
NOTICE OF JOB VACANCY

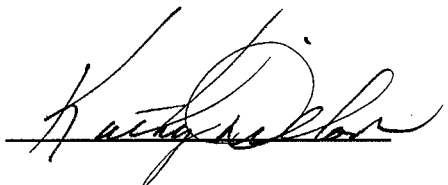
Notice is hereby given that a vacancy exists in the classified service of the City of Union City for a full-time employee.

POSITION GS6.5 Training Officer/Captain -Fire Dept.

STARTING SALARY RANGE \$3421 - \$4814/28 days (\$21.38 - \$30.09/hr)

If you are interested in this position, an application must be filed by November 4, 2022. Applications may be obtained from the Personnel Office at the Municipal Building located at 408 S. Depot St. or online at www.unioncitytn.gov.

The job description for the above listed position is attached.



Kathy Dillon, City Manager

IT IS THE POLICY OF THE CITY OF UNION CITY, TENNESSEE NOT TO DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, AGE, SEX OR DISABILITY IN ITS HIRING AND EMPLOYMENT PRACTICES, OR IN ADMISSION TO, ACCESS TO, OR OPERATION OF ITS PROGRAMS, SERVICES AND ACTIVITIES.

PAY Scale: 56

GS6.5 Training Officer/Captain:

Definition

This is specialized technical work in planning, developing, coordinating, and conducting a training program for the Fire Department and coordinating training programs with area mutual- and automatic-aid departments. The Training Officer is expected to develop and implement comprehensive training programs which will improve the total effectiveness of the department and enrich the capabilities and career development of each individual employee. Programs must be designed to complement the operational practices, procedures, and techniques of the department as approved by the Fire Chief, as well as to meet various training requirements mandated by State and Federal law. The Training Officer works independently within parameters derived from specific orders from the Fire Chief, and from general procedures developed by the Fire Chief.

Essential Duties and Responsibilities

- Plans and delivers a comprehensive departmental training program that addresses State and Federal mandates and which maintains and improves departmental efficiency and capability;
- Organizes materials, aids, and props needed for effective instructional programs.
- Instructs departmental and interdepartmental training, arranges outside instructional services, and oversees a company-level training program.
- Maintains employee training records and assists in administration of work-study programs in the department.
- Monitors field results of the training program and evaluates its effectiveness; Uses departmental data to identify departmental weaknesses; Uses observations to modify and improve the training program.
- Stays current on state- and national-level developments in the fire service to include new regulations and legislation, technological developments, and best practices from other fire departments.
- Acts as departmental Training Coordinator as defined by the Tennessee Commission on Firefighting. Develops and implements training meeting

Commission standards, and administers the Tennessee firefighters' salary supplement program for the department. Schedules certification testing for department personnel.

- May be called upon to perform administrative duties for the Fire Chief, and to perform related work as may be required.
- May respond on or off duty to emergency incidents for the purposes of observing and identifying operational and training needs. Qualified personnel may also be assigned tasks at an emergency scene.

Minimum Qualifications

Minimum qualifications for the position may be waived by the Fire Chief when there are fewer than three (3) otherwise qualified applicants for the position. If hired, an applicant granted such a waiver may be considered "Acting Training Officer/Captain" until such time as all minimum qualifications are met. A reasonable amount of time will be permitted for such a candidate to achieve the required minimum qualifications before being required to meet additional certification requirements of the new position.

- Minimum of two (2) years as a company officer. Other demonstrate command experience may be substituted for time as a company officer.
- Meet all essential job function requirements for Fire Service Instructor II as described by National Fire Protection Association Standard 1041 (Standard for Fire Service Instructor Professional Qualifications), to include certification as Instructor II (TN State, IFSAC, or ProBoard);
- Minimum certification as Emergency Medical Responder, with TN AEMT preferred, and expectation that the successful candidate will obtain at least TN AEMT licensure within 2 years (of Union City Fire Department electing to enroll you in the classes) and maintain said certification throughout employment. Demotion or termination will be considered for failure to achieve or maintain licensure.
- Thorough knowledge of the characteristics and use of the fire equipment and apparatus owned by the City of Union City Fire Department
- Ability to read and understand technical materials related to fire science; understand and follow oral and written directions; establish and maintain effective relationships with those encountered in the course of work; maintain records and prepare clear concise reports;

- Ability to prepare instructional plans, materials and reports;
- Thorough knowledge of departmental rules and procedures;
- Thorough understanding of all duty assignments in the department;
- Knowledge of the street system; fire alarm systems and hydrant locations within the city;
- Knowledge of the principles of supervision.
- Proficiency with computers, word processing and spreadsheet software, and audiovisual equipment used for instruction;
- Maintain a valid driver's license for the duration of employment;

Physical and Mental Demands

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of a fire service instructor. 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 required to maintain the ability to walk up and down stairs, utilize protective equipment, including eyewear, footwear, respiratory protection equipment, helmet, gloves, and other protective clothing, endure moderate to extreme exposure to weather, extreme heat and/or cold, wet and/or humid conditions, high level noise intensity, vibration, darkness and or poor lighting, IDLH atmosphere with proper PPE, dirt /dust, odors, and other environmental conditions. The employee must regularly lift and or move equipment weighing up to 50 pounds.

Candidates who wish to qualify for active firefighting assignments must be able to pass the fire department physical agility test at the time of hiring.

The employee is frequently required to use written and oral communication skills; read and interpret data derived from various information sources and documents; analyze and solve problems; use mathematical reasoning; observe and interpret situations; learn and apply new information or skills; interact with City Staff, other organizations, and the public. Due to the nature of the firefighting profession, the potential for severe injury or loss of life is continually present.