

TITLE: Captain - Fire Training - Logistics Officer

FD-EMS/7-778

DEPARTMENT: Fire-EMS, Fayette County

**JOB SUMMARY:** This position is responsible for coordinating fire education programs, including initial cadet training and professional development and for assuring compliance with Georgia Fire Academy and Firefighter Minimum Standards and Training Council guidelines. This position also serves as a Quarter Master/Logistical coordinator for department stock and supply operations, as well as liaison for building, grounds and fleet services.

**MAJOR DUTIES:**

- o Develops and administers training programs to instruct new cadets, line personnel, and reserve volunteers.
- o Documents training to assure proficiency and regulatory compliance; submits monthly and quarterly training reports.
- o Assists with policy development; interprets policy and establishes methods and procedures.
- o Schedules annual leave for line personnel.
- o Schedules maintenance for departmental vehicles, equipment, and buildings.
- o Administers training programs for apparatus operator, NPQ evaluator, NPQ FF 1 & 2, NPQ Pumper & Aerial Apparatus operator, Instructor 1,2,3, BCLS instructor, NPQ Hazardous Material Awareness Instructor, core competencies for station personnel, and physical agility test for incumbent employees and candidates for employment.
- o Plans and delivers continuing education for all levels of personnel in accordance with National, State, and professional requirements.
- o Responds to emergency scenes to provide supervisory and command functions until relieved by a superior.
- o Serves as Incident Safety Officer, Accountability Officer and Reserve Unit Evaluator at fire or emergency calls.
- o Prepares budget for fire training and the reserve unit; provides accurate estimates; monitors expenditures; applies cost saving techniques.
- o Inspects equipment and orders maintenance as needed; insures that apparatus is properly equipped and ready to respond to emergency situations.
- o Establishes and maintains vendor relationships and serves as departmental liaison.

- o Performs special projects to assist the department with goals and objectives.
- o Develops long range goals and methodologies for training/evaluation.
- o Performs other related duties as assigned.
- o Coordinates the distribution of uniforms (work and dress) and firefighting PPE.
- o Perform inventory control of safety supplies, uniforms turnout gear etc.
- o Coordinates ladder testing, pump testing, face piece fit testing.
- o Purchase firefighting equipment and safety supplies.
- o Develops maintenance schedules relating to the general repair of fire equipment.
- o Enters data pertaining to the testing of fire equipment and safety supplies into the computer system.
- o Coordinates the yearly testing of SCBA.
- o Coordinates the repairs of firefighting equipment and apparatus.
- o Provides logistics support at FIRE and EMS scenes.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- o Substantial knowledge of current fire suppression and firefighting techniques.
- o Knowledge of basic emergency medical and life support procedures, techniques and equipment.
- o Knowledge of county and department policies and procedures.
- o Knowledge of fire codes and ordinances.
- o Knowledge firefighter training standards and requirements.
- o Knowledge of management and supervisory principles and practices.
- o Skill in the development and implementation of training programs.

- o Skill in supervising and participating in the response to emergency scenes.
- o Skill in the operation of job related vehicles, equipment, and tools.
- o Skill in planning, directing, and supervising the work of subordinate personnel.
- o Comprehensive knowledge of the geography of Fayette Co. and surrounding areas.
- o Substantial knowledge of current fire records systems, communications equipment and use of fire computer applications and reporting procedures.
- o Ability to understand and follow oral/written policies, procedures, and instructions.
- o Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- o Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- o Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- o Ability to maintain confidentiality.

**SUPERVISORY CONTROLS:** The Deputy 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 NFPA standards, State, Federal and local guidelines along with BCLS and AHA regulations. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied supervisory, administrative, and training duties. Strict regulations contribute to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to coordinate the department's training programs. Success in this position contributes to well-trained department personnel.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, law enforcement personnel, representatives of state and federal agencies, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

**PHYSICAL DEMANDS:** The work is performed while intermittently sitting, standing, bending, crouching, climbing stairs, stooping all while dressed in work uniform or wearing PPE and could be carrying additional equipment. The employee occasionally lifts light and heavy objects including medical patients, climbs ladders up to 100+ feet in height, and uses tools or equipment requiring a high degree of dexterity.

**WORK ENVIRONMENT:** The work is typically performed in an office, stockroom, outdoors, and at the scene of emergency incidents. The employee may be exposed to fire, smoke, noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases or pathogens, irritating chemicals, and occasional hot, cold or inclement weather. The work requires the use of protective devices such as masks, goggles, gloves, and all protective clothing associated with Fire and EMS operations.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over Fire/EMS Compliance Officer (1), Logistics Staff Sergeant (1).

**SPECIAL CERTIFICATIONS AND LICENSES:** Possession of a valid State of Georgia driver's license (Class B) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

**ADA COMPLIANCE:** Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**HIPAA COMPLIANCE:** The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

**DRUG AND ALCOHOL COMPLIANCE:** In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to position of a High School Diploma. An Associate's degree in Fire Science or a related course of study is strongly preferred.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, and a minimum of five years experience with a recognized career fire department.
- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- o Meet current requirements set forth by the National Fire Protection Association as a Firefighter 2, Pumper Operator, Aerial Operator, Fire Instructor 2, Fire Officer 2, NPQ Evaluator, NPQ Safety Officer and meet the Georgia Firefighter Standards and Training Act.
- o Possession of State of Ga. EMT license.
- o Instructor status in Defensive Driving Course and/or Emergency Vehicle Operation Certification.