

SAN JUAN COUNTY FIRE DEPARTMENT

Captain/Training Officer Job Description

**Policy Number: SJCFD 102-04
Issue Date: October 2008
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Primary Purpose

Oversees and directs the training programs of the Fire District.

Nature of Duties

Shall have overall charge of District training programs. Shall recommend the expenditure of district training funds to the assigned Assistant District Chief. Shall assure that proper training records for the district and district personnel are maintained. Shall schedule and assign instructors. Shall maintain training equipment. Shall verify training requirements for officer elections. Shall perform other similar duties as assigned. Shall act as District Safety Officer and shall oversee all safety programs. Shall be responsible for issuing personal equipment and maintaining records of this equipment.

Supervision Received

This position reports directly to the Assistant District Chief.

Supervision Exercised

Supervises assigned Officers and Field Personnel as needed.

Minimum Qualifications

Shall have served in the Fire Service a minimum of two (2) years and shall have served the San Juan County Fire Department a minimum of one (1) year immediately preceding the election.

The Captain/Training Officer shall have completed or obtained:

- Four basic core requirements
- Valid New Mexico driver's license (class A, B, or E)
- FF1 per NFPA 1001 qualifications
- Pump Operations and Water Supply
- NIMS IS 700
- Vehicle Extrication
- Incident Safety Officer (ISO)
- Fire Instructor 1
- Haz-Mat Operations
- Fire Officer 1

Reviewed and approved
October 19, 2011
Fire Chief's Association Meeting

The minimum qualifications will be reviewed and approved by the San Juan County Fire Department Training Coordinator.

Shall have a minimum of twenty-four (24) hours continuing education (CE) fire training each year immediately preceding their election and not more than four (4) hours EMS training may be credited to this requirement.