

CLASS TITLE: FIRE SAFETY TRAINING OFFICER

Class Code: 02763500

Pay Grade: 28A

EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To organize, develop, and deliver fire and life safety educational training and programs to firefighters, trainees, public safety officials, schools, health care facilities, businesses, and the public; to assist in the preparation of a variety of training materials and presentations; to assist a superior in coordinating and overseeing the Division's community relations activities; to provide technical assistance to officials, supervisors and staff in identifying training needs, planning content of training programs, utilizing training procedures and techniques, developing training material and evaluating the results of training; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with wide latitude for the exercise of initiative and independent judgement, work is subject to review from same.

SUPERVISION EXERCISED: Generally none; oversees and directs contracted instructors as well as trainees.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To organize, develop, and deliver fire and life safety educational programs to firefighters, trainees, public safety officials, schools, health care facilities, businesses, and the public.

To assist in the preparation of a variety of training materials and presentations.

To assist a superior in coordinating and overseeing the Division's community relations activities.

To provide technical assistance to officials, supervisors and staff in identifying training needs, planning content of training programs, utilizing training procedures and techniques, developing training material and evaluating the results of training.

For the Fire and Life Safety Education Program:

To assist the arson investigative staff by coordinating and administering the Juvenile Firesetters Intervention Program.

To assist public and private agencies in the development of fire safety and evacuation procedures.

To conduct fire and life safety training sessions for the elderly and handicapped population in the State of Rhode Island.

To assist in the preparation of Fire and Life Safety Training materials for public release.

To interview and investigate juvenile firesetters and to determine the disposition of their cases; to train personnel who work directly with juveniles involved in firesetting.

To maintain records and case histories of all those juveniles referred to the agency for counseling and report back to court on the progress and disposition.

To do related work as required.

For the Fire Academy Program:

To assist with the daily operations and maintenance needs of the Fire Academy.

To assist the Director of Fire Training in organizing, developing, and delivering basic and advanced firefighter training.

To conduct fire education and training programs for firefighters, including practical (hands on) training sessions.

To safely operate Fire Academy vehicles.

To perform routine maintenance and upkeep of Fire Academy vehicles, buildings, grounds, and equipment.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS, AND CAPACITIES: A thorough knowledge of the methods, procedures and

techniques of a fire and life safety training program for firefighters, trainees, public safety officials, schools, health care facilities, businesses, and the public; Advanced knowledge of fire and life safety education; the ability to develop, organize, and conduct fire and life safety training; knowledge of state and federal codes and regulations pertaining to fire safety; the ability to identify training needs and to develop programs in response to those needs; the ability to assist in coordinating the work of a staff; an advanced ability to prepare verbal and written reports; the ability to communicate clearly and effectively, both verbally and in writing, to large groups; the ability to establish and maintain effective working relationships with local, state, and federal officials and the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Possession of an Associate's Degree in Fire Science, Fire Protection, Criminal Justice or a closely related field; and

Experience: A minimum of three (3) years of employment in a responsible position developing, organizing, and conducting fire and life safety training programs.

Or, a minimum of a high school education and seven (7) years employment in a responsible position developing, organizing, and conducting fire and life safety training programs.

SPECIAL REQUIREMENTS: At the time of appointment and on a biannual basis thereafter, must be physically qualified to perform assigned duties as evidenced by a physician's certificate. Must possess and maintain a valid motor vehicle operator's license as a condition of employment.

For staff assigned to the Fire and Life Safety Education Program: Within six (6) months of appointment, must possess and maintain the following as a condition of employment:

1. NFPA 1041, Standard for Fire Service Instructor Professional Qualifications Level I certification.
2. NFPA 1035 (Standard on Fire and Life Safety Educator, Public Information Officer, Youth Firesetter Intervention Specialist, and Youth Firesetter Program Manager Professional Qualifications)

For staff assigned to the Fire Academy Training Program: Within six (6) months of appointment, must possess and maintain the following as a condition of employment:

1. NFPA 1041, Standard for Fire Service Instructor Professional Qualifications Level II certification.
2. NFPA 1403, Standard on Live Fire Training Evolutions certification.

Class Created: December 19, 1999

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