

## Scott County Government

**Position:** Job Title: Battalion Chief of Training and Safety  
Department Name: Fire Department  
Supervisor Title: Assistant Fire Chief and or Fire Chief

### Position Summary

The Battalion Chief of Training and Safety will be responsible for the development, delivery, and management of the Scott County Fire Department training program. They will perform responsible administrative work in planning, organizing, coordinating, and directing the training, health and safety activities of the fire department. This position will also serve as a Safety Officer.

### Duties and Responsibilities

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned as warranted within the scope of training and safety.**

#### Training

- Conduct an ongoing training needs assessment to identify and prioritize needed training programs
- Provides scheduling, planning, organizing, directing, coordinating and evaluation for the training activities of all department personnel
- Develops and delivers effective instructor-led training, both formal and informal, to various audiences and ability to effectively present information to moderate sized groups
- Develops curriculum, creates lesson plans, prepares lectures, writes course overviews and outlines
- Collaborates with other Battalion Chiefs to address shift training concerns and needs
- Develops, evaluates, and directs company drills
- Develops new programs which will keep the department up-to-date with the latest fire science and EMS techniques
- Provides training sessions and continuing education sessions that meet and/or exceed all requirements for EMT and Firefighter re-certifications

- Acquires or develops necessary resources to support training
- Assists all the department members in maintenance of their Firefighter/EMT credentials
- Assists in budget preparation that pertains to the department's training needs
- Maintains accurate and complete training records and files
- Ensures training records are maintained for training and safety in accordance with departmental policies and procedures, Kentucky Fire Commission, KBEMS, NFPA, OSHA and ISO requirements
- Supervise, mentor, and evaluate internal training instructors
- Assists in recruitment, selection and promotion of all personnel within the department

### **Safety**

- At an emergency incident where activities are judged to be unsafe and to involve immediate hazard, has the duty and authority to alter, suspend or terminate those activities
- Identify and analyze safety and health hazards and shall develop corrective action to deal with those hazards
- Monitor conditions, hazards and risks, including conducting 360-degree primary survey noting accessibility of entry and egress of the structure
- Monitor smoke/fire conditions, fire extension, collapse potential or any other event that could pose a threat to operating personnel or the public
- Has responsibility for identification and cause correction of safety and health hazards
- Serves on the Scott County Safety Committee and maintains compliance with OSHA standards at all County fire stations to include completion of the annual OSHA 300 logs
- Performs other duties as assigned or required

### **Position Dimensions**

#### ***Education and Experience***

#### **Required qualifications:**

- Minimum of 7 years active fulltime fire service experience
- Minimum of 4 years of administrative/supervisory capacity
- Must be a Kentucky Fire Commission Certified 400-hour level firefighter
- Must have Kentucky Fire Commission or IFSAC/Pro Board Fire Instructor Level I certification
- IFSAC/Pro Board Firefighter I & II Certification
- IFSAC/Pro Board Haz Mat Awareness & Operations Certification
- Kentucky 1403 endorsement

- Must have Kentucky EMT certification
- Must be able to develop and deliver curriculum based upon recognized standards and practices in Firefighting, Hazardous Materials Response, EMS, and Rescue
- Must obtain certification, from the Kentucky Fire Commission, as a Fire Instructor Level II within 12 months of employment

### **Preferred qualifications:**

Possession of any of the following

- Experience as a training officer for fire service personnel
- Associate or Bachelor's Degree in Fire Science or related field
- IFSAC/Pro Board D/O Pump Certification
- IFSAC/Pro Board Fire Officer I and II
- IFSAC/Pro Board Fire Inspector I (or a KY State Certification)
- IFSAC/Pro Board Incident Safety Officer Certification

### **Knowledge, Skills and Abilities**

- Effectively handling of difficult or sensitive issues, using professionalism and an understanding of organizational culture
- Interacting with others using tact, patience and courtesy
- Using interpersonal and problem-solving drills, including anticipating, analyzing, diagnosing, and resolving problems
- Thorough knowledge of the principles, practices, and procedures relating to contemporary firefighting, rescue, emergency medical care, and hazardous materials mitigation
- Knowledge of fire apparatus, firefighting and rescue equipment
- Knowledge of geography of the County, including the location of streets and fire hydrants, and the location and interior plans of major buildings
- Knowledge of departmental policies (SOP's)
- Thorough knowledge of County personnel policies and procedures
- Skill in the operation and maintenance of firefighting equipment and tools
- Ability to respond and act quickly, efficiently and calmly in emergency and hazardous situations Ability to perform minor mechanical work, operate and maintain fire vehicles and equipment
- Ability to establish and maintain effective working relationships with County officers, employees and the general public
- Ability to perform firefighting duties for extended periods of time, often under adverse weather conditions, and in Immediately Dangerous to Life and Health (IDLH) atmospheres
- The physical capability to climb ladders, ropes, stairs, hills, etc.
- Must possess ability to maintain composure in emotionally charged and stressful situations
- Must be skilled in business math, grammar, spelling, and punctuation

- Must be skilled in using modern computing systems and public safety related programs

### ***Supervisory***

- May help direct, train, and supervise subordinate officers and their personnel in the performance of Department training

## Working Conditions Component

Working conditions are the physical surroundings of a worker in a specific job.

*Mark the work conditions that are present on the job.*

- 75% or more of the work is performed indoors
- 75% or more of the work is performed outdoors
- Work is performed in equal amounts inside and outside
- Extremes of cold and temperature changes
- Extremes of hot and temperature changes
- Wet Surroundings: Contact with water or other liquids.
- Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
- Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.
- Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
- Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction.
- Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell.
- Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant.

List any other disagreeable elements present in the work environment.

## Strength Rating

Following are descriptions of the five terms in which the Strength Requirement is expressed. Check the appropriate description that best describes the overall physical demands of the position.

- S-Sedentary Work** – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.
  
- L-Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.
  
- M-Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.
  
- H-Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.
  
- V- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.