



Cumru Township

FIRE DEPARTMENT

BERKS COUNTY, PENNSYLVANIA
1775 WELSH ROAD
MOHNTON, PA. 19540
610-777-1343
www.cumrutowhsip.org

Station 1
475 Mohns Hill Rd.
Sinking Spring, PA 19608

Station 2
453 Church Rd.
Mohnton, PA 19540

Station 3
743 Mountain View Rd.
Reading, PA 19607

JOB DESCRIPTION

This Job Description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job related duties may be required. Reasonable accommodations that do not cause an undue hardship on the Township will be considered as required by local, state, or federal law.

TITLE: **Training Coordinator**
DEPARTMENT: Fire Department

SUPERVISED BY:

This position reports and is directed by the Fire Chief who has the authority to comment and evaluate the Training Coordinator position. Comments are made through verbal and written instructions and by physical demonstration, as necessary. Evaluations are written and done at least every 12 months.

WORK SCHEDULE: 20 HRS/WK

DATE COMPLETED: 12/04/2012
EFFECTIVE DATE: 01/02/2013

PURPOSE OF THE POSITION:

This is an administrative position responsible for the development, organization and implementation of a continuous training program related to the fire department; to include statistical analysis and record systems management for fire and emergency medical services. Work is reviewed by observation of effectiveness of work performed, and by adequacy of completed reports.

PRIMARY RESPONSIBILITIES:

- Develops a continuous training program.
- Evaluates and appraises all operations of the department to determine training needs.
- Directs and prepares instruction for department personnel in all areas of emergency services.
- Works under the general supervision of the Fire Chief who outlines broad areas of responsibility.
- Uses judgment and initiative in interpreting orders, rules, regulations, procedures, guidelines, directives and policies in meeting and handling day to day and emergency situations.

- Consults with superior when unusual circumstances develop or when a question arises regarding departmental policy.
- Performs all duties under the general regulations of the department and the direction of the Fire Chief.
- Consults with Deputy Chief of Training and firefighters to determine training needs and to schedule training sessions.
- Prepares courses of instruction in all areas of emergency services.
- Develops library of instruction manuals.
- Teaches training courses and develops instructors to assist in the training.
- Makes effective use of training facilities and equipment available.
- Coordinates the selection and enrollment of fire personnel in governmental and educational training programs, and recommends specific courses for fire service personnel.
- Studies and analyzes technical books and bulletins.
- Directs the preparation of posters, charts, pictures, slides and other teaching aids.
- Prepare department training needs and develop budget for submission to the Fire Chief.
- Completes administrative assignments as directed by the Fire Chief.
- Attends meetings and conferences and prepares reports as required.
- May be required to assist with emergency response duties while working at the discretion of the Fire Chief.
- Performs non-essential duties as required.

MINIMUM REQUIREMENTS TO HOLD THIS POSITION:

- 1) Education/Experience/Training:
 - High school diploma or GED
 - Valid Class C Pennsylvania driver's license
 - Class "B" CDL w/Tank & Air Endorsement (with in one year)
 - Current PA State Fire Academy Certified Suppression Instructor

ESSENTIAL FUNCTIONS REQUIRED PERFORMING THE POSITION:

- Thorough knowledge of modern firefighting methods, apparatus and equipment and the ability to operate same.
- Knowledge of training methods and the ability to instruct others.
- Knowledge of emergency and rescue operations.
- Knowledge of training and certification requirements for all department positions.
- Ability to maintain records and prepare reports.
- Ability to communicate effectively with others and to establish effective working relationship with other Township departments, employees and the general public.
- Ability to convey and receive written and oral communications in a clear, concise and accurate manner.
- Computer user capability, including data management and word processing systems.
- Ability to obtain additional certifications if required
- Maintain socially appropriate behavior and dress code

- Work effectively and harmoniously in a culturally and ethnically diverse work force.
- Work in coordination with others.
- Work under pressure typically associated with this type of position.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Environment-

Work is performed both in the office setting and in the field. Duties include travel to and from a variety of locations and environments. The position may entail exposure to intense noises, odors, hazardous materials, equipment and machinery. Duties are performed in all manner of ambient weather conditions.

Demands-

In an 8 hour workday, this position requires the physical ability to **continuously**:

- Sit for up to 1 hour
- Stand for up to 1 hour
- Walk for up to 1 hour

During an **entire** 8 hour workday, this position requires the physical ability to:

- Sit for up to 4 hours
- Stand for up to 2 hours
- Walk for up to 2 hours

The position requires the physical ability to **lift/carry**:

- Up to 50 pounds occasionally
- Up to 10 pounds frequently
- Up to 5 pounds continuously

The position requires the physical ability to use the **hands** for repetitive actions such as simple grasping and fine manipulation.

The position requires the physical ability to function in activities involving:

- Bending
- Squatting
- Climbing stairs
- Unprotected heights
- Proximity to moving machinery and equipment
- Negotiating uneven terrain
- Reaching
- Foul weather conditions

The physical demands described here are representative of those that may be encountered and must be met by an individual performing in this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position, provided that such accommodations do not cause undue hardship to the Township.

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I have read and understand this Job Description. I am able to abide by and adhere to its contents.

Job Description Title: _____

Today's Date: _____

Printed Name: _____

Signature: _____