

 Section 1	BOONE COUNTY FIRE PROTECTION DISTRICT	
	POSITION DESCRIPTIONS	
	MISSOURI TASK FORCE 1	
	Position Title:	MO-TF1 Training Division Manager
	Position Number:	
	Reports To:	MO-TF1 Program Manager
	FLSA Status:	Exempt
	Date Approved:	April 11, 2013
	Date Revised:	1/17/2024
Approved By:		
<div> <div>Scott Olsen, Fire Chief</div> <div>John Sam Williamson, Board Chair</div> </div>		

SUMMARY

The Missouri Task Force 1 (MO-TF1) Training Division Manager is a highly responsible position that plans, develops, delivers, monitors, and evaluates specialized training for the Boone County Fire Protection District (BCFPD) and MO-TF1. Responsibilities will be divided as follows: 20% of their work hours will be focused on BCFPD operations training and the remaining 80% will be focused on MO-TF1 training. They will also have BCFPD and MO-TF1 field operations responsibilities.

SUPERVISION RECEIVED

The work is performed under the general direction of the MO-TF1 Program Manager.

SUPERVISION EXERCISED

Supervises assigned career and/or volunteer staff. Carries out supervisory responsibilities, by the BCFPD and MO-TF1 policies, DHS/FEMA guidance, and applicable laws/regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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.

Training:

- Supervises and evaluates the work of an educational staff; recommends personnel actions related to instructor selection, performance, work schedules, and assignments.
- Serves as a team member in evaluating and resolving training/operational problems and making changes to the training schedules to meet MO-TF1 operational needs.
- Manages and instructs MO-TF1 recruit academy classes.
- Manages and instructs MO-TF1 continuing education classes.
- Manages and instructs NFPA 1670 Technical Rescue classes for the Fire District and MO-TF1.
- Manages and instructs Hazardous Materials Incident Response initial and Continuing Education classes for the Fire District and MO-TF1
- Monitors BCFPD and MO-TF1 budgets as they relate.

- Investigates, reviews, assesses and evaluates new training programs to determine applicability for development and implementation.
- Develops and writes curriculum for new training programs.
- Creates weekly, monthly, and annual calendars and reports, including training calendars, instructor schedules, training activity reports, training records, and personnel activity reports.
- Performs limited repair and maintenance work on task force and fire district training equipment.
- Performs limited facilities maintenance and or cleaning.
- Operates heavy equipment as needed. (Bobcats, Forklifts, Fire engines, trucks and trailers, etc.)
- Stays abreast of new technologies, techniques, and trends as they relate to fire, EMS, and urban search & rescue training.
- Participates in the ongoing development of BCFPD and MO-TF1 process.

Emergency Scene Operations

- Performs firefighting activities, rescue activities, hazardous material response activities, and emergency medical care activities at incident scenes.
- Performs apparatus driver/operator duties.
- Performs incident management duties up to and including Incident Commander.
- Performs other duties as assigned.

KNOWLEDGE OF:

- The principles and practices of supervision.
- Emergency management principles and advanced IMS
- The Boone County Fire Protection District/Missouri Task Force 1 organizational structure, functions, equipment, procedures, and culture
- DHS/FEMA, NFPA, OSHA, NIOSH, DNR, and other standards and regulations as they apply to the fire service, specifically to training field operations, urban search & rescue, emergency preparedness, and EMS.
- Basic arithmetic functions
- Basic teaching/coaching methods
- Basic supervision methods
- Oral and written communications

SKILLS IN:

- Understand and learn from oral and written sources.

ABILITY TO:

- Work alone and unsupervised for long periods.
- Deal effectively with persons of diverse backgrounds, interests, and points of view.
- Establish program objectives or performance goals and to assess progress toward their achievement.
- Analyze organizational and operational issues and develop timely and economical solutions.

- Represent BCFPD and MO-TF1 within and outside the organization and gain support for their programs and goals.
- Meet all general and specific training and administrative requirements of their assigned position.
- Consider new ideas or divergent points of view.
- 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.
- Perform a wide variety of firefighting, rescue, emergency medical, emergency preparedness training, and administrative duties.
- Supervise the effective use of fire/rescue equipment and apparatus.
- Perform physical and strenuous work requiring physical strength, coordination, endurance, and flexibility.

EDUCATION/EXPERIENCE

- A high school diploma or G.E.D. equivalent is required.
- Experience: Fire Service Operations: 5 years of experience
 Fire Service Leadership: 5 years of experience
 FEMA US&R Membership: 5 years of experience
- Preferred five (5) years of membership with BCFPD and/or MO-TF1

LICENSES/CERTIFICATIONS

- Must possess a valid Missouri Driver's License at the date of hire and must maintain such license throughout their employment.
- Must possess a valid EMT license.
- Missouri and/or IFSAC certified at the Firefighter I and II level or equivalent.
- Must possess a Missouri and/or IFSAC Fire Service Instructor I certification and must maintain this certification.
- Must attain Missouri and/or IFSAC Fire Service Instructor II certification within 2 years of their date of hire.
- Must attain Missouri and/or IFSAC Fire Service Officer I certification within 2 years of their date of hire.

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 essential functions.

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 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.
- May have to perform their duties for long hours with minimal opportunity for rest or sleep.

SPECIAL QUALIFICATIONS

- Significant attendance and/or coursework in varied areas of the fire service, emergency medical services, hazardous materials, urban search & rescue, technical rescue and emergency preparedness

SALARY RANGE

- Exempt

The Boone County Fire Protection District is an “at-will”, Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, 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