

Exhibit A - MOSIER FIRE DISTRICT (MFD) TRAINING OFFICER – SCOPE OF DUTIES

Title:	Training Officer	Approved by:
Reports to:	Board / Chief	Mosier Fire District Board 5/11/17 and 5/24/17
Type:	Part time temporary staff	

SCOPE OF DUTIES - SUMMARY

Work as Training Officer for MFD to assess, deliver and manage training needs for the fire department. Develops, coordinates, and delivers training to department personnel. Has primary responsibility to ensure that fire department personnel are proficiently trained to perform their assigned tasks, meet minimum state and national standards of training and that required certifications are kept current. The work is performed reporting to MFD Board on training progress, but Training Officer reports to Fire Chief as needed for departmental operations and logistics. Takes initiative and exercise independent judgement.

Identified goals: Work to resolve agency training issues with DPSST and manage training accreditation renewal process. Train up to 10 MFD interested volunteer/s personnel as a team, certified to Firefighter 1 to include new and existing personnel in a 13-month period. Confirm and update training records. Focus on required courses and re certification needs and safety training of MFD staff and volunteers to meet regulatory standards. Conduct wildland firefighting, EMT, drills, online and other training as needed.

Email training progress report monthly to Board and Fire Chief; submit quarterly in depth reports on training progress to Board and Chief to gauge mid-stream changes needed.

ESSENTIAL FUNCTIONS

Essential functions will vary include the following:

Manages training needs of the department. Plans, organizes and directs the department training activities for all MFD personnel; teaches classes; coordinates class logistics and monitors certifications for agency personnel; maintains proper training division records.

Communicates with others to maximize the effectiveness and efficiency of interdepartmental operations.

Established policies and procedures as needed for the Training division; Provides technical assistance and review for departmental policies.

Develops short and long-range plans for the department's training and other assigned areas of responsibility.

Reviews and analyzes methods, equipment utilized and performance to increase program effectiveness and forecast long-term needs and commitments.

Designs, monitors and manages training compliance to meet regulations and requirements.

Performs training and evaluation of personnel; researches and implements programs to ensure the Training Division operates in an efficient, effective, and safe manner.

Aid, evaluate, and direct training of staff. Make effective recommendations to the Board and Chief on related personnel actions and continued growth and development of MFD.

Works in partnership with other agencies; works closely with DPSST, Gorge area fire and reponse agencies and others to build MFD training program partnership.

Remains current on the principles, practices, and new developments in the field of fire suppression, rescue, ICS, emergency medical and hazardous materials; incorporates new developments as appropriate; creates and/or updates department training materials per best practices.

Recommends and manages the MFD annual training budget.

Begins to recruit and train a replacement.

Other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Current methods, principles, techniques and practices applied to firefighting, fire behavior, hydraulics, fire inspection, natural or man-made disasters, operation and maintenance of firefighting equipment and working knowledge of fire extinguishing systems, fire prevention methods, ICS and fire safety and related fields;
- Principles and practices of first aid including EMT training;
- Traffic laws, ordinance and regulations involving equipment operation and basic knowledge of Federal, State and District regulations, and procedures;
- Hazards of chemical properties of a variety of materials and ability to recognize environmental and workplace hazards, and implement safeguards to prevent accident or injury to employees or damage to District facilities and/or equipment;
- Current computer applications utilized by the District to perform and complete training records management and requirements of the position;
- Basic report preparation to the Board and regulatory agencies in a timely manner.

Skill in:

- Effectively handle difficult or sensitive issues, using professionalism and an understanding of organizational culture;
- Using interpersonal and problem solving skills, including anticipating, analyzing, diagnosing and resolving problems uses tact, patience and courtesy;
- Using initiative and independent judgment within established guidelines;
- Delivering effective instructor-led training, both formal and informal, to various audiences and ability to effectively present information to moderate size groups.

Ability to:

- Understand, interpret and apply documents such as operating instructions, applicable policies, procedures, fire codes, adopted ordinances and safety rules;

- Perform current training policies and procedures;
- Learn a working knowledge of District response areas;
- Perform under stress and ensure safety;
- Plan, assign, supervise, and review the work of assigned MFD training students;
- Maintain and establish effective and cooperative working relationships with District volunteers, Board, employees and others in a team environment;
- Adapt to changes in the work environment;
- Carry out special and general assignments requiring development of programs and procedures without direct supervision;
- Completes assignments and meet deadlines

SUPERVISORY RESPONSIBILITIES

This position directs training operations personnel and programs.

CERTIFICATES AND LICENSES

- A valid Driver's License is required.
- Emergency Medical Technician (EMT) certification
- Fire Instructor I certification
- Firefighter 1 certification
- Engine Boss certification
- ICS 100, 2090, 700, 800, and advanced (ICS 300, 400) certification
- Hazardous Materials Awareness certification
- Knowledge and skills needed to effectively perform the role of training officer

Training Officer will:

- A. Develop a monthly Training Calendar and one year Work Plan detailing major planning activities, benchmarks, deliverables, training and exercise parameters. Tailor components of the program to meet goals of the department, assess and fill gaps identified strategically as training ensues. Develop and conduct situational training for key positions.
- B. Implement the training program, teach classes and manage training program and documentation for MFD. Serve as a primary DPSST and Training Point of Contact for MFD. Address MFD's DPSST training re-accreditation.
- C. File monthly briefs and more in depth quarterly progress reports to the Chief and Board.
- D. Prepare an After Action Report (AAR) summary reflecting lessons learned and identifying improvement actions to enhance MFD capability growth and training.

E. Provide, train, schedule and evaluate current and new members of Mosier Fire District to the following:

1. Train on NFPA 1001 Standard for Professional Qualifications for Firefighters
2. Train on NFPA 471 and 472 Recommend Practices and Competence for HAZMAT
3. Train on NWCG S-130/190 and L-180 Wildland firefighter type 2
4. Train on current ICS 100, 200, 700 and 800 per HSPD-5
5. Train on NFPA 1021 Standard for Fire Officer Professional Qualifications
6. Sustainment training for EMS functions

Training will follow:

1. NFPA standards
2. Appropriate Oregon Revised Statues
3. Appropriate Oregon Administrative Rules
4. Appropriate Department of Public Safety Standards and Training
5. Appropriate District SOP's SOG's Policy and Procedures
6. Appropriate County policies, procedure and CEMP
7. Any and all appropriate state policies and directives

F. Responsible to manage training data, confirm certifications, teach, coordinate agency training, serve as the primary interface with other agencies for the implementation of MFD Training Program. Work collaboratively with volunteers and staff. Schedule and coordinate weekly training program in Mosier consecutive nights (i.e., Mon. nights) with 1 eve every other month as a bye for MFD business meeting.. Would ensure training meets requirements and maintains jurisdictional training. Requests transcripts for MFD staff to confirm completion and ensure proper training records are maintained.

G. Test comfort level of volunteers and staff, identify needs and gaps and tailor program accordingly. Training utilizes in-person Mosier courses, online classes and Gorge are drills/training. Some travel to other classes may be advantageous for students and instructor team as pre approved within the established budget. Start new recruits and train existing volunteers. Help ensure Chief is getting certifications as well as volunteers and recruits.

H. Manage department training records in Target Solutions online training modules and records management system. Training Officer will have admin rights to the Emergency Reporting system for QI / QA for emergency runs to use for training and AAR's along with management and input of training and schedule training and admin rights to set and manage

all aspects of the MFD training program.

- I. For operational needs, the training officer will report to the Fire Chief, however Training Officer has unilateral rights as a chief officer to report directly to the MFD Board on the progression of the training program, a critical priority for MFD. Training Officer will have on scene command and control responsibility in case of dire and/or life safety training issues.
- K. A MFD goal is creating a long-term sustainable training program in-house, and the interim Training Officer would begin to recruit and train a replacement, if possible, ideally from within MFD ranks.

The MFD will:

- A. Provide workspace for Training Officer during visits to the MFD; give him access to keys, DPSST, computers, records, equipment, supplies, facilities and computers as needed. Training Officer serves as the primary contact for MFD regarding training to other agencies including DPSST.
- B. Ensure Training Officer is on all relevant rosters and has ready access to staff, volunteers, equipment and facilities and is notified promptly of MFD calls for service and other activities to enable volunteer training and coaching in real time.
- C. Ensure training tools, supplies and services are paid from the MFD training budget as requested by Training Officer that are within the MFD training budget allocation.
- D. Recruit, encourage and support volunteers and staff to attend MFD training.
- E. Pay Training Officer a flat rate stipend monthly for services until the staff expires or is cancelled.
- F. Work collaboratively to meet training program deadlines and requirements and ensure the program and training is productive.