



Washington Township Training & Safety Manager Position Description

| Administration Information | |
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| Position Title: Training & Safety Manager | Date Created / Approved: August 28, 2014 / February 9, 2016 |
| FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non- Exempt | Employment Type: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal |
| Position Purpose | |
| The Training & Safety Manager develops, delivers, administers and manages all aspects of the Township's Training & Safety programs. This position collaborates with Township personnel and outside organizations to develop, deliver, schedule and assess training and safety needs of the Fire Department. | |
| Essential Functions | |
| 1. Training <ul style="list-style-type: none"> 1.1 Develops and manages training program for Fire Department in an effort to achieve high standards in fire, rescue and emergency medical services delivery; 1.2 Plans, coordinates, schedules and monitors the Fire Department's training schedule, working with internal and external instructors; 1.3 Manages Fire Department short and long-term training schedule; 1.4 Manages the Fire Department's Ohio Division of EMS Continuing Education Site Certification; 1.5 Prepares and procures equipment and/or materials needed for training; 1.6 Works closely with Officers to ensure successful training, adjusting schedules as needed; 1.7 Provides guidance and recommendations to Fire Chief and/or designee regarding compliances with policies, procedures and State and Federal laws and regulations on behalf of the Township; 1.8 Assists with annual training budget; 1.9 Acts as a liaison for the Department with other organizations to coordinate training; 1.10 Develops lesson plans and course materials outlying specific objectives identified following up with an assessment of the training; 1.11 Secures necessary estimate costs for training and obtains approvals; 1.12 Develops and maintains Township new hire onboarding, mentoring and journeyman program curriculum for part-time firefighters; 1.13 Reviews and maintains records of all completed training and who attended, generating any certificates of completion if necessary; 1.14 Receives and reviews all training requests for the Fire Department; 1.15 Reviews and evaluates training programs, provides statistical data reports of programs to management; 1.16 Maintains training documents and materials; 1.17 Serves as a coordinator, instructor, and/or course manager for Fire Department; 1.18 Stays abreast of the latest innovations, training techniques and advancements; 1.19 Researches specifications and actively participates in recommendations for the purchase of vehicles, fire and rescue equipment; 1.20 Researches availability of grant money and completes application and record keeping; 1.21 Maintains Fire Department training records; 1.22 Assists Fire Department personnel with ensuring all required professional certifications are current and assists Fire Department personnel in securing continuing education to maintain professional certifications; 1.23 Develops and schedules multi-jurisdictional training; 1.24 Coordinates and facilitates live fire drills; 1.25 Facilitates Officer Development program and Department's Succession Plan; 1.26 Maintains operational readiness as a firefighter; | |



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- 1.27 Maintains and inspects training equipment, resources, props, and training tower to ensure safety, functionality, and readiness for instructional use;
- 1.28 Coordinates routine upkeep, repair, and inventory of training resources;
- 1.29 Prepares, set-ups, and restores props and facilities for training exercises.

2. Safety

- 2.1 Analyzes, recommends and develops Township safety policies, procedures, directives and/or SOPs;
- 2.2 Coordinates, facilitates and participates in monthly Safety Committee meetings;
- 2.3 Assists with personnel's work-related injuries, exposures and near misses, investigating and analyzing injuries, accidents and incidents and making recommendations;
- 2.4 Assists with ensuring the Township's compliance with Drug-Free Workplace policy, providing annual training;
- 2.5 Prepares monthly reports and meeting minutes;
- 2.6 Serves as part of Incident Command as Training & Safety Manager for Fire Department emergency responses;
- 2.7 Serves as the Incident Safety Officer on incidents as directed by Incident Commander, with the ability to respond after normal working hours.

3. Other

- 3.1 Demonstrates sound professional work ethics in alignment with the Township's core values;
- 3.2 Participates in public education and public relation events;
- 3.3 Participates in Township committees, peer reviews and meetings;
- 3.4 Operates Department issued vehicle in a safety-conscience manner;
- 3.5 Assists with the training and administration of the HAZCOM program;
- 3.6 Performs other assigned duties.

Minimum Qualifications / Requirements

1. Education

- 1.1 High school diploma, GED or equivalent required;
- 1.2 Associate's Degree in Fire Science, EMS or related area preferred;
- 1.3 Bachelor's Degree in Fire Science or related area a plus.

2. Experience

- 2.1 Minimum of five (5) years of full-time, progressive fire and EMS experience;
- 2.2 Minimum of three (3) years of service as a certified State of Ohio Fire or EMS instructor.

Professional Licensing Requirements

- Valid State of Ohio driver's license with good driving record;
- State of Ohio Firefighter II certification;
- State of Ohio Paramedic certification;
- Obtain Commission on Professional Chief Training Officer Credential within three (3) years of appointment;
- AHA PALS Instructor certification within one (1) year of appointment;
- NIMS-ICS 100, 200, 300, 700 and 800 certifications within one (1) year of appointment;
- AHA-ACLS and BLS Healthcare Instructor certification within one (1) year of appointment.

Supervision

The Training & Safety Manager position may be required to supervise Firefighters / EMT-Bs / Paramedics in the course of training or emergency operations. The Training and Safety Manager may also be called upon to perform the duties of an In-Charge Officer or Medic, directing the activities of firefighters and emergency medical personnel as needed. Supervisory guidance is provided by the Township's Fire and EMS policies and protocols, directives, Standard Operating Procedures, Pay and Compensation statement, Employee Handbook, Administrative Orders



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of the Township's Board of Trustees, and, other applicable Federal and State regulations. The Fire Chief and/or designee in accordance with the Township's performance evaluation system evaluate work performance at least annually.

Knowledge, Skills and Abilities (KSAs)

1. Knowledge

- 1.1 Knowledge of fire hazards and related prevention and abatement methods;
- 1.2 Knowledge of firefighting techniques, incident command system, and fire suppression equipment;
- 1.3 Knowledge of the principles of fire behavior;
- 1.4 Knowledge of safe work practices and procedures;
- 1.5 Knowledge of administrative guides and established policies;
- 1.6 Knowledge of Standard Operating Guidelines, Protocols, Directives, Policies and Procedures and Fire Ground Procedures;
- 1.7 Knowledge of streets and roads within the first response district;
- 1.8 Knowledge of EMS Protocols;
- 1.9 Knowledge of the State of Ohio Pharmacy Board and State of Ohio Emergency Services policies, procedures, rules and regulations;
- 1.10 Knowledge of personal computers and related fire service software applications (i.e. Firehouse software, Microsoft packages);
- 1.11 Knowledge of budgetary financial planning methods and processes;
- 1.12 Knowledge of driver safety.

2. Skills

- 2.1 Skilled at interpersonal and human relations;
- 2.2 Skilled at written and verbal communication;
- 2.3 Skilled analytical and problem solver.

3. Abilities

- 3.1 Ability to extinguish and control fire within accepted guidelines of the department;
- 3.2 Ability to perform strenuous or peak physical activities during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke;
- 3.3 Ability to maintain an acceptable knowledge level by participating in hands-on training and by studying department procedure manuals, state courses/manuals, nationally recognized fire service books, EMS protocols, emergency medical textbooks, and other material as approved by the Fire Chief;
- 3.4 Ability to, at the scene of an emergency, receive instructions and accomplish duties in accordance with established standard operating guidelines and nationally recognized good practices;
- 3.5 Ability to follow verbal and written instructions;
- 3.6 Ability to read and write the English language;
- 3.7 Ability to communicate clearly and concisely, both orally and in writing;
- 3.8 Ability to maintain composure under adverse conditions such as heavy smoke, critical injuries, and death;
- 3.9 Ability to establish and maintain effective working relationships with other employees, officials, and the public;
- 3.10 Ability to analyze situations quickly and objectively and to recognize actual and potential dangerous situations, and to determine proper course of action;
- 3.11 Ability to meet knowledge, health, and physical qualifications established by the Township;
- 3.12 Ability to achieve and maintain an adequate level of physical fitness to perform the essential functions of the job;



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- 3.13 Ability to operate and use basic software such as Word, Outlook, Excel, and Power Point;
- 3.14 Physical ability to perform the essential job functions.

Working Conditions

The Training & Safety Manager's duties are primarily performed in an office environment that is normally temperature controlled with appropriate lighting. The employee may be exposed to some standard office environment hazardous materials detailed in the applicable material safety data sheets and to normal office-level room noise. Some travel to meetings, conferences, and training is required. When responding to emergencies, employee may risk physical hazard from fire, smoke, chemicals, airborne particles, toxic or caustic chemicals and other hazardous materials, falling debris, unstable buildings and extreme heat. Physical exertion, may, on occasion, be necessary to climb ladders, pull hoses, move heavy objects, and crawl through tight spaces.

Physical Requirements

The Training & Safety Manager must be able to sit and utilize a computer for up to six hours; routinely carry supplies and/or files weighing up to 50 pounds for a distance of up to 100 feet; be able to remain focused on a standard computer monitor for long periods of time; be able to endure large levels of stress brought on by an office environment with deadlines, multi-tasks, and the potential for irate and difficult customers, and; be able to hear the telephone and talk on the phone at a normal conversational level.

When acting as the Incident Safety Officer, the Training and Safety Manager must be able to expend physical exertion and is required to climb ladders, pull hoses, move heavy objects, and crawl through tight spaces. Physical effort is required to lift materials, equipment, and persons exceeding 50 lbs., and may be required to work at heights in excess of 100 feet. Noise levels in the work environment is usually moderate, except during certain firefighting or EMT activities when noise levels may be loud.

Additional Information

- Must satisfactorily complete pre-employment and annual physical examinations by a licensed healthcare provider as designated by the Township;
- This position is a safety sensitive position and is required to satisfactorily pass random drug screens, and;
- Must satisfactorily complete the Township's annual physical agility test if hired after June 1, 2011.