

# ENFIELD FIRE DISTRICT NO. 1

ORGANIZED IN 1896

## HEADQUARTERS FIRE STATION NO. 1

200 PHOENIX AVENUE  
ENFIELD, CT 06082  
TEL (860) 745-1878  
FAX (860) 745-7114

## FIRE STATION NO. 2

199 WEYMOUTH ROAD  
ENFIELD, CT 06082  
TEL (860) 741-3114  
FAX (860) 741-3204

### POSITION OPENING DEPUTY FIRE CHIEF/TRAINING OFFICER

The position of Training Officer for Enfield Fire District No. 1 is primarily an administrative position being the second highest ranking position in the Enfield Fire Department and holds the rank of Deputy Fire Chief. The Training Officer reports directly to the Fire Chief. The Training Officer is a high-level manager functioning in an administrative capacity as a Staff Division Head within the Fire Department.

The Training Officer is responsible for developing, implementing, managing and delivering all training programs for the Fire Department. The Training Officer is also responsible for accurate record-keeping of all firefighter training delivered and for individual firefighter training records. This requires a sound knowledge in instructional methodology, current nationally accepted fire service principles, practices, techniques and standards, and thorough knowledge of all Enfield Fire Department operations. The Training Officer is responsible for developing and managing the Fire Department training budget in conjunction with the Fire Chief. The Training Officer is responsible for assuring that all Fire Department personnel are trained in compliance with all applicable Federal and State regulations. The Training Officer directly supervises firefighters during emergency operations and non-emergency activities. The Training Officer oversees the gathering and input of pre-incident planning information into Fire Department databases. The Training Officer is responsible for establishing collaborative training initiatives with our local and regional mutual aid partner fire departments and other response agencies that the Fire Department works with. The Training Officer will assist the Chief of Department as directed, in carrying out administrative functions and duties and will act as the Fire Chief in his absence. The Training Officer is responsible for keeping abreast of OSHA Regulations and NFPA Standards regarding firefighter training and firefighter health and safety. The Training Officer is responsible for developing and implementing Fire Department Standard Operating Guidelines. The Training Officer will undertake special projects and assignments at the discretion of the Fire Chief. The Training Officer is responsible for filing monthly reports on departmental training activities with the Board of Fire Commissioners.

Direct Supervisor: Fire Chief

Qualifications: (Minimum)

- High School Graduate (Associate Degree or higher in a fire service discipline preferred)
- Ten (10) years of experience as a firefighter or in an acceptable related position
- Certification as a Fire Service Instructor 1 (State of CT or equivalent – NFPA 1041)  
Certification as a Fire Service Instructor 2 within one (1) year of hire date
- Certification as a Firefighter 2 (State of CT or equivalent – NFPA 1001)
- Certification as a Fire Officer 1 (State of CT or equivalent – NFPA 1021) Certification as a Fire Officer 2 within two (2) years of hire date



- Certification as a State of CT Emergency Medical Technician within one (1) year of hire date, current certification preferred
- Certification as a State of CT Fire Department Safety Officer or equivalent within one (1) year of hire date, current certification preferred
- Hold and maintain a valid CT Class A or B operator's license or hold a current CT operator's license with a Q (fire apparatus) endorsement
- Working knowledge of computers and automated systems. Ability to make efficient and effective use of a computer(s) in carrying out duties and responsibilities.
- Familiarity with current OSHA regulations and NFPA Standards regarding firefighter training and firefighter health and safety.

Duties and Responsibilities (not limited to):

- Develop, implement and manage all fire department training
- Manage record-keeping for all fire department training
- Direct supervision of firefighters
- Fire suppression activities as necessary (response to fires and other emergencies requiring fire department response as determined by the Fire Chief)
- Act in a senior position within the fire department incident command system for emergency incidents as necessary
- Other fire department response activities as necessary (non-emergency)
- Proficiency in the operation of fire department training facilities and training props (Live fire training trailer and driver simulation trailer)
- Develop collaborative training initiatives with our Fire Department mutual aid partners and other response agencies the Department works with
- Manage the pre-incident planning phase of the fire department incident management system (information assimilation and its input into fire department databases)
- Develop written standard operating guidelines for fire department operations and activities
- Assist the Fire Chief with administrative functions and duties
- Maintain all required certifications for the duration of employment or as required by the Fire Chief
- Provide the District Board of Fire Commissioners with a report of training activities at their regular monthly meeting
- Special assignments and/or projects as determined and assigned by the Fire Chief

The starting salary for this position is dependent on qualifications and experience. Salary is paid on a bi-weekly basis. Interested persons should submit a resume and a completed application for employment with the Fire District to the Fire Chief or Administrative Assistant no later than 3:00 p.m. on Friday, January 31, 2020. Applications are available from the Fire Chief or Administrative Assistant at the District Offices, 200 Phoenix Avenue, Enfield, CT 06082.