

FIRE TRAINING OFFICER

The City of Port Wentworth is accepting employment applications for Fire Training Officer. The applicant must possess NPQ or IFSAC Firefighter I & II, and Firefighter Instructor I. With ability to obtain Firefighter Instructor II, and acting Officer in Charge Training within 12 months of employment. The successful applicant must obtain State of Georgia Firefighter certification within 6 months of hire and will be required to obtain a class "F" driver license. This is a non-exempt, full time position with a starting salary of \$45,958.47. The City provides 100% medical coverage for employee and family, and paid Georgia Firefighters' Pension Fund which is currently \$25.00 a month. Port Wentworth also offers a generous benefit package.

The chosen applicant(s) must submit to an extensive background check including a polygraph examination. A Port Wentworth Public Safety application must be completed. The application and a resume must be sent to the City of Port Wentworth Fire Department, 317 Cantyre Street, Port Wentworth, Georgia 31407. References required. Applications and resumes will be accepted until the position is filled. The City of Port Wentworth is an Equal Opportunity Employer. See attached Job Description.



Fire Training Officer/Public Information Officer

Fire

FD

JOB SUMMARY

This position is responsible for managing and implementing departmental training programs, for providing information to the news media, general public, and for coordinating public information activities.

MAJOR DUTIES

- Responds to and directs activities at incident scenes; serves as commanding officer; responds to after-hours calls as required; commands and coordinates emergency incident activities to including multi-agency operations.
- Develops and/or coordinates the acquisition of training classes and materials; sets and evaluates training goals; develops objectives in order to meet established department, state, and national standards.
- Teaches a variety of courses, including courses for entry-level firefighters as well as command and management courses.
- Schedules employee training; maintains accurate training records; reports training information to department, state, and national authorities.
- Prepares weekly, monthly, quarterly, and annual training reports.
- Designs and conducts training program with all department stations and companies.
- Prepares and evaluates equipment specifications.
- Formulates training drills; trains department staff to deliver training materials.
- Designs and conducts recruit training.
- Assists in the preparation of annual budgets.
- Evaluates and monitors the effectiveness of training programs.
- Serves as primary contact for the news media regarding department activities.
- Responds to significant emergency incidents to manage on-scene media activities, ensures the accurate and timely distribution of information through news releases.
- Inspects equipment to ensure that it is in proper working order; evaluates and tests fire apparatus.
- Participates in department community activities.
- Evaluates and recommends changes in department standard operating procedures.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of fire department operational policies and procedures.
- Knowledge of current and accepted firefighting practices.
- Knowledge of Georgia Firefighter Standards and Training Council compliance standards.
- Knowledge of departmental and city policies and procedures and related federal, state, and local guidelines.
- Knowledge of city streets and geography.
- Knowledge of hazardous materials
- Knowledge of special rescue.
- Knowledge of supervisory principles and practices.
- Knowledge of computers and job-related software programs.
- Skill in operating emergency vehicles and equipment.
- Skill in planning, organizing, directing, and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Fire Chief assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include city, state, and federal fire codes; NFPA guidelines; local ordinances; and department standard operating procedures. These guidelines require judgement, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied training, media relations, fire suppression and prevention, management, and supervisory duties. The variety of tasks to be performed contributes to the complexity of the position.
- The purpose of this position is to coordinate the department's employee training and public relations functions. Success in this position contributes to the efficiency and effectiveness of agency operations.

CONTACTS

- Contacts are typically with co-workers, other city employees, elected and appointed official, representatives of other fire departments, business leaders, members of the news media, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching, or walking. The employee frequently lifts heavy objects and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office and at emergency and fire scenes. Work requires the use of protective devices such as masks, goggles, gloves etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned personnel.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with three to five years' experience or service.
- Ability to meet current requirements set forth by the National Fire Protection Association and the Georgia Firefighters Standards and Training act.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Completion of 240 hours of GFSTC related training.
- Completion of Firefighter 1 & 2; Firefighter Instructor 1; Transitional and Interpersonal Leadership Training, and NIMS (300 and 400) training and/or certification. With the ability to obtain Firefighter Instructor 2 and acting Officer in Charge training within 12 months of employment.