City of Bellingham
Classification Specification - Civil Service or AFSCME

CLASS TITLE	**Training Division Chief**
DEPARTMENT	**Fire**
UNION:	**106S**
SG:	**PLAN F**
CS:	**Yes**
FLSA:	**N**
EE04CODE:	**OA**

NATURE OF WORK:

Manages the departments training program. Serves as the Department Health and Safety Officer. Works closely and coordinates with Operations Battalion Chiefs, Fire Captains, administration, and all county fire agencies.

DISTINGUISHING CHARACTERISTICS:

This position is distinguished from other supervisory positions in the Fire Department by its responsibility for the training program of the Fire Department. Recommends, plans, organizes, develops, coordinates, delivers and provides the supervisory oversight required for the efficient and effective management of the training program.

SUPERVISORY RELATIONSHIPS:

Reports to an Assistant Chief. Directly supervises personnel assigned to the training division and exercises functional supervision of Battalion Chiefs and Captains during training activities. Serves as a staff officer and member of the Fire Department management team.

ESSENTIAL FUNCTIONS:

1. Prepares the annual budget for the Division and presents it to the Assistant Chief; directs expenditure of Division funds in accordance with budget appropriations as approved by the City Council.

2. Responsible for short and long range planning to provide timely, realistic, and verifiable training to the Department. Analyzes Department training needs and makes recommendations on new programs and training proposals. Defines goals and objectives and makes recommendations to the Assistant Chief.

3. Supervises personnel assigned to the training division. Assigns work and is responsible for training, performance evaluations, corrective actions and discipline. Creates and coordinates Division work schedules.

4. Routinely coordinates and/or delivers advanced training in the following disciplines:

   - Emergency scene management/Incident Command
   - Chief Officer development
   - Administrative/Personnel Management

5. Schedules and coordinates ongoing training activities. Assures that training needs are closely coordinated with operational demands.

6. Participates in recommending personnel actions such as transfers, discipline, promotions and discharges department wide. Conducts, assists and coordinates training of new officers. Initiates or recommends new methods, procedures or equipment in order to improve working conditions and overall departmental operations. Assists and trains supervisors on their duties. Assists personnel in solving work problems, such as scheduling conflicts and emergencies. Reviews reports written by supervised personnel for content and accuracy. Monitors personnel performance and does performance appraisals, as required.

7. As the Department Health and Safety Officer, facilitates the Health and Safety meetings; tracks, compiles, and publishes injury and hazard data; convenes Accident Review Boards and After- Action Reviews, routinely serves as an Incident Safety Officer, and makes recommendations for program improvements.

8. Maintains training records. Assures that all training is documented. Publishes and distributes regular reports to track trends and compliance.

9. Researches emergency scene practices and procedures and makes recommendations for improvement.

10. Develops and maintains comprehensive policies, procedures, and protocols as necessary for the efficient operations of the Division and its activities. Identifies deficiencies and develops new policies and procedures to improve the effectiveness of operations and minimize liability.

11. Coordinates with Battalion Chiefs and other Program/Division managers to provide consistency in department programs, goals and objectives.

ADDITIONAL WORK PERFORMED:

1. May oversee the management of emergencies using industry standards of incident command, as necessary. Directs crews as to proper emergency methods and coordinates the efforts of assigned personnel to maximize operational efficiency and safety. Summons additional resources and support agencies, as needed, to manage an emergency. The ability to fill this function does not enable the Training Division Chief to be assigned to the Operation's Battalion Chief position.

2. May assume command of the Department in the absence of the Chief or Assistant Chief.

3. When necessary performs the tasks and duties of a firefighter.

4. Other related duties as assigned.

PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities):

Knowledge of:

- Thorough knowledge of Incident Command and modern emergency management principles, practices, and procedures.
- Thorough knowledge of departmental policies and procedures, as well as City, State and Federal regulations specific to the Fire Department training program.
- Functional knowledge of management theory and practices and the ability to effectively supervise and coordinate the efforts of subordinates.
- Basic knowledge of communications, fire chemistry and physics, fire hazards, building construction, and materials.

Skill in:

- Skill in using personal computers for basic word processing, data management and spreadsheet work.
- Demonstrated leadership skills.
- Excellent written communication skills to develop policies and a variety of reports for the Department.
- Excellent oral communication skills including the ability to make presentations to the staff and the public.
- Using various information and communications systems and computer technology/office systems.
- Effectively supervising and coordinating the efforts of subordinates in daily and emergency conditions.
- Planning and implementing long- and short-term programs related to Departmental training.

Ability to:

- Demonstrated ability to solve problem and make decisions under stress. Adaptable and flexible to meet the needs of differing circumstances.
- Ability to plan, organize, and implement programs to meet Department needs.
- Conduct self at all times in an ethical, professional and respectful manner.
- Establish and maintain cooperative and effective working relationships with citizens and stakeholders, both internal and external. Willingness and ability to demonstrate the Public Service Competencies of Service Orientation, Results Orientation and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physically perform the essential functions of the position, including:
  - read a computer screen and a typeset page;
  - operate computer keyboard and mouse; and
  - ability to communicate with employees and the public
  - Carry hose bundle of approximately 50 pounds and don personal protection and firefighting equipment weighing approximately 70 pounds to the scene of an emergency (sometimes to upper floors of businesses, apartments and hotels).

- Lay and operate hose lines (160 pounds per 50 feet of hose with 100 pounds of nozzle pressure).
- Stabilize and lift patients with backboard and cot.
- Carry, place and extend ladders in training and in emergencies.
- Operate power equipment such as a chain saw, portable generator, hydraulic jaws, smoke ejector, etc.
- Set up and operate master streams and aerial ladder pipes.
- While wearing protective clothing, perform heavy labor such as chopping; shoveling; moving furniture, equipment and merchandise.

WORKING ENVIRONMENT:

The work environment is based on a 40-hour work week, but may involve off duty recall for major emergencies, including weekend and holidays. Work is performed in a variety of settings including offices, fire stations, training grounds, emergency scenes, and vehicles. Job requires extensive work at a computer workstation. The work environment ranges from a normal/routine to the emergency setting with unusual modes of communication, extreme noise, temperatures, discomfort and hazard. The emergency environment may require the management/performance of hazardous tasks under conditions that require strenuous exertion with limited visibility, exposure to hazardous or toxic chemicals and gases, extremes in temperature, cramped surroundings, exposed heights, activities in and around water. It may also involve working with citizens experiencing a wide range of emotions (rage, grief, confusion, etc.) as a result of an emergency. May be exposed to infectious diseases, which require the use of protective equipment, and exposure to the elements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- A minimum of five years of experience as a Fire Captain with the City of Bellingham Fire Department.
- A.A. or A.S. degree or 90 quarter credits hours of college with studies in education, public policy and administration, management, fire protection, fire technology, fire command and administration or related field required. A baccalaureate degree is preferred.
- Successful completion of Bellingham Fire Department Officer Academy or an equivalent certification that meets the requirements of NFPA Fire Officer I & II from a recognized accrediting agency.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license and good driving record, with periodic submission of driving abstract per City policy
- Must secure and maintain Incident Safety Officer - Fire Suppression Certification within two years of promotion into position.
- Must complete National Incident Management System ICS-300 and ICS-800 training within two years of promotion into position.

PREPARED BY: Joanie K. Brinn **REVIEWED BY:** _____

7/11/79
Andy Day/Michelle Barrett
11/04
B. Newbold
B. Hewett
K. Luxtrum
11/2013
B. Hewett
1/2019

Bill Newbold,
Fire Chief

COMMISSION ADOPTION: March 13, 2019