

# POSITION DESCRIPTION

## Division Chief of Training

Fire Department Town of Menasha  
Standard Operating Guidelines  
Page 1 of 8

December 2005  
Section 3.03  
Last Revised 01/13

### **3.03.01 Position Summary**

This position involves administrative work in the performance and direction of activities to manage the department training program. Ensure that personnel are trained and competent in order to effectively, efficiently, and safely execute all responsibilities consistent with the department's standard operating guidelines for emergency services delivery.

The position serves as "third-in-command" of the fire department operations/administration and has the ranked of Division Fire Chief. The primary focus of this position is training, leaving day-to-day management of the fire department with the Fire Chief.

This position requires that the individual perform the work outlined below in the highest legal and moral standards of this department, the Town of Menasha and the State of Wisconsin. The philosophy of this individual must be one of public service compromising their own personal interest for the common good of the public.

- A. Scope: This work is to be performed at a professional level in the field of fire and emergency medical services response; and training for the fire department staff at all levels of the organization.
- B. Nature: Under the general supervision of the Chief of Department, perform such duties and activities as may be required by the Department rules and regulations, codes, ordinances and State statutes.

### **3.03.02 Fundamental Duties and Ancillary Responsibilities:**

#### **Fundamental Job Duties:**

- A. Administer department policies and procedures for the management of instructional resources, staff, facilities, records and reports.
- B. Administer a training record system, so that the information meets all agency and legal requirements and can be readily accessed.
- C. Develop forms and appropriate reports for documentation of training activities for the department and individual staff members.
- D. Develop recommendations for policies to support the training program, so that the training and department goals are achieved.

# POSITION DESCRIPTION

## Division Chief of Training

Fire Department Town of Menasha  
Standard Operating Guidelines  
Page 2 of 8

December 2005  
Section 3.03  
Last Revised 01/13

- E. Select instructional staff that assists with meeting department policies and instructional goals.
- F. Construct a performance-based instructor evaluation plan so that instructors are evaluated at regular intervals.
- G. Write training equipment purchasing specifications support the training program goals.
- H. Evaluate findings and conclusions; Make recommendations that are unbiased, support and reflect the department goals, policies and procedures.
- I. Plan, develop and implement comprehensive training programs and curriculum.
- J. Identified instructional needs by conducting a periodic department analysis.
- K. Design programs or curriculums to support department's goals; knowledge and skills are job related; performance based; adult learning principles are utilized; and programs meet time and budget constraints.
- L. Modify existing curriculum to achieve learning objectives that meets the requirements of the department.
- M. Write program and course goals that are clear, concise, measurable, and correlate to department goals.
- N. Writes course objectives that are clear, concise, measurable, and reflect specific tasks.
- O. Construct course content outlines to the department's structure and reflect current acceptable practices.
- P. Develop an evaluation plan to collect, analyze and report data for program validation and participant feedback.
- Q. Develop a system to acquire, store, disseminate, and evaluate feedback received to ensure it supports the goals that are consistent with department policies, federal, state and local laws.
- R. Develop a course evaluation plan to make sure objectives are measurable and follow department policies.

# POSITION DESCRIPTION

## Division Chief of Training

Fire Department Town of Menasha  
Standard Operating Guidelines  
Page 3 of 8

December 2005  
Section 3.03  
Last Revised 01/13

- S. Schedule instructional sessions to make sure those specific training topics are delivered according to department policy.
- T. Formulate budget needs to identify and document the resources required to meet training goals.
- U. Acquire training resources according to department policy within established timelines and budget constraints.
- V. Evaluate instructors to identify areas of strengths and weaknesses. Recommend changes to improve instructional style and communication methods. In addition, provide an opportunity for instructor feedback.
- W. Create lesson plans to include learning objectives, a lesson outline, course materials, instructional aids, and evaluation plan to ensure job performance requirements for the topic are achieved.
- X. Modify existing lesson plans to include learning objectives, a lesson outline, course materials, instructional aids, and evaluation plan to ensure job performance requirements for the topic are achieved..
- Y. Conduct classes using a lesson plan that includes multiple teaching methods and techniques to achieve lesson objectives.
- Z. Supervise other instructors and participants during training to guarantee that applicable safety standards and practices are followed in addition to meeting instructional goals.
- AA. Obtain and assemble all lesson plans, course materials, resources, and equipment needed deliver the lesson.
- BB. Organize the classroom or outdoor learning environment taking into consideration lighting, distractions, climate control, weather, noise control, seating, audiovisual equipment, teaching aids and safety.
- CC. Adjust presentations to achieve class continuity and learning objectives.
- DD. Adjust presentations to accomplish lesson objectives taking into consideration differences in learning styles, abilities and behaviors.
- EE. Ability to control disruptive behavior and provide a safe learning environment.

# POSITION DESCRIPTION

## Division Chief of Training

Fire Department Town of Menasha  
Standard Operating Guidelines  
Page 4 of 8

December 2005  
Section 3.03  
Last Revised 01/13

- FF. Ability to operate audiovisual equipment and demonstration devices.
- GG. Utilize audiovisual materials, to clearly present objectives,
- HH. Ability to smoothly transition between media and other parts of a presentation.
- II. Administer oral, written and performance tests according to procedures in addition to maintaining security of the testing materials.
- JJ. Accurately grade and properly secure participant's oral, written or performance tests.
- KK. Accurately report and record test results; report unusual circumstances; and forward necessary forms according to procedures.
- LL. Ability to operate computer equipment and related programs for entering information into a databases and preparing training materials.

### **Ancillary Job Responsibilities:**

- A. Assume Incident Management functions and positions as directed during an emergency incident. Assume the Incident Commander position if necessary.
- B. Participate in local, regional, State and national conferences and seminars on fire prevention, investigation, education, emergency medical first responder and suppression to maintain a continuing level of professional and technical competence.
- C. Respond to emergency requests for First Responder (EMS) service and render appropriate medical care.
- D. Manage the POC recruitment, retention and hiring practices and procedures.
- E. Shall serve as a support to the Fire Prevention Bureau by conducting fire prevention visits, follow-up visits and coordinating structure pre-plans.
- F. Shall serve as a support to the Public Fire and Life Safety Educator by participating in public education details.

# POSITION DESCRIPTION

## Division Chief of Training

Fire Department Town of Menasha  
Standard Operating Guidelines  
Page 5 of 8

December 2005  
Section 3.03  
Last Revised 01/13

- G. Attend training and meetings related to the scope of the job performance.
- H. Support daily departmental administrative operations by answering telephone calls and providing guidance to the caller. Provide general guidance and assistance.
- I. Serve as the Fire Explorer Program Coordinator.
- J. Performs other functions as required or assigned.

### **3.03.03 Qualifications:**

#### **Essential Knowledge, Skills and Abilities:**

1. Knowledge of existing organizational policy, procedures, and guidelines.
2. Knowledge of learning theories, statistical analysis methods, and resource evaluation techniques.
3. Knowledge of fire behavior; organizational structure, function and operations; human behavior during fire; injury causes/prevention; hazard identification and correction; basic fire protection systems and devices; emergency reporting; firefighter personal protective equipment; special needs for those with disabilities; and time management.
4. Ability to write reports and analyze data.
5. Ability to transfer content knowledge verbally and in writing.
6. Ability to communicate in writing and verbally.
7. Oral and written communication skills necessary for accurate documentation of various required reports; communicating with the Department, the community officials, and the general public.
8. Professional appearance based on situation media characteristics, news process, organizational policies, methods for informal dissemination, laws and procedures for the release of information.
9. Ability to communicate verbally, in writing, to exhibit professional demeanor, manage interaction with the media, and use various means of information technology.

# POSITION DESCRIPTION

## Division Chief of Training

Fire Department Town of Menasha  
Standard Operating Guidelines  
Page 6 of 8

December 2005  
Section 3.03  
Last Revised 01/13

10. Ability to perform top-level information analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes; and/or guidelines; and/or group, rank, investigate and diagnose. Requires discretion to determine and reference information to establish standards to recognize interactive effects and relationships.
11. Ability to provide guidance, assistance, and/or interpretation to others, such as the public and fire department staff relative to fire and life safety training and education initiatives; policies, procedures and standards to specific situations.
12. Ability to utilize a variety of reference, descriptive and/or advisory data and information such as instructional text books, statutory codes, local ordinances, schedules, financial statements, technical operating manuals, procedures, guidelines and non-routine correspondence.
13. Ability to perform top-level information analysis including the ability to audit, deduct, assess, conclude and appraise. Requires discretion to determine and reference established criteria that may define consequences and develop alternatives.
14. Ability to influence, train, monitor, persuade, and convince, in favor of a desired outcome. Ability to act as a lead person on specific projects.
15. Ability to apply principles of influence systems such as teaching, leading, managing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
16. Ability to exercise judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.
17. Ability to operate, maneuver and/or provide simple but continuous adjustments on equipment, machinery or tools related to the presentation of public training and education programs such as computer, audio-visual equipment, or visual props.
18. Ability to safely perform as a firefighter, fire officer or emergency responder on emergency incidents.

# POSITION DESCRIPTION

## Division Chief of Training

Fire Department Town of Menasha  
Standard Operating Guidelines  
Page 7 of 8

December 2005  
Section 3.03  
Last Revised 01/13

19. Ability to coordinate eyes, hands and limbs on performing coordinated movements such firefighting evolutions.
20. Ability to complete tasks involving the capacity to exert heavy physical effort which involves lifting, carrying, pushing and pulling weighted objects weighing 50 to 200 pounds.
21. Ability to recognize and identify similarities or differences between colors, shapes, and sounds associated with job-related tasks.
22. Ability to work under conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury.
23. Ability to work in an emergency environment which may include inclement weather and conditions in the performance of job duties.

A. **Minimum Training and Experience:**

Such training as may have been gained through participation in fire prevention, suppression, rescue, Emergency Medical First Responder, public fire and life safety education and administrative courses, and a minimum of five years of verifiable fire service experience as a Fire Officer.

B. **Special Requirements:**

1. Minimum requirement of an Associates Degree or an equivalent combination of training and experience.
2. State of Wisconsin Certification or equivalent Firefighter II, Driver/Operator, and Fire Instructor I.
3. Minimum of three years (3) experience in a management position or as a fire officer
4. Wisconsin State Certificated First Responder or higher.
5. Certification as a Cardiopulmonary Resuscitation Instructor or ability to secure certification within eighteen (18) months of employment.
6. Minimum of five years (5) documented fire service experience.
7. Possess and maintain a valid Wisconsin Motor Vehicle Operator's License.

# POSITION DESCRIPTION

## Division Chief of Training

Fire Department Town of Menasha  
Standard Operating Guidelines  
Page 8 of 8

December 2005  
Section 3.03  
Last Revised 01/13

### **C. Refresher Training Requirements:**

1. Must maintain all refresher requirements associated with any required certifications held or obtained.
2. Annually (calendar year) 25 hours of training outside of the Department regular training program of a skill nature directly related to the position.

### **D. Non-Discrimination:**

All positions and promotions within the rank of the Town of Menasha Fire Department will be filled according to the Equal Rights Act with no discrimination shown on the basis of race, religion, color, sex, age, national origin or disability and under the guidelines set forth under the Town of Menasha Affirmative Action Plan.

### **3.03.04 Confidentiality:**

Town of Menasha Staff may have access or knowledge of sensitive information related to department operations or patient contact and at no time is to release such information without authorization to do so. All and any requests made to a fire department staff member regarding actions at emergency incidents must be referred to the Fire Chief for proper and legal release of requested information.