

City of Grovetown – Job Description

Department: Grovetown Dept. of Public Safety

Job Title: Training LT– Fire Dept.

Salary Grade: Grade 17

Job Status: Full time

Exempt

Reports to: Fire Captain

Subject to Employee Benefits: Yes

Purpose of the Position: The purpose of this supervisory position is to coordinate and implement the training program on a continuing basis for fire and emergency services for the City of Grovetown to protect lives and property endangered by fire and other emergency situations and to promote fire prevention and safety activities. This includes the responsibility for conducting and verification of all training related to recruiting, post entry and state required certifications and in-service (classroom or drill nature). This positions provides supervision for all while in training and will also provide supervision in the absence of the Captain of the department.

Examples of Duties: Duties include but not limited to the following:

(Scope of work)

Develops training schedules to insure appropriate training hours are attained by staff.

Coordinates training dates and times to accommodate rotating schedules of staff.

Performs community outreach as needed.

Performs procurement of training materials and supplies.

Assists the Fire Captain with developing policy statements, standard operating procedures, rules and regulations.

Lends support to operations as needed.

Responds to fires and performs fire suppression activities, using fire-fighting equipment and techniques, i.e. nozzle operation, directing fire stream and building ventilation.

Inspects assigned apparatus and equipment and performs routine maintenance as needed.

May act as the driver as needed including establishing fire stream, monitoring gauges and calculating and adjusting pump pressure.

Directs and manages fire drills and mock disasters, including set-up and evaluation

Participates and assists in other city-wide training.

Trains personnel to prepare pre-fire plans.

Refills air bottles, assist in hydrant, plug and line maintenance

Creates a mandatory physical training program.

Conducts station tours as needed.

Prepares or produces various necessary reports as needed.

Evaluates all employee training records. Maintains records as necessary.

Participates in community relations projects as required.

Established and maintains working relationships with fellow employees

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Knowledge and skill in applying fire-fighting techniques, fire-fighting apparatus and equipment, hydraulics, local and state codes and NFPA guidelines

Knowledge of the policies, procedures and activities of the City of Grovetown and the Public Safety Department, including budgetary and manpower management.

Skill in managing and supervising subordinate employees and volunteers

Knowledge of city geography including city maps/streets/locations.

Knowledge of terminology used within the department.

Knowledge, skill and ability in effective communication and interpretation of complicated regulations and procedures, state and local Laws

Knowledge, skill and ability to determine short and long term goals for departmental projects

Knowledge, skill and ability in coordinating emergency situations as they arise.

Skill and ability to respond quickly and logically to emergency or stressful situations.

Skill and ability to understand special problems and situations created by emergencies and deal humanely with members of the general public.

Skill in using a pumper, jaws of life, power tools, ladders, positive pressure blower fan, electrical power generator, pick-head axe, saws, spanner wrench, mechanical and electrical tools and first aid medical supplies.

Skill and ability to read sub-division plans

Skill and ability to interpret blue prints

Skill in proactively noticing public safety hazards and correcting problem or notifying appropriate department.

Ability to be cross-trained to perform other related duties.

Ability to understand oral and written instructions; must read, write and speak English.

Ability and skill to deal courteously and tactfully with fellow employees and general public.

Ability to establish and maintain effective working relationships with employees, officials and general public.

Skill in preparing data and reports required of the department.

Complexity: Employee is required to follow developed, implemented and established rules, guidelines and policies and is required to perform training function to insure the city is in compliance with all state and federal agencies. Incumbent must have the ability to understand the scope, functions and job duties with minimal instruction.

Contacts: Contacts are generally with city officials and employees, county officials and county employees, state and federal agencies and members of the general public. The purpose of these contacts is to render services, provide or exchange information to the general public.

Guidelines: Employee is required to follow the implemented guidelines for all areas covered under the Department of Public Safety. Incumbent would receive instruction from the Captain of the Department in general terms. Employee will frequently be expected to use good judgment when applying knowledge to emergency situations and may be required to work independently in certain situations.

Physical Demands: Position requires a high degree of dexterity, frequent lifting (of items weighing more than 50 pounds), bending, stooping, crouching, crawling and working overhead. Incumbent must be in good physical condition and be able to tolerate long periods of time working in extreme heat or cold and other adverse weather conditions.

Supervisory Controls: This position works under the direct supervision of the Captain of the Fire Department. Work is complex and employee must use much judgment in accomplishing goals and

objectives of the department. The Fire Captain would monitor overall work in terms of successful operation of the department.

Work Environment: Work is typically performed in a training room or at field locations where fire or safety is a threat. Environment is often dangerous and uncontrolled. Employee is subject to smoke, fire, dust, dirt, exhaust fumes, extreme heat, extreme cold, and/or hazardous conditions.

Requirements: High School Diploma with a minimum of three year's of related experience; or any equivalent combination of education, training and Experience which provides the requisite knowledge, skills and abilities for this job.

Possess at least 3 years' management experience in similar position

Must be a Georgia Certified Fire Fighter

Active State Driver's license

Be able to obtain the following certifications:

Must possess Georgia basic state certified firefighter.

Must possess of obtain the following within 18 months of hire

- Fire Instructor 11
- Fire Officer 1
- Apparatus Operator
- Fire and Life Safety Educator
- GA. certified EMT-B

Successful completion of six month probationary period

Employee subject to a pre-employment background check and drug screen

Employee must follow all policies, rules and regulations of the City

1/3/2019 HR – Disclaimer: Job description statements are intended to describe the general nature and level of work being performed assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position.

Equal Opportunity Statement: The City of Grovetown is an Equal Opportunity Employer and does not discriminate against any employee based on race, color, sex, sexual orientation or national origin, or individuals with disabilities.