



CRESTED BUTTE FIRE PROTECTION DISTRICT

306 MAROON AVENUE / P.O. BOX 1009
CRESTED BUTTE, CO 81224
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WEBSITE: WWW.CBFPD.ORG

Job Description Training Officer

Employment Status:	Full-Time
Reports to:	EMS & Fire Chief
Typical Schedule:	40 hours per week including days, nights and weekends
FLSA Status:	Non-exempt employee engaged in fire protection activities
Salary Schedule:	Training Officer – Starting at \$82,800 - \$114,480 DOQ/DOE

Position Summary

The Training Officer is a senior leadership position responsible for developing, implementing, and overseeing the training programs for all firefighting personnel within the department. This role focuses on ensuring that firefighters are equipped with the knowledge, skills, and competencies necessary to perform effectively and safely in various emergency situations. The Training Officer will guide department members and collaborate with other department leaders to promote a culture of excellence and continuous improvement.

Supervision Received

Works under the direct supervision of the EMS & Fire Chief. May be supervised by Assistant Chief as the situation requires.

Supervision Exercised

Provides ongoing supervision and evaluation of assigned volunteers, part-time and full-time employees during assigned shift.

Essential Duties and Responsibilities

- Training program development
 - Design and implement comprehensive training curricula for firefighters, including basic training for recruits and ongoing professional development for experienced personnel.
- Leadership and budget management
 - Provide mentorship and guidance to other officers and team members to enhance their instructional techniques and knowledge. Manage resources, training equipment, and facilities. Develop and manage the training budget, ensuring efficient use of resources while meeting the training needs of the department
- Assessment and evaluation
 - Establish metrics and assessment tools to evaluate training effectiveness and firefighter performance. Conduct regular reviews and make necessary adjustments to training programs based on feedback and outcomes.

- Safety and compliance
 - Ensure that all training activities comply with local, state, and federal regulations, as well as departmental policies and safety standards. Promote a strong safety culture within the training environment.
- Collaboration
 - Work closely with other fire department divisions, emergency management agencies, and external training organizations to align training initiatives with operational needs and community standards
- Continuous improvement
 - Stay informed about emerging trends, technologies, and best practices in firefighting and emergency response. Incorporate new information into training programs to enhance the skill sets of firefighters.
- Community engagement
 - Foster relationships with community partners and stakeholders to promote public education initiatives and engage in community training opportunities
- Maintains current knowledge of emergency medical and fire suppression and fire prevention principles.
- Supervises, plans, evaluates, trains, motivates, directs and participates in the work assignments of response personnel.
- Ability to respond immediately when dispatched within the Crested Butte Fire Protection District and on mutual aid assignments as a fire and/or EMS duty officer during major incidents or as needed
- Manages emergency scenes to include size-up, resource management, personnel assignments, ongoing safety and overall resolution of the emergency.
- Addresses personnel matters and applies disciplinary action as appropriate.
- Assists and coordinates ongoing training of new and current members
- Performs administrative duties
- Maintains positive working relationship with the public and CBFPD members
- Operates/Drives vehicles in emergent and non-emergent situations.
- Coordinates and/or provides EMS treatment and patient care in accordance with district EMS protocols and Colorado EMS regulations.
- Directs firefighting activities both structural and wildland, including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment, extinguishment and overhaul tasks.
- Directs salvage operations.
- Receives and relays fire and/or EMS information.
- Operates radio and other communication equipment
- Writes reports accurately and in a timely manner.
- Leads inspection of businesses, buildings, hydrants, residential locations, and other structures.
- Directs and participates in general maintenance work in the upkeep of district vehicles, facilities and equipment.
- Develops expertise in an area of specialization beneficial to the district and champions improvement of equipment, policies, procedures and training programs in that area.
- Coordinates developing plans for special assignments such as emergency preparedness, training programs, firefighting, hazardous materials, and EMS activities.
- Supervises delivery of programs to the public on life safety, fire safety, fire prevention and suppression topics.

- Organizes company drills, attends classes in firefighting, EMS, hazardous materials, and related subjects.
- Maintains required certification/license in fire suppression and EMS.
- Meets district continuing education and mandatory training requirements.
- Performs and completes other duties as assigned by supervisor

Minimum Qualifications

- 5 Years Previous experience as a career firefighter
- High school diploma or GED equivalent.
- Bachelor's degree or higher in any field or equivalent education
- Colorado EMT license and current CPR certificate
- Colorado Firefighter & DO proctor
- Colorado HazMat Operations Level
- Colorado Fire and EMS Instructor I
- Colorado Fire Officer I
- Current valid Colorado driver's license.
- Basic Incident Command System (ICS) training
- Training and certification as a Basic or Advanced Wildland Firefighter.

Preferred Qualifications

- Master's degree in related field
- Colorado Fire Instructor II
- Colorado Fire Officer II
- LFTE (Live fire training evolution) NFPA standard 1403 certification
- Intermediate (ICS-300) or Advanced (ICS-400) training

Necessary Knowledge, Skills and Abilities

- Working knowledge of:
 - front line supervision
 - emergency medical and resuscitation techniques and their application.
 - structural and wildland firefighting suppression and prevention principles, procedures, techniques, and equipment.
 - Administrative duties involving policy, standard operating guidelines, proficiency in Microsoft office, data collection/analysis
- Ability to:
 - supervise the application of standard firefighting and emergency medical techniques to specific situations.
 - provide verbal and written instructions to subordinates.
 - successfully perform all physical requirements of the job.
 - communicate effectively, both verbally and in writing.
 - establish effective working relationships with members, other agencies and the public.
 - perform strenuous or peak physical efforts during emergencies or during training activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.

Special Requirements

- Must be at least 21 years of age.
- Must successfully complete the district physical ability evaluation.
- Must successfully complete the district fit-for-duty physical exam.
- Must meet insurability requirements of the district insurance carrier.
- Must be able to operate electric powered tools and equipment as well as hydraulically powered tools and equipment.
- Must submit to driver's license check and nationwide criminal background check

Selection Guidelines

May include any or all of the following: Formal application; written test; practical skills examination; physical ability test; oral examination; criminal background/driver's license verification and check. Following a conditional offer of employment, successful completion of the fit-for-duty physical and drug screen may be performed.

Evaluation Period

All new or promoted employees complete an evaluation period of at least six months. Upon meeting of all minimum and essential qualifications and after receiving a position performance review, the employee will be considered fully qualified to perform their role.

Tools and Equipment Used

Emergency medical apparatus; fire apparatus; fire pumps, hoses, and other standard firefighting equipment; ladders, emergency medical equipment; radio; pager; personal computer; telephone; extrication equipment; low and high angle ropes and gear.

Physical Demands

The physical demands described here are representative of those that must be met by any member 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 member is frequently required to stand, sit, walk, run, talk or hear; use hand to finger, handle or operate objects, tools or controls; and reach with hands and arms. The member is frequently required to move up to 100 pounds without assistance and occasionally lift and/or move up to 200 pounds. Specific vision abilities required by the job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus. The job also requires operation in confined or congested areas with low visibility. Examples of physical demands include:

- Ability to perform emergency medical functions such as administering CPR for 15 minutes, defibrillation, and doing medical procedures which require fine motor coordination.
- Ability to carry a ladder weighing approximately 75 lbs., to raise and extend the ladder, to assist victims down the ladder, and to carry fire hose and other heavy equipment up and down ladders or stairs.
- Ability to move or advance charged hose line, weighing approximately 180 lbs., into a burning building while standing or crawling on the floor.
- Ability to hold flowing hose line for long periods of time and to shut off a flowing line while maintaining control of the hose line.
- Ability to operate a power saw in awkward positions such as overhead cutting, cutting on a sloped roof, or cutting from a ladder.

- Ability to use a variety of tools to remove walls and ceilings requiring pulling and pushing motions with arms extending overhead for long periods of time or forced entry into a building.
- Ability to drive ambulance or large fire apparatus during both day and night using depth perception and peripheral vision in emergency situations involving speeds in excess of posted limits, in congested traffic, and in unsafe road conditions caused by factors such as fog, smoke, rain, ice, or snow.
- Ability to prepare incident reports, inspection reports, and medical reports, either by hand or by computer using proper detailed descriptions and appropriate grammar.
- Ability to maintain composure and confront stressful situations and withstand effects of repeated exposure to traumatic situations.
- Ability to provide emergency medical response, remain calm, and be exposed to various diseases.
- Ability to identify hazardous materials codes by color.
- Ability to communicate with a diverse range of people and deal with verbal and physical confrontations.
- Ability to perform as the primary care provider when providing emergency medical care to the sick and/or injured including all necessary functions as allowed under district patient care protocols for the EMT certification level.

Work Environment

The work environment characteristics described here are representative of those a member encounters while performing the essential functions of this job. Work is performed primarily in office, vehicle, and outdoor settings; in all-weather conditions, including temperature extremes; during day and night. Work is often performed in emergency and stressful situations. The individual is exposed to sirens and hazard associated with fighting fires and rendering emergency medical assistance, including infectious substances, smoke and noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils. The member occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, radiation, electrical hazards and vibration. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and member and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Crested Butte Fire Protection District maintains a drug-, alcohol-, and tobacco-free environment.