



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

JOB TITLE	Training/Safety Captain/Paramedic (Ancillary)
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DIVISION	Operations Division
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FLSA STATUS	Non-exempt
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SAFETY SENSITIVE	Yes
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DEFINITION

In addition to the general description provided in the Fire Captain/Paramedic job description, the Training/Safety Captain/Paramedic works under supervision of the Training Chief for all training-related matters.

DISTINGUISHING CHARACTERISTICS

Training/Safety Captain/Paramedic will develop lesson plans, drills, and training opportunities for department personnel across all shifts. The Training/Safety Captain/Paramedic coordinates schedules and delivers classes and training to TDFPD personnel. Works with the Training Chief and Battalion Chiefs, or reports to the Assistant Fire Chief/Special Operations, to ensure department personnel are proficiently trained to perform their assigned tasks, meet minimum state and national training standards, and maintain required certifications.

REPORTS TO: Training Chief

ESSENTIAL FUNCTIONS

The functions listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all functions listed and may be assigned functions which are not listed below.

- Coordinates daily training activities and multi-company training operations.
- Logs trainings, update certifications, and records.
- Prepares upcoming training activities including logistics and lesson plans.
- Evaluates and updates performance standards, best practices, procedures and SOGs.
- Develops and updates training curriculum, drills, and opportunities for fire/rescue training as needed.
- Assists with recruitment, development, and testing for new and probationary positions.
- Participates in professional development programs including task books, skills testing, promotional academies, and exams.



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

- Plans, attends, and coordinates meetings as directed or necessary.
- Assists with annual training calendar, setting objectives, and maintaining records and reports.
- Participates in developing budgetary needs for training division.
- Attends meetings, conferences, workshops, and training sessions to stay current on the principles, practices, and new development in assigned work areas.
- Performs as the incident safety officer as assigned, dispatched, or requested.
- Responds to all high-priority calls or when requested.
- Investigates all accident, damage, and injury reports.
- Ensures compliance with district safety policies and procedures.
- May be requested to act and assist for Battalion Chief coverage once trained.

QUALIFICATIONS FOR EMPLOYMENT

Required Qualifications:

- Must meet all the required qualifications of the Fire Captain/Paramedic position.

Within 1 year of appointment, the Training/Safety Captain/Paramedic shall have:

- NFPA Instructor I
- Nevada State Evaluator Qualified
- NFPA Incident Safety Officer
- Task Force/ Strike Team Leader task book initiated
- Battalion Chief Task Book

Desired Qualifications:

- Associate's degree or higher in a job-related field
- Nevada Officer II
- Nevada Instructor II
- NFPA Hazmat IC
- Task Force and Strike Team Leader task book qualified
- Incident Safety Officer

*** Please Note: This job description is a supplemental document to the Fire Captain/Paramedic job description. All individuals in the Training/Safety Captain position are also subject to the provisions of the Fire Captain/Paramedic job description.**



Tahoe Douglas Fire Protection District

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ACKNOWLEDGEMENT

I have reviewed this job description, along with any attachments, and find it to be an accurate description of the demands of the job.

PRINT NAME

SIGNATURE

DATE