ASHEVILLE, NORTH CAROLINA

Classification Specification

Safety Training Officer (2912 hours)
Job Code: 2096
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to monitor firefighting activities and personnel to ensure compliance with local, state, and national safety regulations and guidelines and to facilitate and implement training activities on an assigned shift.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Monitors fires suppression and emergency medical service activities to ensure compliance with local, state, and national safety regulations and guidelines: conducts station visits; provides information and answers questions regarding safety-related guidelines, procedures, and best practices; monitors on scene activities to ensure safe fire suppression efforts and proper utilization of Personal Protective Equipment (PPE); ensures corrective measures are taken to resolve safety hazards or maintenance problems; and participates in developing fire safety guidelines.

Responds to disasters such as gas leaks, fuel spills and chemical emergencies: assists the Incident Commander with scene management and resource accountability and serves as Incident Safety Officer or Command Technician; takes proper steps to mitigate hazardous situations; utilizes tactical worksheets; monitors radio traffic; tracks benchmarks; evaluates buildings involved in fire emergencies for hazards, such as noxious gases and building

stability; and documents emergency personnel accountability and other incident data for use in after-action analysis.

Coordinates, facilitates and implements training activities for assigned shift, including specialty companies: coordinates with other department staff to identify training needs and ensure consistent training across shifts; verifies instructor qualifications; ensures adequate materials and equipment necessary to conduct training; monitors training programs to ensure compliance with and adherence to current and regular fire suppression duties and industry best practices; monitors and tracks training records; and coordinates the local community college to develop fire service related programs and courses.

Participates in the development of training for the department: coordinates, administers, and evaluates department-wide multi-company training programs, such as fire safety, suppression, hazardous materials, technical rescue operations, emergency preparedness, and emergency medical services practices; and makes recommendations regarding updating existing training and/or new training programs.

Analyzes and selects suitable live-fire training structures and other training locations to simulate real fire scenarios: acquires and prepares structures for training evolutions; meets with property owners; prepares required documentation; prepares burn plans; coordinates live-fire training with various local, regional, and state agencies and impacted public; and conducts and oversees training.

Issues, inspects, and ensures maintenance of firefighting equipment: issues turnout gear to department personnel; inspects gear to ensure safety compliance and functionality; performs minor repairs or sends gear to vendors for repair; ensures identification and proper placement of self-contained breathing apparatus (SCBA); and maintains related inspection and maintenance records and documentation.

Provides peer support and counseling following significant or critical incidents: monitors personnel for signs of critical stress; provides support, counseling, referrals to mental health services, and additional resources, as needed; and follows-up with personnel who have previously experienced a traumatic incident.

Operates, utilizes, and maintains various specialized firefighting equipment, power tools, hand tools, and supplies to complete work assignments, such as personal protective and safety equipment, extrication equipment, emergency medical equipment and supplies, fire suppression equipment and apparatus, technical rescue and hazmat equipment, and other tools and equipment.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new equipment, procedures, trends and advances in firefighting, emergency medical treatment, fire apparatus operation, and related topics; participates in physical fitness training, training drills, and other continuing education activities; facilitates and/or attends shift meetings, training and certification classes, workshops, and seminars as appropriate; and ensures completion of required annual certification hours as a certified Firefighter.

Communicates with supervisor, other City employees, businesses, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, training reports, incident reports, permits, department standard operating guidelines, maintenance and inventory logs, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet,

database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Associate degree in Fire Science or a related field required; supplemented by five years of experience in firefighting and emergency medical services, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina Class B Commercial Driver's License (CDL) including appropriate endorsement(s). Must possess and maintain the following additional certifications or licensures: Firefighter II, Technical Rescuer, Fire & Life Safety Educator I, Fire Inspector I, and Fire Instructor I, Live Burn Instructor, Hazardous Materials Technician, and Rescue Technician. May be required to obtain and maintain additional certifications, as deemed necessary by command staff.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance:

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, water hazards, hazardous materials, toxic agents, fire, unsafe structures, heights, confined spaces, machinery, vibrations, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, disease, pathogenic substances, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.