

City of Hazlehurst

Job Description

Training Officer- Hazlehurst Fire Department

### **General Description of Job**

The essential function of the position within the organization is to assist with the selection of and train newly hired and provides ongoing training for incumbent firefighters. The position is responsible for developing and presenting technical training in compliance with state and national standards, developing training schedules, preparing required reports, assessing firefighters and preparing performance evaluation reports, and performing related administrative and clerical tasks.

### **Primary Duties**

- Develops and delivers technical training programs for fire suppression and prevention, first responder medical operations and related matters; coordinates activities with agencies at various locations within the County and State of Georgia to facilitate training
- Assists in the selection of recruits for firefighting positions; evaluates cognitive and psychomotor skills by comparing performance to established standards
- Collaborate with Fire Department managerial personnel in developing, coordinating and implementing schedules for delivery of training
- Monitors training progress of firefighters and prepares performance evaluations for employee records; prepares required training reports for the Georgia Firefighters Standards and Training Council, as well as Georgia Pension Fund
- Develops, coordinates and conducts examinations for employee promotions and career advancements
- Enforces departmental rules, regulations and procedures in the training environment and on emergency scenes as necessary
- Attends or conducts staff and other professional meetings to exchange information; attends technical or professional workshops, seminars or conferences to improve technical or professional skills, and/or to maintain certification
- Other responsibilities/tasks as deemed necessary by the Fire Chief

### **Job Requirements**

- Knowledge of all current training skills as per Georgia Fire Academy and Standards and training council
- The ability to review all incidents to see what areas training is needed in

- To be available whenever needed

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:**

- Current National Professional Qualifications Board Firefighter I
- Current Fire Instructor I Certification
- Valid State of Georgia Class F Driver's License
- Satisfactory Motor Vehicle Record
- 5 years of related experience

**Job Specifications**

- Capability: to be flexible between Career and Volunteer Firefighters in the training capacity
- Drive: Ability to motivate Career and Volunteer Firefighters to adhere to training requirements.
- Criticism: Ability to receive constructive feedback in needed areas and make needed moves to eliminate problems
- Communication: Reads journals and manuals; composes specialized reports and business letters using proper format and grammar; speaks to groups of coworkers and people outside the organization.

This is a salaried position with a take home vehicle. This position includes a comprehensive benefits package to be discussed during the interview process. Please provide current certificates at the time of application.