

INCENTIVE JOB DESCRIPTION 11/18

POSITION: FIRE-SHIFT TRAINING ASSISTANT (Limit 3)
DEPARTMENT: FIRE DEPARTMENT
DIVISION: FIRE/AMBULANCE

JOB OVERVIEW

Under the supervision of the Battalion Chief with oversight by the Training Officer, the primary responsibility of Fire-STA is to assist shift assigned personnel in their fire and related training. The incentive will run each calendar year from January thru December.

INCENTIVE

The incentive will be \$0.49 per hour added to base pay for shift personnel (56 hour).

QUALIFICATIONS

Must be a Clovis Fire Department shift assigned employee as a Driver/Operator or Lieutenant, preferably with an Instructor certification, with considerable experience and knowledge of fire suppression techniques and be willing and energetic to work with all shift assigned personnel, the Training Officer and the Battalion Chief on fire, rescue and related training.

DUTIES AND RESPONSIBILITIES

- Have considerable knowledge of fire suppression techniques and supervisory skills.
- Assist the Battalion Chief with scheduling and supervision of fire and rescue related training activities.
- Coordinate fire and rescue related training through the department's Training Officer.
- Provide the leadership and supervisory skills necessary to evaluate, plan, direct, and coordinate fire and rescue related shift training activities.
- Train probationary employees during their initial 4 weeks of employment.
- Assist the Training Officer with periodic and final exams for any Probationary Firefighters.
- Meet quarterly with shift assigned probationary employees and their supervisor to assess their progress and schedule.
- Assist the Training Officer with specialized training courses both in the classroom and in the field.
- Confirm all fire related training entries submitted by their shift.
- Serve on the SOG committee and attend SOG meetings.
- Recommend corrective action to the Battalion Chief in regards of the shift's training needs.
- Keep updated on advanced training principles, practices, and procedures.