

FIREFIGHTER TRAINING OFFICER

Direct Supervisor: Fire Chief / Assistant Chief and/or Incident Command in Charge

Minimum Requirements:

- Minnesota Class "D" driver's license. Clean driving and criminal records
- Active member in good standing with the department
- Firefighter I & II (or equivalent) preferred
- Instructor certification preferred or willingness to obtain
- Strong communication, organizational, and leadership skills
- Ability to safely demonstrate firefighting and rescue techniques

Testing: Pass physical

Job Summary:

The Training Officer is responsible for developing, coordinating, implementing, and documenting training programs to ensure department members meet required certifications, operational readiness, and safety standards. This position promotes continuous improvement and compliance with state, federal, and departmental training requirements.

Scope of Responsibility:

Responsible for own work. Works under the general and technical supervision of Chief Officer and/or Incident Command in Charge.

Time Commitment:

Attendance at scheduled drills, meetings, and emergency responses as required.
Additional time for lesson planning, instruction, and documentation

Essential Duties and Responsibilities:

- 1 Training Program Development
 - 1.1 Develop and maintain the department's annual training plan
 - 1.2 Ensure training compliance with state regulations, NFPA standards, and department policies
 - 1.3 Schedule and coordinate drills, classroom instruction, and hands-on evolutions
 - 1.4 Coordinate outside instructors and regional training opportunities
- 2 Instruction and Evaluation
 - 2.1 Deliver classroom and practical instruction in fire suppression, rescue, EMS (if applicable), and safety procedures

- 2.2 Evaluate member performance and recommend corrective or remedial training
- 2.3 Mentor probationary firefighters and support professional development

3 Records and Documentation

- 3.1 Maintain accurate training records, certifications, and compliance documentation
- 3.2 Prepare training reports for department leadership
- 3.3 Assist with grant documentation related to training

4 Safety and Compliance

- 4.1 Promote a culture of safety and accountability
- 4.2 Ensure members are trained on new equipment, policies, and procedures
- 4.3 Participate in post-incident reviews and develop training improvements

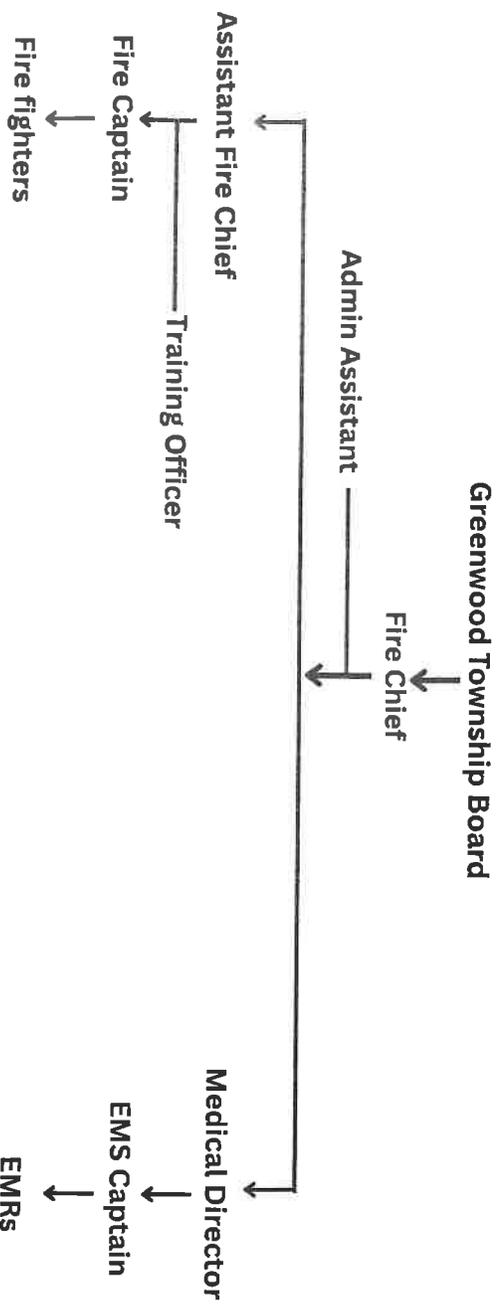
5 Leadership and Professional Conduct

- 5.1 Serve as a role model for professionalism, teamwork, and ethical conduct
- 5.2 Support department goals and operational readiness

6 Performs other duties as assigned

Fire Department

EMS Department



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