines related to the training and performance of fire-rescue-ems activities by employees and volunteers.
- Assists in the development of Departmental polices and procedures related to training, health and safety. Develops Division specific polices and procedures.
- Ensures adequate and well-maintained training materials, equipment, props, and resources are available for the programs, Ensures repair, maintenance, replacement, and disposal of

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same. Maintains complete inventory of equipment and, materials and works with various internal and external auditors of such inventory.

- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule. Required to work additional shifts or assignments from time to time as needed, especially during disasters or emergencies.
- Development and presentation of various budgets and program analysis to MCFR and allied educational agencies. Maintains evaluation of spending and budget practices to assure quality equipment and materials are provided economically and under budget.
- Functions at emergency scenes in various supervisory capacities at the request of the Incident Commander.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person, by phone contact, or by electronic means.

SUPERVISION

Responsible for directly and regularly supervising work of a relatively small number of employees (two or more), with no indirect supervision. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations. Indirectly supervises various external 'adjunct' instructors from other allied agencies and schools working in conjunction with MCFR.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

Associates Degree in EMS, Fire, or similar related field. Bachelor's degree in Education, Public Safety management, or similar area preferred. Five (5) years progressively responsible development and delivery of fire and/or EMS related training programs.

Licenses

Valid Florida Driver License.

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Certifications:

State of Florida Certification as a Firefighter (Firefighter I/II with State Compliance Certification)
State of Florida Paramedic Certification
State of Florida Fire Service Instructor I
State of Florida Fire Officer I and Live Fire Instructor I within 1 year of hiring
Certification via national association acceptable to Florida agencies for instruction in CPR, and ACLS. Certification within one year of employment in appropriate pediatric advanced life support and pediatric/ adult trauma management course instruction
Completion of MCFR EVOC course

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret general and technical business and trade periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write complex reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and members of the general public.

Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts such as basic algebra and geometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Problem Solving Abilities

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Develops plans, policies, specifications, and programs.

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- Functions independently as an expert in matters of specialized code, rules, policy, analyses, advanced budgetary, accounting systems, or complex scientific or technical systems.

Specialized Skills and Abilities.

- Advises supervisors and employees on career development and the availability of training courses in community educational programs; keeps informed on local college curricula as related to department organizational and functional needs so as to better advise employees and supervisors.
- Considerable knowledge of the planning and conducting of training programs in diversified fields.
- Knowledge of content and scheduling of centralized training programs.
- Knowledge of County personnel rules, regulations and procedures.
- Knowledge of supervisory principles, techniques and procedures.
- Ability to remain calm in stressful situations.
- Ability to work in conjunction with professionals, legal, medical persons.
- Must possess public relations and public speaking abilities.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team

Machines and Equipment.

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, audiovisual presentation machinery, and other general office equipment in the completion of the tasks of the position. Must be highly functional in computers including presentation delivery and development media, communications software, records management systems, spreadsheets, and electronic research and communication.

PHYSICAL DEMANDS and WORK ENVIRONMENT

Majority of duties are performed inside in an office or classroom setting and involve typical physical demands of that environment, May also work frequently outside at varying heights and elevations in varying terrain with exposure to extreme weather conditions. Operations typically expose employees to a wide variety of adverse or hazardous environments. Employees are exposed to extreme temperature variations, loud noises, fumes, and noxious or airborne particles and

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potentially hazardous diseases and substances. The employee may occasionally be exposed to explosives, toxins, radiological particles (including mutagens and teratogens), and excessive vibration. Services are performed anywhere inside the particular zone as designated by Marion County Fire Department. This could be a fire station, Marion County streets, forest areas, or private homes. An employee in this position may be required to act without direct supervision and must be able to exercise judgment in meeting emergencies.

Established: 10/2008

Pay Grade: 420

Job Description Number: 2212

Category: 2

Status: E

Revised: