

Mohawk Valley Rural Fire District Administrative Policy CHAPTER 2	SUBJECT: 4	Job Description	
	POLICY: 10	Training Coordinator	
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Training Coordinator
Job Description and Duties

I. Position Summary:

The Training Coordinator manages all aspects of the training program for this department. The primary scope of works involves planning, coordination and implementation of a comprehensive training program and Public Education Fire / Prevention Programs.

II. Minimum Qualifications

A. At time of Hire:

1. Minimum three years' experience in Fire / EMS Service
2. NFPA Firefighter I
3. NFPA Instructor I
4. DPSST Hazardous Materials Operations Level
5. Maintain an Oregon Driver's License with an insurable driving record with the District's insurer.
6. Be subject to annual physical performance test to maintain full response capability as a Firefighter/EMT.
7. High School graduate or GED.
8. DPSST Wildland Interface Firefighter
9. ICS 100, 200, 700, & 800
10. Audio visual class material preparation abilities and computer and multimedia presentation skills.
11. EMT Basic
12. NFPA Driver
13. Good written and oral communication skills

B. Within Six (6) Months:

1. American Heart CPR Instructor
2. NFPA Pumper Operator
3. Must be a resident of the District or reside within 15 minutes of the District's Boundary within six (6) months of date of hire.

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C. Within One (1) Year:

1. Firefighter II
2. MVRFD Rope / Water Rescue Awareness
3. Advanced Interface Firefighter
4. EMT Intermediate or Advanced EMT

D. Within Two (2) Years:

1. ICS 300
2. MVRFD Rope / Water Rescue Ops
3. Completion of DPSST approved Incident Safety Officer Class
4. Public Education and Public Relations Experience

E. Within Three (3) Years:

1. DPSST Wildland Engine Boss
2. NFPA Fire Ground Leader

F. Within Four (4) Years

1. NFPA Health and Safety Officer
2. Hazardous Material On-Scene Incident Commander

G. Within Five (5) Years

1. ICS 400
2. DPSST Fire Officer 1
3. Must have successfully completed MVFD Officer Assessment Process.

III. Duties

A. Training Program:

1. Administer, coordinate, facilitate and deliver regular and special training
2. Work with the Officers and administrative staff in planning and development of training programs, policies, and procedures.
3. Oversee the implementation of training
4. Administer the documents, scheduling and accreditation of general training requirements. Keep training records.
5. Keep informed on service level, certification and accreditation changes, trends and requirements
6. Develop additional instructors and training resources
7. Responsible for recruiting new volunteers and scheduling and facilitating entry level recruit academies.

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B. EMS Program:

1. Work as the director of the District's EMS Training and Services
2. Administer the documentation, scheduling and accreditation of the EMS Training
3. May be designated as District's Infection Control Officer. Be responsible for infectious control and preventive medical needs including documentation and administration

C. Public Education / Fire Prevention

1. Administer, oversee, and facilitate the Public Education / Fire Prevention Program including:
 - a. School Programs
 - b. Public presentations
 - c. Station and Apparatus visits

D. General Administration

1. Administer, assist and facilitate on projects, in conjunction with District officers and staff.
2. Assist officers and staff in the general and operational Administration of the district
3. Coordinate records reporting to the State Fire Marshal, Oregon Health Division, DPSST, and other regulatory agencies.
4. Purchasing Responsibility:
 - a. Training, EMS, Drill supplies
 - b. Public Education/Prevention
 - c. Be responsible for control of training, public education and EMS supplies
 - d. Assist the Chief in other purchasing
5. Be a primary part of developing, implementation of policies and procedures, as related to training.

E. Operations:

1. Response:
 - a. Respond on all calls for service while on duty.
 - b. Respond to calls outside of regular duty hours as assigned by the Chief.
 - c. Assist in training department members as emergency responders.
2. Assist in formulating and administrating district operations policies

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3. Assist in development and maintaining of pre-planning of schools and businesses in the District.

IV. General Duties and Responsibilities:

- A. Work under the supervision of the Chief
- B. Performance evaluations will be done by the Chief
- C. Be able to exercise independent judgment and initiative
- D. Act as an example in the District's philosophy and mission
- E. Be a public representative of the district
- F. Perform other duties as assigned by the Chief
- G. Be responsible for processing new volunteers, scheduling and coordinate Basic academies, arrange for physicals and all needed injections
- H. Attend local and regional training meetings
- I. Works closely with the Safety Committee
- J. Provide documentation of all training.

V. Hours of Work:

- A. Work a minimum of 40 hours per week, excluding holidays and vacations. Comp Time allowed after 53 hours per week.
- B. Attend and participate in meetings, events and training activities as required

VI. Compensation:

- A. Compensated by a regular salary, which is intended to cover all Hours worked
 1. Gross salary as determined by the Board of Directors
 2. Employment and benefits will be as per the current Employment Handbook.