

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: TRAINING CHIEF (JOB CODE XXX)

GENERAL STATEMENT OF JOB

Under the direction of the Fire Chief and Assistant Chief of Operations, the Training Officer assists in the management, planning, and direction of the activities of the Margate Fire Department in accordance with all federal, state, county, and city requirements and policies to ensure the public safety and welfare of the citizens of Margate. This position requires advanced technical and supervisory work related to Fire Operations, training, and general emergency services activities. The employee is responsible for ensuring all work is performed according to established safety standards, codes, and regulations applicable to the work. Work is performed with independence and limited supervision.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Serves as a member of the senior command staff, ensuring the department operates in a professional, cost-effective, and efficient manner. Shares periodic status with other chief officers. May serve in other department senior command positions as needed.

Designs, develops, coordinates the implementation of, and evaluates a comprehensive training program for Margate Fire Department to ensure effective education and training to maintain and upgrade skills of existing personnel and the training of new hires. Participates in the selection and evaluation of new applicants and candidates for promotional opportunities.

Directs the preparation and administration of the training division's budget by developing spending plans, tracking expenditures on an ongoing basis, and managing available funds to meet departmental needs. Reviews and authorizes routine operating expenses and selected equipment purchases while ensuring fiscal accountability and the appropriate use of resources.

Prepares written justification for budget requests and increased funding needs by analyzing anticipated costs, operational demands, and program requirements. Plays a substantial role in the department's overall budget process through active involvement in budget development, review, implementation, and expenditure monitoring, providing recommendations and fiscal input directly to the Fire Chief.

Investigates, researches, prepares, and monitors grant applications, proposals, and implementation.

Participates in the development, interpretation, and administration of internal departmental administrative, operational, training, and labor-related policies and procedures.

Formulates or participates in formulating and revising policies and procedures based upon regulatory requirements and industry best practices.

Serves as a designated member of management's labor relations process by participating in collective bargaining preparation, attending strategy discussions and labor meetings, reviewing proposals, providing operational input on negotiation issues, and assisting with the interpretation, implementation, and administration of negotiated labor agreements on behalf of the City.

Maintains a confidential relationship with the Fire Chief and other chief officers related to appropriate departmental business.

Exercises supervision of assigned subordinate and support personnel in the department, and provides indirect supervision to Battalion Chiefs, Captains, Lieutenants, Driver Engineers, and Firefighter/Paramedics in the execution of departmental training requirements and initiatives in compliance with NFPA standards.

Works with local fire departments, training centers, colleges, and other training agencies to coordinate the department's program to meet requirements.

Represents the department at various meetings, including City Commission, staff, executive team, professional organizations, and weekly senior management meetings that routinely address personnel and labor relations matters, and makes presentations as required.

Responsible for overseeing ISO-related training components, ensuring all required training, documentation, and records are properly completed and entered to maintain compliance, while participating in executive-level meetings and supporting the department's efforts to maintain ISO readiness and documentation standards.

Interacts with various groups and individuals in the performance of job duties, including City residents, City employees and department heads, members of the City Commission, vendors, fire chiefs in other municipalities, training officers, state and local fire training centers, union officials, business owners, City Attorney, labor attorneys, etc.

Attends regional, professional, and other educational forums to maintain current knowledge of trends and developments in the industry of fire service and EMS.

Assumes duties as directed for emergency management-related operations.

Performs and completes additional duties as assigned by the Fire Chief.

MINIMUM QUALIFICATIONS

Associate's degree in EMS, Fire Science, or Public Management with a Fire Science option required.

Requires a minimum of ten (10) years of progressively responsible experience in fire rescue services, with at least three (3) years at the rank of Lieutenant, Driver Engineer, Captain or higher. Teaching and/or instructor experience is required.

Florida Firefighter II Certification
Florida Paramedic License
EVOC, CPR, ACLS
NIMS 100, 200, 700, 800
Valid Florida Driver's License

Preferred or Required Within the Specified Timeframe:

The following certifications and education are preferred at the time of appointment; however, candidates who do not possess them upon appointment must obtain them within the specified timeframe, which shall begin on the date of appointment.

Preferred: Bachelor's degree from an accredited college or university in Fire Science, Business Administration, Public Administration, or a related field.

Incident Safety Officer Certification – within 1 year
State of Florida Fire Instructor I Certification – within 1 year
State of Florida Live Fire Training Instructor I Certification – within 1 year
NIMS 300, 400– within 2 years

State of Florida Fire Instructor III Certification – within 3 years

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing; some lifting and carrying objects of light to heavy weight (5-100+ pounds). Physical agility and fitness for performing duties that require potential exertion, i.e., moving victims, climbing ladders.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions. Requires the ability to convey a sense of authority.

Language Ability: Requires the ability to read a variety of materials relevant to fire and rescue operations.

Intelligence: Requires the ability to draw valid conclusions in task processing and prioritization. Requires the ability to provide principles of influence systems and conceptual thinking. Ability to make decisions with limited direct supervision.

Verbal Aptitude: Must communicate efficiently and effectively in Standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately.

Manual Dexterity: Must have excellent levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of colors.

Interpersonal Temperament: Requires the ability to deal with people from a variety of backgrounds and departments in both giving and receiving instructions. Must be able to perform tasks under considerable stress i.e., when confronted with potentially life-threatening situations.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are performed with frequent exposure to adverse environmental conditions, e.g., dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of modern principles, methods and equipment for an efficient, effective fire prevention service. Knowledge, ability, and certification to enforce the laws, statutes, ordinances, codes, standards rules and regulations pertaining to fire prevention and investigation, and the operation of a Fire department.

Knowledge of the department computer system and associated applications.

Knowledge of effective methods of emergency management.

Knowledge of emergency medical practices and CPR.

Knowledge of effective supervisory principles and techniques.

Ability to quickly gather and disseminate information to the media and the public through verbal and written press releases and live interviews.

Ability to analyze situations quickly and objectively.

Ability to determine proper courses of action within the established framework of policies and procedures and with limited direct supervision.

Ability to maintain composure under emergency situations.

Ability to work effectively under stressful conditions.

Ability to operate motorized vehicles under adverse emergency conditions.

Ability to communicate effectively with City officials, subordinates and the general public.

Knowledge of pre-established City, County and State policies and procedures.

Ability to understand, follow, direct and supervise written and oral instructions.

Ability to clearly communicate information both verbally and in writing.

Have proficient knowledge in computer skills, record keeping, and Microsoft Office-based computer programs. Have the ability to access, operate and maintain other various software applications.

In-depth knowledge of emergency and non-emergency communications equipment.

Must demonstrate skills in scheduling, organizing, prioritizing, supervising, and evaluating personnel.

Must demonstrate the ability to handle confidential information in an ethical and professional manner.

Must demonstrate behaviors that support the City's mission and core values.

Is required to be ethical and fair while representing the City. Must be responsible to adhere to all workplace policies that support ethical business practices and standards of conduct including, but not limited to, policies on: Gifts, Conflict of Employment, Discipline, Drug Free Workplace, Employment of Relatives, Formal Grievances, Anti-Harassment, Posting of Job Vacancies, Equal Employment Opportunity, Political Activity, and Recruitment and Selection.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date