

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 711

ASSISTANT FIRE CHIEF - TRAINING

GENERAL

Responsible for the coordination, scheduling, monitoring, supervision and documentation of all training activities for the fire department. Will directly supervise all Fire Training Officers and overall activities of the training division. Will make recommendations to the Fire Chief for inclusion in the department budget. Will act as liaison to other training divisions, organizations and agencies as required by the Fire Chief. Will coordinate the assessment of the department with regard to I.S.O. (Insurance Services Organization) class ratings for the City of Pompano Beach. Work is performed under the general supervision of the Fire Chief. This is an essential position; incumbent will be required to work extended hours during climatic weather related events or other emergencies.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Coordinates training of new (recruit) firefighters for the department.
- Coordinates or administers physical ability and/or written examinations as required by law, the department and/or other regulatory agencies.
- Assists as needed in the verification of promotional eligibility requirements.
- Compiles, coordinates and maintains custody of all training records for the department.
- Develops, maintains, performs and records and revises as necessary required testing for all fire apparatus including acceptance testing of all fire apparatus delivered to the department.
- Responds to all incidents as required by the department.
- Acts as the Fire Department Safety Officer when required.
- Develops or supervises the development, review and revision of all training programs for the fire department.
- Assesses ISO data, current ISO rating performs periodic status evaluations and makes recommendations as needed to the Fire Chief.
- Coordinates the compilation of training materials and operates multimedia equipment as needed.
- Assists the EMS Division in scheduling, record retention, coordination and provision of annual EMS recertification programs.
- Coordinates the dissemination of educational information and materials to the department.
- Schedules and conducts training activities as required.
- Coordinates, compiles and analyzes training statistical data as required.
- Makes training recommendations to the Fire Chief for inclusion in long range planning for the department.
- Performs post incident analyses as required in conjunction with the Battalion Chiefs.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of firefighting tactics and principles prescribed by department policy.
- Knowledge of techniques used in rescue, evacuation, first aid, the protection of exposures, the confinement of fire, the extinguishment and chemistry of fire.
- Knowledge of the science of investigating the origin and cause of fire.
- Knowledge of radiological monitoring and civil defense functions.
- Knowledge of the Fire Prevention Code on a company level.

- Knowledge of training methods, media equipment and computers.
- Ability to teach and evaluate personnel.
- Ability to supervise personnel, to interpret written policy and to conduct in-station training classes.
- Ability to lead effectively and maintain discipline.
- Ability to exercise sound judgment, to promote harmony, and to cooperate with other officers.
- Ability to prepare clear and concise reports.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of an acceptable equivalency diploma, preferably supplemented by advanced level course work in modern methods of firefighting, fire control and company officer training. Must be certified by the State of Florida as a Firefighter. Must be certified as an Emergency Medical Technician (EMT) or Paramedic by the State of Florida. An Associates Degree in Fire Science, Associates Degree in EMS or Bachelors Degree in Public Management is desired. Extensive experience in Fire department operations and training programs. Must possess or be able to obtain Emergency Vehicle Operator's Course (EVOC) certification. Must possess a valid State of Florida Class "D" operators license with "E" endorsement or higher.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. May be necessary to respond to an emergency situation in which walking, running, climbing, reaching, bending, lifting, pushing and pulling 100 lbs. or more is required and the ability to respond quickly. The noise level in this environment is usually quiet, but may be loud in rescue situations.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate (Class D) driver's license and an acceptable driving record. State Certified Firefighter, EMT or paramedic. EVOC, CPR or ACLS, HAZMAT, 1st Responder instructional techniques for company officers, fire codes and prevention.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Rev. 9/2022

Bargaining Unit: Non- Bargaining

FLSA: Exempt

Classification: 39/50

Location: Fire Department

GERS: Regular Class