

SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
NOTICE OF A COMPETITIVE EXAMINATION
TRAINING OFFICER

A written examination will be given in approximately ninety (90) days, on a competitive basis to approved applicants for the purpose of placing names on the competitive employment list for the class of **TRAINING OFFICER** in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the City of Sulphur Civil Service Board.

Application forms may be obtained from Lee Ann Hebert, Secretary to the Civil Service Board, at the Sulphur Fire Department located at 3504 Maplewood Drive, Sulphur, LA 70663 or online at www.sulphur.org.

Completed applications and the required attachments SHALL be received by the board secretary at the Sulphur Fire Department located at 3504 Maplewood Drive, Sulphur, LA 70663, by **JULY 3, 2023**, at **4:00 pm**. Approved applicants will be notified of the exact date, time, and location of the examination at least five (5) days prior to the examination date.

QUALIFICATION REQUIREMENTS FOR ADMISSION TO EXAMINATION:

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to examination.

- Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.
- After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.
- Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study program. Non-Louisiana applicants shall be required to present proof of completion of a high school program which has been accredited and or approved by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.
- Must possess a valid driver's license.
- At the time of application for examination, must have at least five (5) years of fire fighting experience with a full-time paid fire department.
- Must meet National Fire Protection Association (NFPA) 1041 Standard for Fire Service Instructor Professional Qualifications Instructor II Level and prove such certification.

By direction of the Chairman:

Lee Ann Hebert, Secretary

POST THIS NOTICE FROM JUNE 19, 2023 THROUGH JULY 3, 2023

PLEASE SEE ATTACHED CLASS PLAN

DO NOT REMOVE BY ORDER OF
THE SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
THE CITY OF SULPHUR IS AN EQUAL OPPORTUNITY EMPLOYER

TRAINING OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible position in the fire service, the primary duties of which include assembling or developing training materials, conducting training classes, and keeping records of training activities. Incumbent of this class evaluates the performance of department employees during training and maintains records required to document the activity of the Training Division. An employee of this class performs most work with little supervision. The Training Officer reports to and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Conducts training classes, either in the classroom, at the drill field, or at the fire station, in the following areas: fire fighting, use of protective breathing apparatus, CPR, fire streams, ladders, ventilation, rescue, communications, safety, fire attack, salvage and overhaul, pump operations, driving fire equipment, supervision, arson investigation, or any other related subject assigned or required.

Prepares lesson plans and training material. Develops job simulation exercises to rate skills acquired during training. Schedules training for all department employees. Discusses performance of subordinates with superiors.

Personally completes all forms and records required to document the activity of the Training Division. Reads graphs, charts, manuals, or reports in order to compile and analyze data needed for reports. Writes narrative reports on matters concerning the operation of the Training Division. Files records and reports as required.

Acts as a consultant for volunteer fire departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire fighting efforts when required.

Personally tests or directs the testing of all equipment of the department; assures that equipment meets all applicable federal, state, and local standards.

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Training Officer SU

Original Adoption: 07-26-79

Revision Dates: 02-03-94, 06-21-94, 01-17-95, 08-25-98, 10-25-05, 05-02-06, 01-27-09,
06-12-14, 08-19-20