

 <b>Section</b> <b>1</b>	<b>BOONE COUNTY FIRE PROTECTION DISTRICT</b> <b>POSITION DESCRIPTIONS</b>	
	<b>TRAINING BUREAU</b>	
	Position Title:	Training Bureau Director
	Position Number:	
	Reports To:	Fire Chief
	FLSA Status:	Exempt
	Date Approved:	April 11, 2013
		Date Revised: 1/17/2024
	Approved:	
	Scott Olsen, Fire Chief	John Sam Williamson, Board Chair

### **SUMMARY**

The Training Bureau Director is a highly responsible position that oversees the Fire District Training Bureau.

### **SUPERVISION RECEIVED**

The work is performed under the general direction of the Fire Chief.

### **SUPERVISION EXERCISED**

Supervision is exercised over career and/or volunteer personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

#### Administrative Duties and Responsibilities

- Plan, coordinate, and deliver fire, emergency medical, and other training.
- Coordinates and communicates with all Bureau to effectively and efficiently implement all training activities.
- Supervise, evaluate, and coordinate the work of assigned personnel. Conduct employee performance evaluations and identify training needs. Assign training, and provide counseling as needed.
- Create a schedule for annual training and ensure safe applicable delivery methodology. The schedule must meet applicable EMS and ISO requirements and record keeping must be in accordance with best practices and department policy.
- Assist all personnel with EMT basic and paramedic re-licensure through the National Registry of EMT's and the Missouri Bureau of EMS.
- Ensure appointed instructors are capable and qualified as subject matter experts in the required specialty and that their training delivery follows the standardized methodology with an emphasis on safety.

- Facilitate logistics for all training programs. Anticipate the need to adapt to unforeseen circumstances on short notice. Coordinate delivery or pickup of items to take as few movements as possible.
- Develop new training programs. Develop courses to be delivered through appropriate mediums that incorporate visual, physical, and/or practical components.
- Utilize virtual meetings and learning methods as appropriate.
- Manages training equipment purchasing, inventory, and distribution.
- Prepares plans, obtains bids, and makes recommendations for improvements and/or replacement of all fixed facilities and tangible resources within the Bureau.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas of responsibility. Identifies resource needs, and recommends and implements policies and procedures.
- Directs, coordinates, and reviews the work plan for assigned programs; meets with staff to identify and resolve problems; assigns work activities and projects; monitors workflow; reviews and evaluates work products, methods, and procedures of full-time staff members and part-time instructional staff providing classroom delivery and program development services.
- Trains, motivates and evaluates assigned personnel. Provides or coordinates training and works with employees to correct deficiencies; implements discipline and termination procedures.
- Participates in the development and administration of the assigned program budget; forecasts additional funds needed for equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary.
- Serves as a liaison between the Fire Department and outside agencies.
- Assists in the development of the annual operating budget, and planning for future service requirements; conducts research and prepares reports on a variety of topics; makes recommendations for improvements to the Fire Chief.
- Coordinates assigned activities with those of other Bureaus, outside agencies, and organizations; provides staff assistance to the Fire Chief; prepares and presents staff reports and other necessary correspondence.
- Attends and participates in professional group meetings and stays abreast of new trends and innovations.
- Participates in safety and injury prevention programs.
- Review reports and rosters submitted by personnel for accuracy, completeness, and quality assurance.
- Furnishes input to the Fire Chief on the development and quality assurance of performance appraisals for the personnel reporting to him/her.

### Field Operations Duties and Responsibilities

Performs the following duties at emergency incident scenes:

- Firefighting
- Rescue
- Emergency Medical Care
- Apparatus Driver/Operator
- Crew Leader
- Incident Commander

**KNOWLEDGE OF:**

- Knowledge of the principles and practices of supervision
- Knowledge of the Boone County Fire Protection District organizational structure, functions, equipment, procedures, and culture
- Office management
- Business budgeting

**SKILLS IN:**

- Oral and written communications
- Emergency scene management
- Skill levels in the disciplines supervised sufficient to provide direct services as well as manage and instruct team-specific functions.

**ABILITY TO:**

- Deal effectively with persons of diverse backgrounds, interests, and points of view.
- Establish program objectives or performance goals and assess progress toward their achievement.
- Analyze organizational and operational problems and develop timely and economical solutions.
- Represent the activity both within and outside the organization and gain support for the Fire District's and MO-TF1 program goals.
- Consider new ideas or divergent points of view.
- Provide high-quality customer service-based emergency services.
- Understand and learn from oral and written sources.
- Read and write the English language at a level necessary for efficient performance.
- Keep records and prepare required reports.
- Understand and follow oral instructions.
- Analyze situations and develop an effective course of action.
- Work long hours and at times under stressful conditions.
- Apply for a wide variety of administrative duties.
- Establish and maintain effective relationships with employees and the general public.

**EDUCATION/EXPERIENCE**

- Bachelor's degree from an accredited four-year college/university or 10 years supervisory experience in the fire service or equivalent combination of education and experience.
- A minimum of ten (10) total years of EMS experience.
- A minimum of ten (10) total years of fire service experience.
- Significant experience and demonstrated successful development and performance in the delivery of fire and EMS education programs.

**LICENSES/CERTIFICATIONS**

- Must possess a valid Missouri Driver's License at the date of hire or must attain it within 6 months of hire date and must maintain such license throughout their employment.
- Must be insurable by the Fire District's Insurance Provider.
- Must possess an IFSAC or PRO BOARD Firefighter I and II certification or equivalent.
- Must possess an IFSAC or PRO BOARD Fire Officer I certification or equivalent.

- Must possess or attain within 1 year of their date of hire an IFSAC or PRO BOARD Fire Service Instructor II certification (or equivalent) and must maintain such certification throughout their employment.
- Must possess or attain IFSAC or Pro Board Live Fire Instructor-in-Charge certification within 2 years of their hire date and must maintain such certification throughout their employment.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit and stand.
- This person must be able to use his/her hands and fingers to handle, or feel objects, tools, or controls and must be able to reach with his/her arms.
- Must be able to bend, stoop, climb, run, walk, jump, kneel, twist.
- This person must be able to talk and hear.
- The employee must occasionally lift and/or move up to 100 pounds up to 100 yards.
- Specific vision abilities required by this job include close vision.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dangerous work environment which includes exposure to water, smoke, heat, cold, dust particles, falling material, electrical shock, chemicals, traffic, and confined spaces.
- The noise level may at times be extremely loud.

### **SPECIAL QUALIFICATIONS**

- Incident Management Systems 100, 200, 300, 400, 700 and 800.
- Must reside within the exterior geographic borders of the Boone County Fire Protection District.
- Must pass a Fire District background check and a State of Missouri Caregiver Background Screening.

## **SALARY RANGE**

### **Exempt 3**

The Boone County Fire Protection District is an “at-will”, Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the BCFPD will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. As an “at-will” employer, this document does not constitute a contract and offers no guarantee of employment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

The Position Description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the need of the employer and the requirements of the job change.

Employee Acknowledgement : \_\_\_\_\_ Date: \_\_\_\_\_

Recommended by: \_\_\_\_\_  
Fire Chief, Boone County Fire Protection District

Approved by: \_\_\_\_\_  
Chairman, Board of Directors