

Chugiak Volunteer Fire and Rescue Co., Inc.

Position Description

Training Officer/ALS Responder

PURPOSE OF THE POSITION

Under the direction of the Fire Chief, at the equivalent level of a lieutenant, manage, develop, and deliver training related to Fire, Rescue, and EMS. Provide fire protection and EMS response to residents of and visitors to the Chugiak Fire Service Area, as well as requests in jurisdictions relative to mutual aid agreements.

DUTIES

1. Coordinate the orientation of new recruits.
2. Conduct new member orientation classroom training.
3. Conduct Coaching Emergency Vehicle Operator (CEVO) classroom training.
4. Ensure the completion of emergency vehicle operations training.
5. Coordinate training, and ongoing continuing education programs for basic firefighter, firefighter I and II, emergency trauma technician, AEMT, EMT I, II, and III. The coordination and oversight of these programs shall include but is not limited to scheduling, implementing training academies, and training sessions.
6. Provide Fire and/or EMS response adhering to policies and procedures, guidelines, Standing Orders and Scope of Practice during assigned shift.
7. Responsible for the creation, maintenance, and documentation of Training Records for all departmental personnel.
8. Ensure compliance with generally accepted standards, operational requirements, or recommendations related to Fire and EMS in the Municipality of Anchorage, the State of Alaska, as well as those federally mandated, i.e.: OSHA, ISO, NFPA, etc.
9. Coordinate training activities with the EMS Medical Director.
10. Develop and maintain a list of interested and skilled instructors.

11. Identify skills development needs and coordinate training and professional development programs internally, and with other agencies, state, and regional organizations.
12. Develop and coordinate activities associated with training such as initiating and scheduling classes, lectures, and drills. Provide/procure educational materials and equipment based on training instructor needs.
13. Assign and monitor work of instructors for educational effectiveness and quality assurance.
14. Assist the Administrative Specialist in answering office telephones and questions.
15. Maintain fluency in responses to common issues and questions, both internal and external.
16. Maintain currency of fire and EMS training practices and inform the chief of changes or developments.
17. Maintain all certifications and licenses required for the position.
18. Function as the American Heart Association Training Center Faculty.
19. Maintain QA/QI program.
20. Perform respirator fit tests and maintain documentation.
21. Manage training incentive program.
22. Maintain currency and ability to operate emergency vehicles as necessary to ensure a state of readiness.
23. Assist in or oversee inventory management.
24. Ensure training areas are available and equipment is prepared and ready for use.
25. Other duties as assigned by the chief.

Duties of this position may be shared or split among multiple employees and the individuals may be responsible for fire training and/or EMS training as assigned.

MINIMUM QUALIFICATIONS

- High school graduate or GED equivalent
- Currently certified/licensed Advanced Life Support provider (EMT III, AEMT, or Paramedic)
- Certified Firefighter I
- Current Alaska Driver's License
- Clean driving and criminal background records

PREFERRED QUALIFICATIONS

- High school graduate or GED equivalent (mandatory requirement)
- Currently certified Firefighter II
- Certified Fire Instructor I (eligible for FESI-1 within one year)
- Certified EMT Instructor (or eligible for that certification within one year)
- Minimum of three years firefighting experience
- Minimum of three years emergency medical experience
- Minimum of three years experience teaching fire and/or EMS
- Strong organizational skills
- Strong oral and written communication skills
- Ability to work with a wide variety of responders with varied levels of training
- Experience with volunteer organizations

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

- Requires sitting for long periods of time.
- Requires the physical ability to climb stairs and perform bending, kneeling, stretching, and carrying supplies and/or equipment.
- Requires ability to wear personal protective equipment including turn-out gear.
- Requires the ability to occasionally lift and carry items weighing 35-50 pounds.
- Requires the routine use of telephone and office machines.
- Requires manual dexterity for use of computer and keyboard.
- Requires ability to drive company vehicles.
- Requires corrected vision and hearing to normal range.