


Ozark Fire Protection District Personnel Policies and Regulations

	APPENDIX NUMBER:	XIV	APPROVED BY BOARD:	July 19, 2011
	CHAPTER TITLE:	Assistant Chief of Training: Job Description		
	NUMBER OF PAGES:	3	AMMENDED:	August 16, 2022
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TITLE OF POSITION: Assistant Chief of Training


GENERAL PURPOSE: Performs and administers activities of a comprehensive training program. Position coordinates the fire investigation program. Position serves as the Uniform Committee Director and coordinates the uniform program. Position leads the public information function. Position may require response to emergencies or other calls for service during or after normal business hours, weekends, or holidays. Additional duties as assigned.

ACCOUNTABLE TO: Fire Chief

ESSENTIAL DUTIES

1. Assists with the development and implementation of the District's annual training calendar.
2. Oversees the coordination of training and continued education opportunities for all members.
3. Design/coordinate lesson plan development and delivery
4. Assists with management of training records and certifications for all District employees.
5. Assist with the District's health and safety program.
6. Ensure compliance with District Policies and Procedures and/or operational requirements or recommendations as outlined by ISO, NFPA, as well as state or federally mandated programs and requirements.
7. Assist with the operations and maintenance of the District's training facilities.
8. Maintain inventory of property and equipment assigned to the training program.
9. Assists with fire prevention and public education needs when necessary.
10. Assist in research, planning, scheduling, and setting goals and objectives to complete the training needs of the District.
11. Manages and performs investigations of fires or incidents resulting in significant loss or property damage. In cases where arson is suspected or indicated; documents and preserves evidence, prepares reports, presents sworn testimony, and coordinates with law enforcement in support of prosecution efforts.
12. Serves as the Director of the Uniform Committee and coordinate the District's uniform program.
13. Serves as the Public Information Officer.
14. Coordinates recruitment initiatives and high-school cadet program.
15. Coordinates the Citizen's Fire Academy.
16. Manages the District's website, social media, and photography.
17. Supports and assists with emergency preparedness, response, mitigation, and recovery activities, including the activation of Emergency Operations Center (EOC).
18. Assists on emergency incidents in an operational capacity as needed.
19. Provides oversight and manages budget components related to fire prevention and community risk reduction.
20. Recommends and administers procedures and guidelines and leads the development and revision of fire, safety, and injury prevention programs.
21. Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports District policies and procedures.
22. Assists in other administrative activities as needed including the development and implementation of short and long-term strategic plans in support of District goals and objectives.

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OTHER DUTIES INCLUDE (BUT ARE NOT LIMITED TO) THE FOLLOWING

1. Assists in other administrative activities as assigned.
2. Instructs classes in assigned subject areas.
3. Assists in training new employees as assigned.
4. Assists in developing plans for special assignments such as emergency preparedness, training programs, firefighting, hazardous materials, and emergency aid activities.
5. Assists on emergency incidents in an operational capacity as needed.
6. May be called up to assist with instruction or evaluation of certification classes.
7. The duties and responsibilities listed in this job description shall not to be construed as an exclusive or all-inclusive list of the duties associated with this position.
8. The supervisor may on occasion assign other duties which are not specifically listed in this job description, provided the employee is qualified and certified/licensed to perform these additional functions.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

The Assistant Chief leads, supervises, and manages personnel and coordinates with shift Captains assigned to training efforts.

EDUCATION, TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS:

Minimum requirements are as follows:

1. Associates Degree (or 60 hours of college credits)
2. Ten (10) years of fire service experience
3. Five (5) years of fire service supervisory experience
4. Advanced ICS (NIMS 300/400)
5. State of Missouri Emergency Medical Technician - Basic
6. Fire Officer II
7. Fire Service Instructor II
8. Fire Inspector
9. Fire Investigator
10. Successful Completion of a Fit-For-Duty Test


Note: If an applicant does not have one (1) of the aforementioned requirements, he/she must obtain that requirement within one (1) year of their hire date.

An applicant hired into the position of Assistant Chief must reside within the Ozark Fire Protection District or within five (5) air miles from any district boundary or must be willing to relocate at time of employment.

EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATIONS:

1. Effectively and efficiently plans, directs, and supervises the activities of assigned responsibilities.
2. Effectively and properly directs emergency operations as required; makes sound judgments under stressful conditions.

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3. Effectively prepares and recommends policy, procedure, and proposals; prepares and maintains proper and accurate records and reports of activities.
4. Understands and directs resources and activities properly and effectively; performs proper and effective fire prevention inspections, fire investigations, and understands principles of emergency preparedness, fire suppression, and rescue activities.
5. Understands demonstrates knowledge of effective EMS protocols for a wide variety of medical situations.
6. Assists and trains new employees effectively and cooperatively; conducts and supervises training and/or drill sessions regularly and applies knowledge gained.
7. Demonstrates logic, memory, and reasoning skills by applying current knowledge of elementary physics, chemistry and mechanics to firefighting, hazardous materials, and other situations.
8. Establishes a working climate in which employees are encouraged to work to their fullest potential.
9. Ability to perform moderate and heavy physical work and ability to lift over 100 pounds and to lift and carry over 100 pounds; ability to move a person weighing over 200 pounds.
10. Ability to stand, walk, sit, ride, bend, crawl, ride, push, pull and perform a variety of similar body movements.
11. Possesses hand/eye/foot coordination adequate to drive and operate a vehicle and equipment and work effectively at emergency scenes.
12. Ability to stand, walk, sit, ride, bend, crawl, ride, push, pull and perform a variety of similar body movements.
13. Establishes and maintains effective working relationships with employees, superiors, and the public.

PERFORMANCE EVALUATION:

The Assistant Chief of Training will be evaluated annually based on the employee's anniversary date by the Fire Chief. The evaluation will be based on criteria established in the job description.