

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Training Officer I	Job Family: VIII
General Classification: Front-Line	Job Grade:

Definition: This position was created to provide an opportunity for qualified, partially disabled Fire Suppression personnel to continue in the fire service as instructor trainers. Assignments may include the instruction and development of standard training programs for Suppression and/or other City employees.

Distinguishing Characteristics: These positions report to the Chief Training Officer. Firefighters will generally laterally transfer into the Training Officer I position; Engineers will generally enter into the Training Officer II position; Captains will generally enter into the Training Captain position. Advancement from the Training Officer I and II level is dependent upon training, experience, and performance.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Maintains and develops training curriculum, training records, and training schedules.
2. Plans, develops, and/or presents fire and life safety education programs and demonstrations.
3. Instructs Suppression personnel in the standard use of fire apparatus and equipment.
4. Identifies needs in developing budgets for training programs.
5. Maintains and updates training manuals.
6. Develops and implements training programs for Suppression personnel.
7. Maintains department certification and licenses: Class B driver's license, CPR, EMT-I, Firefighter I, and Firefighter II.
8. May include supervisory duties.

Position Title: Training Officer I

Page 2

Minimum Qualifications:

Knowledge of: Theories and practices of modern fire suppression, prevention, and administration; fire chemistry; hazardous materials; building construction; fire apparatus; local fire codes; and national and State standards.

Ability to: Write specialized Fire Department lesson plans and informational training sheets and reports; communicate effectively with other personnel and the general public; assist in budget development.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Previous experience as a uniform staff member of the Mountain View Fire Department. Ability to complete specialized training and satisfy departmental performance standards.

Required Licenses or Certificates: Valid California driver's license; State certification as a fire instructor or equivalent.

Established March 1990

Revised July 1991

CLASS SPECS

CS025-F^