

TOWNSHIP FIRE DEPARTMENT
CHAPTER 1: ADMINISTRATIVE OPERATIONS

Part 3: Job Descriptions

Subject: Captain of Training & Safety

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Section: 1-3-7

Effective Date: 04-01-02

Reviewed/Revised Date: 11-25-19

- 7.01 Purpose. Define duties of the Captain of Training & Safety.
- 7.02 Goal. To describe the staff position of Captain of Training & Safety.
- 7.03 Requirements. The Captain of Training and Safety should have completed the following training: Firefighter I, Firefighter II, Emergency Services Instructor, Vehicle Extrication, Entry Level Driver/Operator, and Hazmat Operations. Training not completed at the time of appointment will need to be completed when the next class is offered in the area.

Additionally, Fire Officer I training is required per WI SPS 330 before the Captain of Training and Safety can act as a fire officer during an emergency operation.

- 7.04 Radio designation shall be Township 61, 62, 63, 64, or 65 depending on the station they are from.
- 7.05 The following duties and responsibilities are to be carried out under the administration of the Fire Chief and in accordance with policies established by the Board of Directors of Township Fire Department, Inc. Additional duties and responsibilities may be assigned as needed.
- A) The Captain of Training & Safety shall assist the Division Chief of Training/Safety in all training matters as requested.
 - B) The Captain of Training & Safety shall make necessary recommendations to the Division Chief of Training and Safety to insure the Fire Department complies with NFPA 1500 and SPS 330 standards.
 - C) The Captain of Training & Safety shall oversee the safety of all firefighters at emergency calls and training exercises.
 - D) The Captain of Training & Safety shall correct any fireground or training action he/she feels is an unsafe act immediately.

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- E) The Captain of Training & Safety shall help with preparation of the annual schedule of training topics for the *Station Training* and *Main Meeting Training*.
- F) The Captain of Training & Safety will work with the Division Chief of Training/Safety in overseeing maintenance and calibration of all department gas scopes.
- H) The Captain of Training & Safety will work with the Division Chief of Training/Safety in overseeing maintenance of the self-contained breathing apparatus (SCBA).
- I) The Captain of Training & Safety will work with the Division Chief of Training/Safety in overseeing SCBA Respirator Fit testing of personnel.
- J) The Captain of Training & Safety will work with the Division Chief of Training/Safety on orientations and paperwork for new members.
- K) The Captain of Training & Safety will work with the Chief in overseeing annual maintenance and testing of ladders.
- L) The Captain of Training & Safety will work with the Chief in overseeing the bi-annual maintenance of the extrication equipment.