

Division Chief of Training Job Description

Effective Date:	12-19-2023
Revised Date:	
Issuing Authority: Board of Directors	

1303.1 DIVISION CHIEF OF TRAINING

The Division Chief of Training shall exercise discretion and independent judgment as it relates to his/her Division. As a member of the management team, he/she shall aid the Fire Chief in administrative duties. It is the intent of the district that the Division Chief resides within twenty (20) minutes of the Fire District's outer boundaries. The Division Chief is under the general supervision of the Assistant Chief or Fire Chief.

1303.2 EXAMPLES OF ESSENTIAL FUNCTIONS

Essential Functions may include, but are not limited to, the following:

As a member of the management team, the primary duties of the Division Chief include directing the work and efforts of all employees of the District as it relates to the Training Division; responds to major emergencies when required through on call duty assignments, run card assignment, or requested (i.e. in cases of suspected fire, etc.); assumes the role of Incident Safety Officer at those emergencies; makes high level strategic and tactical decisions as to methods of fighting fires and performing rescues, directing the work of all units in all matters concerning fire mitigation; organize, coordinate, evaluate, and structure programs of the District; evaluate personnel performance; enforce rules and regulations; make recommendations as to hiring, promoting, discipline or termination; maintain company payroll and personnel records; handle community complaints, including determining whether to refer such complaints for further investigation; preparing budgets and controlling expenditures; ensuring operational readiness through supervision and inspection of personnel, equipment and facilities; decide how and where to allocate personnel; manage the distribution of equipment; maintain inventory of property and supplies; and directing operations at scenes, including whether additional personnel or equipment is needed. The Division Chief shall perform items to assist in research, planning, scheduling, annual reports, setting goals and objectives, and administering policies and procedures to complete the mission of the district and shall perform any other duties as prescribed.

Manages the following within the Training Division:

All operations of the Fire Training Center and burn building; continuing education training including all ISO and HR related requirements; driver operator education; coordinates emergency medical continuing education and specialized rescue team training; oversight of recruit training; special training activities including guest speakers or manufacturer representatives; reviews reports and rosters submitted by personnel for accuracy, completeness, and quality assurance; attends and

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participates in professional group meetings and stays abreast of new trends and innovations; coordinates and communicates with all Divisions to effectively and efficiently implement ongoing daily training activities; and prepares plans, obtains bids, and makes recommendations for improvements and/or replacement of all fixed facilities and tangible resources within the Division.

1303.3 KNOWLEDGE, SKILLS, AND ABILITIES

The Division Chief of Training must have extensive knowledge of firefighting operations and administration, emergency medical services, hazardous materials response, fire prevention, training standards, and department policies and procedures. They must demonstrate strong leadership ability and excellent verbal and written communication skills.

The Division Chief of Training also needs knowledge of instructional methods, curriculum development, and training standards; adult learning principles and learning management systems; and department training requirements, policies, and record-keeping.

The Division Chief of Training must be skilled in managing personnel, delegating responsibilities, coaching, and conflict resolution. They should have financial and budgetary oversight skills and knowledge of resource allocation. Excellent public speaking and presentation abilities are critical when representing the department.

The Division Chief of Training needs skills in developing training curriculum, presentations, and educational materials; managing and scheduling training facilities and staff; evaluating training programs and tracking training records; and instructional techniques, facilitation, and teaching diverse learners.

The Division Chief of Training needs the ability to analyze complex situations, identify solutions, and make effective decisions under pressure. They must be able to develop long-range plans and implement department initiatives. The ability to establish positive working relationships with subordinates, government officials, stakeholders, and the community is vital.

The Division Chief of Training can identify training needs through analysis of operations performance; motivate personnel in individual and team training environments; oversee and manage a training division and staff; and secure and manage external training opportunities and partnerships.

Additional abilities include motivating teams, directing group efforts, facilitating meetings, and fostering teamwork. The Division Chief should be proficient in current office software and technology. They must have the ability to effectively function as the acting head of the department when designated. Strong ethics, professionalism, and political astuteness should be demonstrated.

1303.4 REQUIRED QUALIFICATIONS

An associate degree from an accredited college or university with major coursework in fire science, fire administration, public administration, or another related field. A bachelor's degree is highly desirable. Missouri Fire Officer II, a current Missouri licensure of EMT-B or EMT-P,

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and completed NIMS 700, 100, 200, 300, 400, and 800b. Missouri certified Fire Instructor II or higher. The applicant shall have no less than six (6) years of fire service experience with a minimum of three (3) years experience as a Battalion Chief or Officer in supervision, training, fire prevention, and/or fire suppression. The candidate shall have a Missouri operator license with no suspensions, revocations, or any other significant moving violations within the last five (5) Years. The candidate shall meet all District application requirements. Employees are not eligible to participate in promotional exams or be considered for promotional opportunities if they currently have active disciplinary action on file in the form of a verbal or written warning, suspension, or demotion. This policy applies only to disciplinary actions issued after December 19, 2023.

Other required qualifications:

- NFPA 1403 or Live Fire Instructor
- Evaluator Training Program - Initial Evaluator Training Course
- Incident Safety Officer

Other certifications or education that is highly desirable:

- Missouri certified Fire Investigator
- Missouri certified Fire Inspector
- Command and Control, EMA/EOC Functions
- New Fire Chief I
- Missouri certified Fire Officer III
- Fire Service Leadership Enhancement Program
- Executive Fire Officer (NFA)
- Successful completion of courses in educational methodology, course development, and training program management is also preferred.
- Health and Safety Officer
- Training Program Management (NFA)

1303.5 PHYSICAL REQUIREMENTS / WORK ENVIRONMENT

1303.5.1 PHYSICAL REQUIREMENTS

Vision sufficient to operate hand and power tools; and conduct patient evaluations; read video monitors, gauges, maps, SOPs, rules regulations, and training documents.

Hearing sufficient to hear conversation in person and over radios and telephones.

Ability to sit and stand for long periods of time.

Speech sufficient to make oneself understood in conversation, on fire scenes, in person, and over radios and telephones.

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Mobility sufficient to effectively perform fire suppression activities such as climbing ladders; removing trapped individuals from confined spaces; and operating power saws and axes while wearing a Self-Contained Breathing Apparatus (SCBA), and full protective clothing.

Dexterity to operate tools and apparatus associated with fire suppression and emergency services work, office equipment including computer keyboards and medical equipment.

Strength sufficient to lift and carry patients and equipment weighing in excess of 50 pounds.

Endurance sufficient to maintain an appropriate level of performance in extreme heat while wearing an SCBA and full protective clothing; and to maintain efficiency throughout the entire work shift.

1303.5.2 WORK ENVIRONMENT

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 essential functions.

While performing the functions of this job, the employee is occasionally exposed to wet/and or humid conditions, 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; works with explosives, and risk of vibration.

The noise level in the work environment is usually moderate to loud.

1303.6 DISCLAIMER

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.