



COUNTY OF NYE

CLASS TITLE: TRAINING OFFICER

BASIC FUNCTION:

Under direction plans, administers, and performs emergency responder training, including all aspects of fire, EMS, OHSA, Hazardous Materials and other applicable areas as needed. Works to develop, implement and maintain all training needs concerning on an ongoing basis. Direction may be given by the Human Resource Manager and/or Emergency Management Director.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Coordinates the development of an Emergency Responder Training Program at a County-wide level.
2. Coordinates with County employee(s) and volunteer(s) in the delivery of training programs, including mandated classes and the scheduling of drills.
3. Works with all personnel to comply with N.F.P.A. and OSHA, MSHA, fire safety laws, codes, ordinances, standards, or other applicable regulations.
4. Assists Human Resources in maintaining complete and accurate records and files of all training classes and drills attended by Nye County personnel.
5. Responsible for the development and implementation of various County-wide training manuals.
6. Develops, implements and updates, as needed the volunteer fire department information booklet pertaining to personnel, apparatus, facilities and equipment.
7. Responds to Fire, HAZMAT, and/or EMS incidents as available.
8. Performs regular inspections of County owned properties to ensure compliance with all applicable regulations and ensure the buildings are safe and secure. These inspections shall be recorded and deficiencies reported.
9. Maintains a constant open line of communication with all of the Nye County emergency responder and attempts to ensure that appropriate trained staff are available to respond as needed.
10. Assists the Emergency Management Director and Logistics Officer with purchasing, receiving, stocking, inventory, and distribution of fire equipment and apparatus.
11. Assists in the development and implementation of a Tier II facility inspection program, working in conjunction with the Nye County LEPC (Local emergency Planning Committee).

EDUCATION AND EXPERIENCE (Fire Division):

Five (5) years of fire suppression and rescue experience, and at least two (2) years of instructor training experience. Any combination equivalent to: an AA or AS degree or experience in Fire Science, Nevada FireFighter I Certification, HazMat Operations Certification, Nevada Fire Training Officer Certification and appropriate level of field experience.

LICENSES:

Valid Nevada motor vehicle license, non-commercial class B, with an F endorsement, CPR (American Heart) instructor certification, EMT and EMS Training Certification preferred; Hazardous Materials and Fire Suppression Training Certifications required. Radiological monitoring highly desirable.

EDUCATION AND EXPERIENCE (EMS Division):

Associate Degree in EMS, Fire or Education is desired. High school diploma or G.E.D. required. Minimum of three years teaching experience and teaching certificate in EMS, or education is required. Must be at least an EMT upon hiring. Three-to-five years supervisory experience required and appropriate level of field experience.

Must be certified instructor for the following: American Heart Association Basic Cardiac Life Support (BCLS) or American Red Cross Basic Cardiac Life Support (BCLS), Fire Service Instructor Level I, Hazmat Course Training. Must be certified to teach Emergency Medical Technician Basic and Intermediate courses, as well as the First Responder Course.

KNOWLEDGE, ABILITIES AND SKILLS:

Considerable knowledge, abilities and practical skills of an EMT; Basic knowledge and awareness level regarding radiological terms and concepts and some experience in handling radiological incidents; Comprehensive knowledge and meticulous application of EMS policies and procedures; Effective teaching habits and capabilities for instructing both lay people and professionals; Strong operational planning and budgetary forecasting skills; Ability to establish and maintain effective working relationships with other employees, volunteers, agencies we deal with on a regular basis, and the general public; Ability to react quickly and calmly in emergencies; Strong oral and written communication, computer software, and multi-media presentation skills; Ability to maintain accurate up-to-date computer/manual records and files; Ability to serve as a lead and/or liaison with volunteers; Ability to serve as the Director's designee when appropriately tasked.

LICENSES:

Valid Nevada driver's license; Non commercial Class B, with F endorsement required

EDUCATION AND EXPERIENCE (Workplace Safety):

Three to five years of full time experience performing inspections of buildings and facilities for occupational safety; two years of instructor training experience; one year of full time experience investigating workers' compensation claims; and an AA degree OR equivalent combination of related training and experience. Ability to use standard office equipment including computers, copiers and faxes.

LICENSES:

Valid Nevada driver's license required within two weeks. Safety Officer, HazMat or CPR certifications desired.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Clerical, training assistants, local training officers, on-site safety officers.

CONTACTS:

Co-workers, Human Resources Manager, Department Heads, Emergency Management Director and County employees.

PHYSICAL EFFORT:

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Must be able to successfully pass the yearly HAZMAT / FIRE physical protocol, as applicable. Strength, dexterity, coordination and vision to perform all aspects of the position filled.

WORKING CONDITIONS:

Normal office environment in periods of calm. Readiness to perform activities under adverse conditions in state of emergency as required. Must be able to perform training duties.

This position provides training classes and programs to volunteer services, and will work a variable schedule, including weekend assignments, and is subject to emergency incident recall.