

City of Rapid City

Job Description

Job Title	Fire Training Section Chief		
Job Code:	FTSC	Job Family:	
Pay Grade:	NU23	Date Revised:	2/21/2022
FLSA Status:	Exempt		

General Summary: This position is responsible for providing broad direction to the training activities of the Fire Department. This position supervises Fire and EMS Operations personnel during training and some emergency activities.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Formulates Department training and goals, objectives and long-range plans in conjunction with Division Chiefs.
- Performs duties commensurate with abilities during Emergency Response Operations and may be assigned to an Incident Command System (ICS) position consistent with abilities.
- Designs, develops, and presents training program.
- Administers a training record system ensuring the information meets all agency and legal requirements and ensures accuracy of the records.
- Schedules training programs to meet department goals.
- Distributes training workload.
- Formulates budget needs to identify and document resources required to meet training goals at set forth by the Department.
- Coordinates training activity with other department activities and schedules to minimize conflicts.
- Reviews training material for compliance with department policies, state and federal laws rules and regulations
- Participates in policy making development and adoption of department policies and procedures.
- Participates in project management and strategic planning initiatives.
- Manages staff: interviewing, firing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications:

Education and/or Experience:

Bachelor's degree from four-year college or university and five years related experience.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire. Possession of Emergency Medical Technician-Basic (EMT-B) certification.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; risk of radiation and vibration. The noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.