

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Fire Training Officer

SERIES NO.:

2656

MAJOR AGENCIES:

Commerce

EFFECTIVE DATE:

10/15/2006

SERIES PURPOSE:

The purpose of the fire training officer occupation is to train fire safety personnel in basic & advanced firefighting procedures.

At the lowest level, incumbents maintain & repair fire training apparatus & equipment. At the next levels, incumbents teach either basic or advanced firefighting courses. At the next levels, incumbents supervise lower-level or act as assistant to superintendent of academy. At the highest level, incumbent manages all activities at Ohio Fire Academy.

CLASS TITLE

Fire Training Equipment Technician

CLASS NUMBER

26560

PAY RANGE

29

EFFECTIVE

10/15/2006

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of maintenance & repair of fire apparatus, equipment & facilities in order to assist primary instructors in live fire training exercises & in preparing for on-site classes.

CLASS TITLE

Fire Training Officer 1

CLASS NUMBER

26561

PAY RANGE

30

EFFECTIVE

10/15/2006

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of fire science & basic firefighting procedures in order to coordinate & teach state required basic firefighting courses & emergency victim care course.

CLASS TITLE

Fire Training Officer 2

CLASS NUMBER

26562

PAY RANGE

31

EFFECTIVE

10/15/2006

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of fire science & advanced firefighting procedures in order to teach advanced courses & specialized fire training programs (i.e., does not teach only state required basic firefighting & emergency victim care courses).

CLASS TITLE

Fire Training Supervisor

CLASS NUMBER

26565

PAY RANGE

12

EFFECTIVE

08/20/2006

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of fire science & advanced firefighting procedures in order to supervise fire training equipment technicians &/or fire training officers at Ohio Fire Academy.

CLASS TITLE

Deputy Superintendent, Ohio Fire Academy

CLASS NUMBER

26568

PAY RANGE

13

EFFECTIVE

08/20/2006

CLASS CONCEPT:

The first managerial level class works under general direction & requires thorough knowledge of fire science & advanced firefighting procedures in order to assist superintendent in day-to-day operation of Ohio Fire Academy & assume full responsibility in superintendent's absence.

CLASS TITLE

Superintendent, Ohio Fire Academy

CLASS NUMBER

26569

PAY RANGE

14

EFFECTIVE

06/22/1990

CLASS CONCEPT:

The second managerial level class works under administrative direction & requires thorough knowledge of fire science, advanced firefighting procedures & policies & procedures of academy in order to plan, develop, direct & coordinate all activities of Ohio Fire Training Academy & supervise fire training supervisor & deputy superintendent.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Fire Training Equipment Technician	26560	07	10/15/2006	29

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists primary instructor (i.e., fire training officer 1 or 2) in live fire training exercises (e.g., fires & lights fires; fills air bottles; delivers engines & fire apparatus to off-site classes; assists in driver & pump training) & assists in on-site preparation for classes (e.g., sets up fire apparatus & equipment; issues equipment to students; maintains audio visual aids; constructs &/or modifies training aids; assembles instruction materials).

Maintains & repairs training tools, equipment & training grounds; maintains equipment inventory & repairs records; conducts tours of facility; assists in demonstrations.

MAJOR WORKER CHARACTERISTICS:

Knowledge of safety practices involved in repair & maintenance of fire apparatus, equipment & facilities; policies & procedures of Ohio Fire Academy*; inventory control*. Skill in operation of audio/visual equipment, maintenance & repair of fire apparatus, equipment & facilities. Ability to interpret variety of instructions in written, oral, picture or schedule form; calculate fractions, decimals & percentages; understand manuals & verbal instructions, technical in nature; walk, stand & bend for long periods of time; lift up to 125 pounds occasionally.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. or 12 mos. exp. in maintenance & repair of fire apparatus, equipment & facilities & associated safety practices; valid Class "A" Commercial Driver's License.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must maintain valid Class "A" Commercial Driver's License.

UNUSUAL WORKING CONDITIONS:

Exposed to loud noise, unpleasant weather conditions, extreme temperatures, fire starting & residue materials & unusual work settings.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Fire Training Officer 1	26561	14	10/15/2006	30

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Coordinates & teaches state required basic firefighting courses & emergency victim care course at Ohio Fire Academy (e.g., prepares course & instructor/staff schedules; prepares purchase requests; prepares training materials, outlines, handouts & testing & evaluation instruments).

Assists outside agencies & organizations on basic fire training methods & techniques; assists in maintaining academy tools & equipment; assists in promotion of academy activities.

MAJOR WORKER CHARACTERISTICS:

Knowledge of Ohio Fire Academy policies, procedures & training methods*; fire science; firefighting safety practices. Skill in operation of audio/visual equipment; operation of firefighting equipment. Ability to interpret extensive variety of technical material in books, journals & manuals; use algebra; prepare & deliver lectures before specialized audiences; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with students, officials & general public; stand, walk or bend for long periods of time.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certified as Public Safety Instructor in firefighting by Department of Public Safety pursuant to Section 4765.55 of Revised Code; valid driver's license.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must meet Fire &/or EMS Re-Certification requirements as established by the Division of EMS for Provider & Instructor.

UNUSUAL WORKING CONDITIONS:

Occasionally exposed to unpleasant weather conditions, heat & smoke from fires, loud noises & unusual work settings.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Fire Training Officer 2	26562	14	10/15/2006	31

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Instructs students at Ohio Fire Academy in advanced courses (e.g., fire department management, fire officer training, communication skills for fire officers, training with SCBA situation maze) & specialized fire training programs (e.g., high-rise incident command, rescue, fire brigade workshop, hazardous materials, testing aerial apparatus), operates audio/visual & fire fighting equipment & ensures student safety in classroom & on training ground.

Develops & reviews fire training programs & materials to ensure presentation of most updated methods & equipment used in firefighting, investigation & fire prevention courses; assists in coordinating & scheduling training; acts as consultant to outside agencies on training programs; represents Ohio Fire Academy at meetings & conferences with firefighting associations, civic groups & organizations throughout state; teaches state required basic firefighting & emergency victim care courses as needed.

MAJOR WORKER CHARACTERISTICS:

Knowledge of Ohio Fire Academy policies, procedures & teaching methods*; fire science; firefighting safety practices; advanced firefighting curriculum & specialized fire training programs. Skill in operation of audio/visual equipment; operation of firefighting equipment. Ability to interpret extensive variety of technical material in books, journals & manuals; use algebra; prepare & deliver lectures before specialized audiences; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with students, officials & general public; demonstrate physical fitness.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certified as Public Safety Instructor in firefighting by Department of Public Safety pursuant to Section 4765.55 of Revised Code; valid driver's license.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must meet Fire &/or EMS Re-Certification requirements as established by the Division of EMS for Provider & Instructor.

UNUSUAL WORKING CONDITIONS:

May work flexible hours; exposed to unpleasant weather conditions, heat & smoke from fires, loud noises & unusual work settings.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Fire Training Supervisor	26565	EX	08/20/2006	12

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises fire training equipment technicians &/or fire training officers at Ohio Fire Academy, oversees maintenance & repair of fire apparatus & equipment & training areas (e.g., establishes & monitors preventative maintenance program; schedules repairs for structures & equipment) & analyzes need & recommends purchase of training equipment & materials.

Consults with outside fire departments; assists in promotion, publicity & public relations activities of academy; conducts training sessions as required; counsels & disciplines students; recommends new or revisions to existing policies, practices & programs.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques*; Ohio Fire Academy policies, procedures & teaching methods; fire science; firefighting safety practices; advanced firefighting curriculum & specialized fire training programs. Skill in operation of audio/visual equipment; operation of firefighting equipment. Ability to interpret extensive variety of technical material in books, journals & manuals; use algebra; prepare & deliver lectures before specialized audiences; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with students, officials & general public; walk, stand or bend for short periods of time.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certified as Public Safety Instructor in firefighting by Department of Public Safety pursuant to Section 4765.55 of Revised Code; 6 mos. exp. as Fire Training Officer 2, 26562, or in teaching advanced courses in firefighting in another governmental agency or instructional setting; valid driver's license. If assigned to operate vehicles regulated by Section 4506.01 of Revised Code, applicants must also have commercial driver's license.

-Or equivalent of Minimum Class Qualifications for Employment noted above may be substituted for the experience required, but not for the mandated certificate.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must meet Fire &/or EMS Re-Certification requirements as established by the Division of EMS for Provider & Instructor.

UNUSUAL WORKING CONDITIONS:

Works flexible hours; occasionally exposed to unpleasant weather conditions, heat & smoke from fires, loud noises & unusual work settings.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Deputy Superintendent, Ohio Fire Academy	26568	EX	08/20/2006	13

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists superintendent in day-to-day operation of Ohio Fire Academy (e.g., prepares daily work schedule for subordinates, prepares individual staff development plans, assigns subordinates to attend training programs/seminars, analyzes & recommends staffing need) & assumes full responsibility in absence of superintendent.

Assists in preparing goals & objectives & preparation & delivery of fire training programs; reviews &/or prepares plans &/or analysis of programs & activities; recommends policies & procedure for facility & equipment use & maintenance; assists in developing & controlling budget.

Reviews instructor & course evaluations & recommends changes; conducts advanced & specialized training sessions as required; counsels students; oversees development of courses, catalogs & brochures & assists in preparing special course announcements.

Consults with fire departments on fire training operations; assists in promotion, publicity & public relations activities of academy; represents academy on boards & committees.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting*; supervisory principles/ techniques; management*; manpower planning*; employee training & development*; Ohio Fire Academy policies, procedures & teaching methods; fire science; firefighting safety practices; advanced firefighting curriculum & specialized fire training programs; public relations*. Ability to deal with many variables & determine specific action; develop complex reports & position papers; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with students, officials & general public; stand, walk & bend for short periods of time.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certified as Public Safety Instructor in firefighting by Department of Public Safety pursuant to Section 4765.55 of Revised Code; 6 mos. trg. or 6 mos. exp. in supervisory principles/techniques; 1 yr. exp. as Fire Training Officer 2, 26562, or in teaching advanced courses in firefighting in another governmental agency or instructional setting; valid driver's license.

-Or 6 mos. exp. as Fire Training Supervisor, 26565 or related position in another governmental agency or instructional setting; valid driver's license.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must meet Fire &/or EMS Re-Certification requirements as established by the Division of EMS for Provider & Instructor.

UNUSUAL WORKING CONDITIONS:

Occasionally exposed to loud noises, unpleasant weather conditions, heat & smoke from fires & unusual work settings; works flexible hours.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Superintendent, Ohio Fire Academy	26569	EX	06/22/1990	14

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans, develops, directs & coordinates all activities at Ohio Fire Academy (e.g., establishes goals, objectives & policies, oversees development & delivery of training & education programs & activities, develops & controls budget & recommends changes in laws, rules & regulations) & supervises fire training supervisor & deputy superintendent.

Represents academy & fire marshal on boards & committees & at meetings & hearings; coordinates academy activities with other state & federal agencies; promotes & publicizes activities of academy.

Coordinates activities of personal service contractors; oversees maintenance, construction, operation & use of Academy facilities.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; supervisory principles/ techniques; management; manpower planning; employee training & development; Ohio Fire Academy policies, procedures & teaching methods; fire science; firefighting safety practices; advanced firefighting curriculum & specialized fire training programs; public relations. Ability to deal with many variables & determine specific action; develop complex reports & position papers; gather, collate & classify information about data, people or things, establish friendly atmosphere as superintendent of academy; stand, walk & bend for short periods of time; handle sensitive inquiries from & contacts with students, officials & general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

1 yr. exp. as Fire Training Supervisor, 26565; 6 mos. trg. or 6 mos. exp. in management; 6 mos. trg. or 6 mos. exp. in public relations; valid driver's license.

-Or 6 mos. exp. as Deputy Superintendent, Ohio Fire Academy, 26568; valid driver's license.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Works flexible hours; occasionally exposed to unpleasant weather conditions, high temperature, loud noises & unusual working conditions.