

Training Captain

Fire & EMS



COUNTY OF BOTETOURT VIRGINIA
Established Date: Nov 9, 2017
Revision Date: n/a

Class Code: L
Salary Range: \$36,487 - \$55,276
FLSA Status: Non- Exempt

GENERAL DESCRIPTION:

Functions as the primary training official for the Department of Fire and Emergency Medical Services. Is responsible for the coordination and, as required, delivery of training programs impacting volunteer and career Fire/EMS staff and the public. Performs both field and office duties requiring emergency medical and firefighting skills. Assists with development and implementation of visionary direction for Botetourt County Fire and EMS.

Position is also responsible for maintaining various training records, associated files, training aids and equipment. Employee may be subject to the usual hazards of emergency response work. Performs related work as directed. Functions under the general direction of the Chief of Fire and EMS.

ESSENTIAL JOB FUNCTIONS:

- Personnel occupying this position may be scheduled to work regardless of weather conditions and/or when general county offices are closed. May be subject to emergency call back. Person(s) in this position will encounter sensitive information in the performance of their duties and are expected to maintain that information confidentially.
- Involves professional work in the performance of emergency medical and fire services both on emergency calls and in non-emergency support. General responsibilities focus on ensuring a continuum of entry-level, advanced, and supplementary training programs for volunteer and career fire and EMS professionals.
- Responds and fully participates in both fire suppression and EMS activities as required or directed.
- This is professional work in the delivery of a comprehensive training calendar and programs for fire, EMS, and management training.
- Help establish training goals and objectives for countywide training initiatives. Working with other department leadership and volunteer organizations, conduct needs assessments and evaluations of current skill levels to develop training goals. Said goals should be in line with industry standards and the direction of the organization.
- Coordinate, direct, and/or deliver countywide entry-level Fire/EMS training (including, but not limited to: Firefighter 1, Firefighter 2, Haz-Mat Ops, EVOC, Emergency Medical Technician, Emergency Medical Responder, etc.). Coordinate and oversee the delivery of Fire/EMS shift training for career personnel according to annual training plan. Oversee and direct the management of the department's EMS precepting and new-hire training program.

- Coordinate, direct, and/or deliver technical rescue training for Special Operations Team (SOT).
- Provide guidance and assistance to volunteer organizations to facilitate the delivery of Fire/EMS training.
- Review training requests from career personnel to ensure requests are in keeping with the individual's position, the mission of the organization, and budgeted funds.
- Participate in training in order to maintain necessary professional certifications.
- Foster / maintain good working relationship with volunteer Fire/EMS agencies and other public safety groups.
- Attend meetings and disseminate information and/or make presentations as requested by the Chief.
- Remain abreast of changes to training and certification requirements, changes and advancements in the fields of fire suppression and emergency medical care.
- Develop necessary policies, procedures, and guidelines pertaining to Fire/EMS training
- Ensure training is in compliance with applicable VDFP, OEMS, NFPA, and/or OSHA guidelines and that correct paperwork is filed
- Maintain confidentiality of sensitive information as required by law
- Maintain electronic records and other training files in accordance with departmental policy and recommended practices, to include all career personnel and those operating under the EMS licensure of Botetourt County
- Manage the department's online learning management system and facilitate its deployment to all personnel.
- Evaluate, recommend, purchase and maintain necessary training and educational materials, props, and manikins for effective delivery of training
- Assist with the research of and application for grants relevant to Fire/EMS training and education
- Assist with preparation, justification, and management of the training budget
- Fill required positions within the Emergency Operations Center (EOC) when it is activated either by personally serving or appointing others to serve.
- Perform emergency scene duties as required (including, but not limited to: emergency medical care, fire suppression, incident command, safety officer, rapid intervention crew, vehicle extrication, technical rescue, etc.)
- Oversee, direct, and manage all personnel, both department employees and contract personnel assigned to the training division.
- Performs other duties as directed

REQUIREMENTS/PREFERENCES:

Education Required:

- High school diploma or GED
- Any equivalent combination of education, training, and experience will be considered.

Preferred:

- Associates degree or higher

- Some college level classes in fire administration, organizational leadership, adult learning, EMS, or related field

Experience

Required:

- Minimum of 21 years of age
- Minimum of five (5) years previous experience in Fire and/or EMS.
- Minimum of three (3) years previous experience and/or training that includes fire, rescue and EMS work, and documented instructional deliveries in EMS or firefighting programs.
- Must be able to demonstrate instructional experience in related field

Certifications/
Licenses

Required:

- Valid Virginia's driver's license with good driving record
- Emergency Vehicle Operator's Course (EVOC)
- Virginia EMT Basic
- Virginia Office of EMS Education Coordinator or Virginia Department of Fire Programs Instructor II
- If EMS Education Coordinator, must be certified to a minimum of Firefighter II.
- Must maintain all required certifications and licenses

Preferred:

- Paramedic certification
- Instructor III
- If Fire Instructor, Virginia Department of Fire Programs Adjunct status

Knowledge, Skills
and Abilities

- Excellent instructional presentation skills.
- Strong knowledge, skills and abilities in all phases of emergency medical, pre-hospital care, fire services and the general provision emergency services.
- Excellent written and oral communications, organizational and managerial skills are critical.
- Proven ability to effectively operate and manage computer programs, including those related to the emergency services field.
- Proven ability to manage staff and deal with complex issues related to planning and management of Fire and Emergency Medical Service training operations.
- Must be able to pass an occupational physical, including drug test, sight, and hearing tests.
- During tenure of employment, must maintain physical condition which allows completion of job requirements including effectively treating, lifting, carrying of patients and performing firefighting duties.

- Individual should be aware of the potential for exposure to industry hazards including but not limited to airborne and blood-borne pathogens.
- Must live within one hour of Botetourt County during tenure of employment.
- Must maintain a valid Virginia driver's license and good driving record.
- Must maintain certifications and be able to manage electronic reporting software and state compliance.

Additional Requirements

Subject to complete criminal history background search with acceptable results. Must also be able to perform the job as described in the Physical and Environmental Demands section of this job description.

Supervisory Responsibilities

This is a supervisory role.