

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.*

## Fire Training Instructor (Part-Time)

**Department:** Fire  
**FLSA Status:** Non-Exempt  
**Job Code:** FR92

### JOB SUMMARY

Under the general direction of the Chief of Training and Emergency Medical Services, with direct supervision from a Training Captain; the Fire Training Instructor plans, prepares, delivers, and evaluates training programs for the fire department field companies. Delivers classroom instruction and demonstrates fire service techniques; participates in and assists students in physical training, enforcing established standards. When applicable, responds to medium size, moderately complex emergencies, determines risk to people and property, proper strategies and implementation of appropriate tactics in the mitigation of emergency incidents, and is accountable for the safety and well-being of firefighting personnel and civilians throughout such incidents. Responsible for all resources assigned to fire department training facility(s) and for assisting in the development of the facility budget requests.

The Fire Training Instructor will perform professional work preparing and delivering technical information regarding fire, police, and emergency medical curriculums to fire, police, and emergency medical personnel. Performs administrative level tasks in preparing, updating and maintaining fire department training records.

### ESSENTIAL JOB FUNCTIONS

- Assists the Fire Training Captain in preparing training programs for recruits and in-service personnel to ensure proper utilization of firefighting methods and techniques.
- Assists the Fire Training Captain with planning, coordination, and yearly departmental multi-discipline competency testing and monthly training for full-time and part-time personnel.
- Conducts practical training evolutions which may involve hazardous or IDLH

environments while ensuring the safety of all participants in compliance with NFPA, OSHA, and industry best practices.

- Prepares examinations for evaluating individual training performance and compliance with training policies and procedures.
- Maintains current knowledge of basic and specialized firefighting techniques in accordance with department, state, and national standards.
- Facilitates the development of training program instructors to ensure standardization of instructional materials, handouts, tests, lesson plans and delivery.
- Demonstrates the utilization of advanced fire ground equipment and procedures.
- Uses instructional tools such as standard media devices and visual aids to accommodate the required training.
- Maintains ability to operate firefighting apparatus and equipment such as rescue tools, portable pumps, and Self-Contained Breathing Apparatus.
- Maintains knowledge of standards, regulations, and procedures pertaining to firefighting.
- Remains current in procedures, techniques, and technological advances in firefighting operations and equipment by attending conferences, educational programs and seminars, reading professional publications, using the internet, and participating in professional organizations.
- Monitors and maintains assigned training equipment and apparatus.
- Presents oral and written information internally or externally using proper grammar, punctuation, and content.
- Appropriately documents information using tools such as letters, e-mails, reports, memoranda, etc.
- Communicates information in a courteous and professional manner at all times.
- Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations. Shares knowledge with staff for mutual and departmental benefit.
- Assists in the production and distribution of various publications (e.g., training reports, calendar schedule, workbooks, instructional guides, newsletters, etc.); directs the preparation of comprehensive reports (e.g., staff studies, evaluations, needs assessments, grants solicitations, etc.) to document events or specific needs.
- Coordinates proper program documentation and recordkeeping for agency approved and required training.
- Assist with the conversion and delivery of traditional training materials to alternative learning formats (e.g., computer assisted instruction, webcast delivery, video streaming, internet, etc.).
- Performs other duties as assigned by the Fire Chief and/or their designee.
- Schedules, coordinates, and records training activities: Participates in training activities; delivers classroom lectures; conducts live fire and other hands-on training exercises involving fire, police and EMS topics at the training facility, fire stations, and off-site locations on weekdays and weekends, day and night as required; operates and demonstrates the use of related fire equipment.

- Develops fire, police and emergency medical lessons/curriculum; prepares testing materials; evaluates new equipment and textbook materials for use in training activities and lessons; evaluates current emergency procedures and operating procedures for training purposes. Helps plan and participates in small, medium, and large-scale disaster drills.
- Completes administrative duties as assigned and or applicable: Implements general administrative functions to include the accurate completion of logs, reports, personnel records, and record management system data entries.
- Interaction with City departments and local jurisdictions: Attend meetings as assigned by superior officers, participate in meetings with regards to the best interests of the department and City, provide superior officers with information and updates as necessary to complete the assignment. Provide/receive resources to/from external agencies as necessary to satisfy mutual aid and automatic aid agreements.
- May be required to respond to fire alarms and other emergency calls with fire engine, ladder truck, and/or rescue equipment and perform firefighting duties to include fire suppression, performing rescue missions, creating openings in buildings for ventilation or entrance, performing salvage operations, and administering emergency medical care to injured persons and those overcome by fire and smoke.
- Maintains a positive attitude. Demonstrates effective and constructive communication. Champions a culture that encourages and embraces new ideas, develops individuals, and welcome and encourages diverse perspectives. Articulates strategic and innovative thinking and provides superior services. Approaches the job with enthusiasm and curiosity to promote a solutions-oriented work culture.
- Supports honest and transparent decision-making. Builds trust with employees at all levels of the organization. Collaborates with colleagues in a way that builds upon ideas and takes personal accountability and ownership of projects, roles, and assignments. Openly exhibits a positive attitude, in word and action, and encourages others to do the same.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related duties as required and or assigned.

### **MINIMUM QUALIFICATIONS**

- High School Diploma or equivalent
- Be at least 18 years of age.
- Not have been convicted of a felony crime in the past ten years and be of good moral character.
- Successfully meet the minimum physical agility requirements established by the Georgia Firefighters Standards and Training Council and the minimum medical fitness requirements of NFPA 1582.
- Must pass the department's physical ability test.
- Must submit to a drug screening test as outlined by City Policy.
- Possession of or ability to readily obtain a valid driver's license for the type of vehicle or equipment operated.
- Georgia Firefighter Certification or NPQ II Certification.

- NPQ Fire Apparatus Operator Certification.
- NPQ Fire Instructor I Certification.
- NPQ or equivalent Structural Fire Control Instructor Certification.
- NPQ Rope Rescue Technician Certification.
- NPQ Hazardous Material Operations Certification.
- NPQ or equivalent Swift Water Technician Certification within 24 months.
- NPQ Fire Officer I certification required or equivalent training and experience.
- Must have Federal ICS 100, ICS 200, ICS 300, IS 700, and IS 800 Certifications.
- State of Georgia EMT or Paramedic certification required.
- Must have the ability to obtain National and or State Safety Officer Certification.

### **PHYSICAL DEMANDS**

The work is heavy work which requires the ability to exert heavy physical effort, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (50-100 pounds). Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

### **WORK ENVIRONMENT**

Work is regularly performed without exposure to adverse environmental conditions. Performance of fire suppression functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, firearms, water hazards, violence, disease, pathogenic substances, or rude/irate customers.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*