

## **FIRE INSTRUCTION SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is primarily technical and supervisory work of a moderately complex nature involving implementing and overseeing a large-scale program of fire-training classes and courses. The work may also involve the actual teaching and conduct of selected courses. Supervision is received from the County Fire Coordinator and/or other administrative employee(s) and supervision is exercised over a number of Fire Instructors and Fire Instructor Aides. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assigns classes and work to Fire Instructors;  
Reviews the work of Fire Instructors through monitoring of classes, written reports, etc.;  
Supervises and participates in the maintenance of records of audio-visual equipment, films, slides and video tapes regarding instructor use, release to members of lending library, repair and upgrading;  
Plans, develops and recommends and implements new courses and training procedures;  
Coordinates training schedules between training center and fire departments, including preparation of course announcements and communications with Fire Department Chiefs and training officers;  
Coordinates instructor continuing education and upgrading;  
Prepares routine activity reports;  
Coordinates industrial training schedules;  
May teach both volunteer and industrial fire training.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of prevention, control and extinguishment of fires; good knowledge of the principles and practices of training programs, especially as related to fire instruction; ability to develop and supervise a training course of fire instruction; ability to maintain routine records; ability to understand and interpret written materials; skill in communicating orally.

**MINIMUM QUALIFICATIONS:** Graduation from high school and five (5) years full-time paid experience in fire fighting or fire-training instruction, or as a Fire Officer, Fire Safety Instructor or related or any combination of such experience, at least one (1) year of which shall be in teaching, instructing, administering or the conduct of training courses.

**NOTE:** An Associate degree in Fire Science or related may be substituted for two (2) years of the required general experience. A Bachelor's degree in Fire Science or related may be substituted for any experience requirement on a year-for-year basis. Volunteer experience shall be prorated on the basis of three (3) years for every one (1) year of full-time paid experience.