


Franklin, Virginia	
Title: Fire Training/Safety Officer	
Status: Non-Exempt	

Summary Objective


The purpose of this position is to ensure that all training requirements and safety procedures are achieved for the firefighters and EMS providers. Coordinates and schedules training efforts for the department. Assists in conducting fire training activities with live exercises and support roles as a Safety Officer.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Participates in the response to fire, medical, hazardous materials, and other emergencies.
- Responds to various calls to act as the Safety Officer at the scene: provides medical attention as needed.
- Performs related administrative tasks; assists in maintaining records and reports involving training activities; prepares training records, reports, and forms; assists in ensuring legal record keeping requirements are met; prepares training schedules.
- Delivers instructions and training information using course materials; adjusts presentation to achieve learning objectives; administers and grades tests; provides evaluation and feedback to students; adapts lesson plans to meet student needs; acquires training resources; assists in developing instructional materials.
- Responds to fire alarms with a company; lays and connects hose; holds nozzles and directs water streams; climbs ladders; uses chemical fire extinguishers, bars, hooks, lines, and other equipment.
- Sets-up and occasionally operates and maintains audio-visual equipment for the department.
- Ventilates burning buildings by opening windows and skylights or by cutting holes in roofs and floors.
- Provides emergency medical service and transport to victims that are sick or injured.
- Performs salvage operations such as applying salvage covers, sweeping water, and removing debris.
- Participates in company training and attends training classes on apparatus operation, firefighting, emergency medical operations and care, and related subjects; studies assigned materials relating to firefighting, emergency medical services (EMS), and community risk reduction.
- Attends additional training to maintain job related certifications.
- Inspects buildings and premises for familiarization; checks for fire hazards; prepares pre-incident surveys.



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- Operates fire apparatus and assumes command of a fire company on an occasional basis in the absence of an officer.
- Performs daily and monthly inspections of fire/EMS apparatus, vehicles, and equipment to ensure a state of readiness or return to service.
- Performs general maintenance and cleaning work in the upkeep of departmental apparatus, equipment, and structures; cleans kitchen, sleeping quarters, walls, and floors; washes, hangs and dries hose; washes, cleans and polishes apparatus.
- Performs general clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.
- Performs other related duties as required.


Minimum Education and Experience Requirements:

- Must be at least 18 years of age
- Must have a High School diploma, GED, or equivalent
- Must have a valid driver's license
- Must be a U.S. citizen or legally eligible to be employed.
- Virginia OEMS Advanced-EMT Certification
- Firefighter I & II
- Fire Instructor I & II
- Fire Officer I
- Incident Safety Officer
- Firefighter I & II Train-the-Trainer
- Hazmat Train-the-Trainer

Preferred Special Certifications and Licenses or ability to obtain within 24 months:

- DPO/BPO Train-the-Trainer
- Vehicle Train-the-Trainer
- May Day Train-the-Trainer
- RIT Train-the-Trainer
- VAOEMS EMS Educator



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Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Fire Training/Safety Officer must have the agility and physical strength to do prolonged and arduous work under adverse conditions. This includes but is not limited to the ability to lift, move, and maintain position on items (e.g. stretchers, equipment, and charged hoses) up to 90 pounds; push objects up to 25 pounds; pull objects from 25 to 50 pounds, and lift or pull victims weighing more than 150 pounds.
- Must meet the medical requirements set forth in NFPA 1582, Chapter 6: Medical Evaluations of Candidates.
- Actively participate in a fitness program and will maintain an acceptable level of personal fitness. Will take and pass a physical agility test at least annually, or as determined by Departmental Policy. Understand that maintaining an adequate level of fitness and passing the physical agility test is a requirement of continued employment.

Unavoidable Hazards (Work Environment):


Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.
 - Radiation; Disease/pathogens.
 - Toxic/caustic chemicals; Explosives; Violence.
 - Other extreme hazards not listed above.

Americans with Disabilities Act Compliance

The City of Franklin is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.



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Standard Clauses

This position is an essential employee, which could require the employee to return to work, be held over to maintain continuity of service, in the event of a natural disaster, staffing shortages, or state of emergencies.

Will be required to work days, nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Must agree to sign a No Tobacco Use Agreement, which prevents an individual from using any tobacco products at any time, on or off duty, while employed by the City.

Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

