

Cape Elizabeth Fire Department

RECRUIT TRAINING OFFICER

The Recruit Training Officer directs the training of new Firefighters during their initial Firefighter-I program. The Recruit Training Officer ensures that instructors are available to teach didactic & practical material and maintains training completion records for all recruits.

APPOINTMENT:

Appointed by the Board of Engineers, and approved by the Chief of Department to a 2 year term.

REPORTS TO:

Deputy Chief of Training

QUALIFICATIONS:

- Graduation from High School or G.E.D.
- Ability to speak, read, write & understand the English language.
- Completion of Firefighter-I Program.
- Completion of Fire Instructor-I Program.
- Three (3) years of service as a Fire Lieutenant or higher rank.

DUTIES & RESPONSIBILITIES:

- Teaches on a one-on-one or group setting
- Administer tests
- Schedules instructions, classrooms, apparatus, materials, etc.
- Evaluates practical skills
- Maintains training files
- Implements final evaluations
- Schedule and coordinates training with other agencies
- Serve on Department Training Committee
- All other duties as assigned by the Chief Officers

SKILLS:

- Demonstrated ability to instruct firefighting techniques & methods.
- Demonstrated ability to effectively schedule instructor and assistant personnel.
- Strong written & oral communication skills.
- Strong organizational and record keeping skills.
- Ability to supervise and train subordinate personnel.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with staff and the general public.
- Ability to perform heavy physical labor under arduous conditions.
- Ability to wear an SCBA Respirator & perform strenuous work in a hazardous working environment.
- Ability to perform all tasks as may be assigned a firefighter.
- Ability to learn to perform various tasks utilizing a computer.

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ANNUAL TRAINING REQUIREMENTS:

- Hazardous Materials: Awareness
- Weapons of Mass Destruction: Awareness
- Workplace Harassment
- Bloodborne Pathogens
- Airborne Pathogens
- Respiratory Fit Test
- SCBA Refresher

PROBATIONARY REQUIREMENTS:

- 6 month probation period from appointment.