

## FIRE AND RESCUE TRAINING SUPERVISOR

Work in this class involves supervising and directing a field operations section of the Fire and Rescue Training Division of the Department of Insurance.

Employees revise and maintain fire protection and emergency rescue training programs for local fire departments and rescue squads located throughout the state. Work includes scheduling schools, workshops and programs, and assigning instructors to conduct them. Duties also include advising local departments and assisting them in establishing plans and procedures of operation. Employees train new instructors and evaluate their progress. Work is performed under the general supervision of the Fire and Rescue Training Assistant Director and is reviewed through periodic conferences and reports.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees, with the Assistant Director, determine courses needed and plan for their implementation by coordinating instructors' schedules and resources. Employees review operations of their section and make recommendations to management on any operational changes needed or training needs identified.

Organizing and Directing - Employees make changes in training assignments and changes in procedures dealing with setting up training classes when necessary. Employees allocate available resources to meet the training objectives of their section and to conduct research on new equipment or procedures as deemed necessary by the Assistant Director.

Budgeting - Employees monitor the budget, assuring that the budget is kept within the allotted monies available for travel and subsistence. Employees project needs for the training program, and prepare a quarterly report on actual expenditures and projected expenditures for the next quarter.

Training - Employees are responsible-for training new employees in basic principles, techniques, procedures and theories of fire fighting and rescue operations training.

Setting Work Standards - Employees make recommendations to the Assistant Director on work standards, policies, and procedures to be established or altered. Employees assure that standards, policies and procedures are understood by subordinate and that they are followed.

Reviewing Work - Employees review and evaluate the monthly activities of each subordinate staff member. Employees review and evaluate training programs and materials to update and maintain the level of presentation: revise course materials to reflect current technology and procedures; and develop new visual aids for instructors.

Counseling and Disciplining - Employees are responsible for resolving informal complaints and grievances and providing guidance when needed. Formal disciplinary action, however, is referred to the Assistant Director.

Performing Other Personnel Functions - Employer are responsible for review of each staff members' performance in relation to recommendations for annual merit increments and evaluation of the employee's performance. Employees may participate in interviews of new employees and make recommendations to the Assistant Director.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - The basic functions of the section remain relatively stable over long-term periods.

Variety of Work Supervised - work is specialized in the fields of fire and rescue training.

Number of Employees Responsible For - 5 employees.

III. EXTENT OF SUPERVISION RECEIVED - Employees receive general instructions, usually orally, in terms of what is to be accomplished during quarterly staff meetings. The employees keep the Assistant Director informed of changes made in employee assignment or in program changes.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - Not applicable.

Fluctuation Work Force - Not applicable

Physical Dispersion of Employees - Employee supervises a staff engaged in providing training programs to organizations statewide, resulting in wide dispersion of subordinate employees.

V. JOB REQUIREMENTS:

Knowledge, Skill, and Abilities - Thorough knowledge of practices and methods of fire fighting and prevention and rescue operations. Thorough knowledge of the theory and design of fire fighting equipment. Thorough knowledge of the laws and regulations governing fire departments. Working knowledge of the chemistry of fire, characteristics of flammable liquids and gases and hazardous chemicals and electricity as applicable to rescue and protection practices. Working knowledge of building codes, NFPA codes and state fire laws. Ability to establish and maintain effective working relationships with staff, local volunteer groups, and the public. Ability to react under hazardous conditions created by practical demonstrations of fire and rescue training procedures. Ability to communicate effectively orally and in writing. Ability to supervise others.

Minimum Education and Experience - Graduation from high school and four years of experience in conducting training programs on methods and procedures of fire fighting and prevention and rescue operations; or an equivalent combination of education and experience.