



CITY OF MONROE

Job Description

Job Title: Fire Instructor – Training
Reports To: Training Chief, Captain, and Lieutenant
Prepared By: Daryl Rausch
Approved Date: 12-2-2014

Department: Fire
FLSA Status: Non-Exempt
Prepared Date: 12-1-2012
Rank Indicator: Scramble

Summary

Assists Training Division Officers (Training Chief, Captain, and Lieutenant) with planning and delivering training by performing the below duties. These duties are in addition to the regular responsibilities that are associated with an individual's position.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Assembles course materials.

Uses instructional aids and evaluation tools.

Reviews and adapts lesson plans to meet the needs of individual students and/or groups.

Organizes the teaching environment to maximize the learning experience and provide a safe learning environment.

Conducts training from a prepared lesson plan and adjusts training sessions as required to ensure that objectives are attained.

Completes training records and forms.

Participates in training planning activities and sessions and provides input to the Training Division.

Conducts training in both lead and support roles to department members as assigned and directed by the Training Division.

Assists the Training Division in developing lesson plans and other course materials used for conducting training.

Adheres to safety guidelines and follows safety procedures as identified by department policy and NFPA 1403 Standard on Live Fire Training Evolutions.

Assists in planning, implementing, and directing training as assigned by the training officers.

Evaluates efficiency and skill performances of personnel.

Plan and prepare for training activities as required to be prepared for assigned training duties. This includes prepping the learning environment to be used and researching assigned training topics.

Assist in the construction, inspection, maintenance, and repair of training facilities and props.

Conducts him/herself in a professional manner in accordance with applicable laws and ethical standards.

Supervisory Responsibilities

Supervises students and maintains accountability of those assigned to him/her. Provides training assignments to students including but not limited to instructions for exercises, drills, skill performances, or other similar activities associated during training functions.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional peers; addresses peers concerns appropriately.

Interpersonal Skills - Maintains confidentiality; Keeps emotions under control.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.

Written Communication - Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High School diploma or GED; At least 5 years of firefighting experience with an organized fire department: minimum of 3 years with the Monroe Fire Department.

Language Skills

Ability to read and interpret documents such as safety rules, lesson plans, operating and maintenance instructions, and procedure manuals. Ability to write student evaluations. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Word Processing software.

Certificates, Licenses, Registrations

Fire Fighter II certification

Driver/Operator-Pumper certification (must maintain clearance)

Fire Instructor I certification (Must attain and maintain within 12 months of appointment).

Valid Wisconsin driver's license

(All certifications may be waived or modified by Chief of Department)

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 stand; walk and talk or hear. The employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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 the essential functions.

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