I. Position Title: **Assistant Training Officer**

Division: Administrative  
FLSA Status: Non-Exempt  
NEW

II. **Summary Statement of Overall Purpose/Goal of Position:**

The assistant training officer works under the direction and supervision of the Battalion Chief of Training. The assistant training officer is a member of the management team. The position creates, plans, organizes, evaluates and coordinates fire and emergency medical training and emergency medical training programs of the District, including the community CPR and community AED programs. During an emergency incident, the assistant training officer may assume command of fire ground and emergency operations, or perform other duties related to the emergency incident.

III. **Essential Duties**

- Attends fire, medical and emergency training sessions and scenarios to observe and assess training needs for improvement
- Responsible for planning and development of Advanced (ALS) and Basic (BLS) Life Support level medical training and recertification training for all District staff.
- Formulates policies, procedure, and guidelines for fire and emergency medical operations.
- Responsible for ensuring consistent delivery of fire and emergency medical training programs.
- Develops plans for major medical equipment purchases.
- Responsible for managing and administering the community CPR and community AED programs.
- Monitor and evaluate the competency of all District members both individually and as a team to improve fire and emergency medical knowledge, skills and abilities.
- Maintain a working knowledge of all NREMT and SCDHEC requirements for all levels of emergency medical technicians under State and National protocols and requirements.
- Work with the District medical control physician to maintain current protocols and develop, and administer new standards, procedures and to investigate protocols for emerging medical standards.
- Provides direction and oversight of the medical controlled substance inventory. Ensures the controlled substance program complies with federal and State regulatory requirements.
- Assist in the development of the monthly medical training schedule and ensure the lesson plans and skills are available for training. Work in a safe manner, maintain a professional appearance, and positively represent BTFD at all times.
- Demonstrate a comprehensive knowledge of BTFD rules and consistently and appropriately enforce BTFD rules.
- Assist in developing proposed annual budgets and purchasing for medical training materials, equipment and supplies.
• Ensures consistent training delivery across the three operational shifts and administrative staff.
• Supervises the District’s medical training committee and assigned trainers.
• Implements and assures continued compliance with the training requirements as outlined by the District’s Medical Director.
• Responsible for the development, review and maintenance of the comprehensive records as related to training and certification tracking of all District personnel; working in conjunction with the Training Administrative Assistant to maintain updated training records for all District personnel.
• Responsible for reviewing medical reports and participate within the Quality Improvement Program.
• Shall define/recommend, administer and evaluate certification standards and testing for all medical personnel consistent with District training programs
• Shall prepare and present a medical training program and schedule; shall ensure that trainings, schedules and calendars are accurate and up to date.
• Responsible for training all new employees, as well as conducting annual training for existing employees.
• May attend local, regional and State medical related meetings, conferences and trainings, requiring reimbursed travel, including overnight lodging.

IV. Marginal Duties:

• Responds to emergency incident scenes as needed to observe and assess training needs for improvement.
• Serves as Chairperson for the District’s Medical Training Committee.
• Serves as Chairperson for the District’s Medical Quality Assurance/Protocol Committee.
• Serve on various other teams and committees as directed.
• Performs other related duties and/or tasks as required.
• Required to be on call and part of the duty officer rotation.

V. Qualifications

Education:
High School diploma or GED equivalent. Associate degree in Fire Science, Management, or related field preferred. Equivalent combinations of comparable training, education and experience to the above qualifications will be considered.

Experience:
Must have at minimum eight (8) years firefighter experience in a fire department or government position with at minimum five (5) years of experience as a NREMT Paramedic with ALS emergency medical transport provider experience with progressively increasing responsibilities including at minimum two (2) years administrative or supervisory experience.
Assistant Training Officer Required Certifications:

- IFSAC Fire Officer II
- IFSAC Fire Instructor II
- National Registry of Emergency Medical Technicians EMT-Paramedic
- American Heart Association Basic Life Support Instructor
- American Heart Association Advanced Cardiac Life Support Instructor
- American Heart Association Pediatric Advanced Life Support Instructor
- Prehospital Trauma Life Support Instructor (PHTLS)
- SCDHEC EMT Instructor Certification, or ability to obtain within one (1) year of hire.
- EMS Program Manager (NFA), or ability to obtain within one (1) year of hire.

VI. Necessary Knowledge, Skills, and Abilities:

- Considerable knowledge of emergency medical practices, fireground operations, current training methods; thorough knowledge of emergency medical treatment, resuscitation, and other rescue techniques; working knowledge of risk management and safety practices; basic knowledge of fire department/government management and procedures.

- Skill in planning, directing, and administering fire and medical training programs and systems; skill in operating the listed tools and equipment.

- Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, Bluffton Township Fire District officials, and the general public; ability to efficiently and effectively administer fire and medical training; ability to analyze and interpret administrative problems and situations and to present appropriate facts and recommendations concisely in written or oral form; ability to maintain confidential and sensitive information; ability to understand and follow instructions.

VII. Tools and Equipment Used:

General knowledge of operations of all fire suppression and emergency medical equipment, including firefighter personal protective equipment to include turnout coat, turnout pants, flash hood, helmet, and firefighting gloves. Personal computer, including word processing, database and spreadsheet programs, proficiency in training information systems; calculator, telephone, copy machine and fax machine. Must be able to operate a motor vehicle with a valid South Carolina driver’s license.
VIII. Physical Demands

Position requires Fire Brigade physical clearance. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

IX. Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet. However, on occasion, the noise levels may be high, especially when working around fire scenes where fire department equipment is operating.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needs of the employer and requirements of the job change.

Analytical Ability: Organize, delegate, and establish meaningful goals; establish and maintain effective working relationships with employees, elected officials, department heads and the public; make decisions during emergency situations.

X. Working Conditions:

Job is subject to great mental pressure and fatigue due to exposure to constant off-duty hours, emergency situations, dealing with the public, and problem solving; work is generally performed indoors (25% of work is performed outdoors, subject to exposure to elements); response to emergency situation entails exposure to dangerous situations under disagreeable conditions involving smoke, heights, fire, stress, hazardous material, communicable diseases, fumes, heat, cold, water, excessive noise and vibration, emergency driving, etc.; work assignments are broad and performed with little or no supervision.
The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

Bluffton Township Fire District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Bluffton Township Fire District complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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