

# **UNIFIED FIRE AUTHORITY JOB DESCRIPTION**

**JOB TITLE:** Fire Training Specialist

**SECTION:** Operations

**DIVISION:** Fire Training

**DATE:** April 2025

## **BASIC FUNCTION OF POSITION:**

Fire Training Specialist will be an integral part of the day-to-day operations in the Fire Training Division. Job duties will include: general maintenance of grounds, buildings, machinery and equipment. Organizing, developing, scheduling, coordinating, and conducting training events, preparing teaching lessons, teaching various fire related subjects all within UFA's standard operating procedures. This position will be heavily involved in recruit camps, engineer schools, and day-to-day hands on training. The Specialist will be working in a team environment however from time-to-time will work independent. The majority of the work will take place at the training tower however; some work will take place at remote training sites and meeting locations. The position will require coordinating with Fire Officers, Firefighters, Paramedics, and Chief Officers.

## **SUPERVISION RECEIVED:**

Reports directly to the Fire Training Captain, at times the Fire Training Division Chief, and often works with minimal supervision.

## **SUPERVISION EXERCISED:**

Supervises fire training events, recruits, students in various classes, and others by the request of the Training Captain and Division Chief.

## **PRINCIPAL RESPONSIBILITIES:**

The following list describes several of the essential functions of this position. This list may be supplemented as necessary:

Under the direction of Fire Training Division Chief or designee:

- Organizing, developing, scheduling, coordinating, and conducting training events, preparing teaching lessons, teaching various fire related subjects all within UFA's standard operating procedures.
- Instruct and develop lesson plans for recruit camps, engineer schools, and day-to-day hands on training.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs.
- Recommends and administers policies and procedures; oversees and participates in the development of new and current fire/life-safety related programs.
- Assists in budget implementation; participates in forecast of additional funds needed for staffing, equipment, materials, and supplies.

- Coordinate and deliver continuing education training to operational personnel.
- Conducts and documents formal and informal counseling sessions with subordinates; corrects work deficiencies and develops work skills; anticipates and resolves potential problems that may affect job performance.
- Assists in developing and implementing short and long-term strategic plans in support of the Department's goals and objectives.
- Represents the Department to outside groups and organizations; participates in outside community and professional forums; provides technical assistance as necessary; serves as staff on a variety of committees; prepares and presents staff reports and other necessary correspondence as needed.
- Assures Department personnel/participants work in a safe manner; follows safety requirements; monitors and assures compliance with local, state and federal regulations and other legal requirements.
- Works together with the Fire Training Team, support Operations and other Divisions as needed.
- Performs other duties of a similar nature or level.

**TYPICAL DECISIONS:**

Able to work collaboratively within a team structure and have the ability to work independent at times setting his or her own priorities within assigned programs or projects.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of:

- Principles, practices, methods and techniques of modern fire and life safety, fire suppression, fire investigation, disaster preparedness activities, hazardous materials functions, heavy rescue functions, engineering, and associated programs, services and operations.
- Maintenance and uses of firefighting apparatus and various pieces of light and heavy equipment.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Organizational and management practices as applied to analysis and evaluation of programs/projects.

Skills and Abilities to:

- Plan, direct and manage activities within Fire Training Division including: fire suppression, fire and life safety compliance, training, apparatus/equipment maintenance, hazardous material functions, heavy rescue functions, engineering, and associated services and operations.
- Develop and implement department guidelines and procedures. Supervise, train, and evaluate assigned personnel.
- Analyze problems, identify alternative solutions, draft corrective action plans.

- Establish and maintain effective working relationships with other divisions and surrounding departments.

**MINIMUM EXPERIENCE AND QUALIFICATIONS:**

- Valid Driver's License and valid EMT, AEMT or Paramedic licensure
- Currently serving as a UFA Firefighter or UFA Firefighter Specialist (any specialty) and have completed all requirements of a Firefighter
- Successful completion of two (2) years of full-time UFA employment in a sworn Firefighter position
- Fire Instructor I

**DESIRABLE QUALIFICATIONS:**

- Successful completion of a recognized Engineer School

**WORKING ENVIRONMENT:**

Work is often performed in a classroom environment, on the drill ground, in burn buildings and props. However, these are generalities, some work is in hazardous environments. Work is performed in all weather conditions from winter snow conditions to extreme heat during the summer months. Work activities vary widely including: meetings, teaching, developing courses and classes, driving, operating heavy and light equipment, towing trailers, and other duties as assigned.

**PHYSICAL AND MENTAL JOB REQUIREMENTS:**

To perform the job successfully, an individual must be able to perform the essential job functions satisfactorily. This position involves periods of prolonged sitting and use of computer equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires the physical and mental capabilities to read information printed on paper and displayed on computer monitors; hear, speak, and communicate verbally using the English language; cognitive thinking and mathematical calculation capabilities; manual dexterity to manipulate standard office equipment, papers, files, and records. This position requires frequent driving and the ability to walk over rough, uneven or rocky/muddy surfaces and to bend, crouch, stoop, stretch and reach while performing inspections. Occasional lifting or moving of heavy items is also required. Individuals will be frequently subject to work near moving mechanical equipment, heights, wet and humid conditions, smoke, fumes, airborne particulates and/or caustic chemicals, and be at risk of electrical shock, and vibration.

Classified as FLSA non-exempt and eligible for overtime

This position is classified as a Category **AB** position with regard to the Employee's Use of Mobile Phones policy.

This position is classified as a Category C position concerning the Staff Vehicle Assignment and Use and Reimbursement policy