Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 4.2.12

2. SUBJECT: ***Training Coordinator Responsibilities***

3. POLICY: The Training Coordinator Responsibilities policy is established to provide a highly responsible member to assist the District's operations regarding Fire District training. The member in this role will be identified as the "Training Coordinator". Member will remain in current classification held. The Training Coordinator will be selected by the appointment of the District Fire Chief or designee.

4. SCOPE: This Policy and Procedure is applicable to any member that is appointed to the role of Training Coordinator for the Fire District.

5. RESPONSIBILITIES:

   A. The District Fire Chief or designee is responsible for ensuring that this Policy and Procedure is followed.

   B. The person in the Training Coordinator role will adhere to this Policy and Procedure.

6. PROCEDURE:

   A. Supervision Received:

      1. The Training Coordinator shall take direction from the District Fire Chief or designee.

   B. Supervision Exercised:

      1. Maintains classification and supervisory task currently held.

   C. Essential Duties and Responsibilities:

      1. Scheduling:

         a. Assist with the publishing of the District training calendar on a bimonthly basis.
         b. Seek input from Fire District officers on training needs.
         c. Assist the Deputy Chief in the planning, development, and implementation of the Districts training program. Project the

vision, mission, goals, and objective of the Fire District. Assist in the planning for future resources including personnel and equipment.

2. Standard Evolutions:

   a. Assist with the development of written standard evolutions with input from officers.
   b. Assist with establishing written performance standards for all evolutions.
   c. Evaluate all standards at least once each year.
   d. Records: Maintain an up-to-date training records system.
   e. Instruction: Provide instruction for all training administered in house, this can be done personally or with other qualified instructors.

3. Provide Lesson Plans:

   a. Assure completeness, accuracy, and correctness of all lesson plans.
   b. Develop necessary lesson plans tailored to the needs of Grant County Fire District 3.

4. Peripheral Responsibilities:

   a. Attends periodic schools, conferences, workshops, and seminars as directed by the District Fire Chief or designee to maintain a high degree of ability, knowledge and understanding of fire service methods, practices, development, and attitudes.

5. Special Requirements:

   a. Appointment can be terminated at any time for any reason in the sole discretion of the District Fire Chief.
   b. IFSAC Fire Instructor 1.
   c. IFSAC Fire Instructor 2 certified within 1 year of appointment or discretion of the District Fire Chief.

The responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the implement and identified responsibilities.