

**SPOTSYLVANIA COUNTY  
JOB DESCRIPTION**

**JOB TITLE: FREM PART-TIME INSTRUCTOR  
*DEPARTMENT OF FIRE, RESCUE, AND EMERGENCY MANAGEMENT***

**GENERAL STATEMENT OF JOB**

Under direction of the Training Division Chief, this position performs duties that include the completion of essential elements of course coordination, provides accurate and up-to-date learning objectives and maintains various required training records. Areas of instruction includes EMT-B, ALS, BLS, VDFP I, II, III or Adjunct. Instructors are responsible for providing professional quality work conducting and teaching courses within the prescribed curriculum for study. Position is also responsible for maintaining training aids and equipment and may provide instruction in any of the above based on level of certification. Reports to the Division Chief - Training

Person(s) in this position will encounter sensitive information in the performance of their duties and is expected to maintain that information confidentially.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Employs effective instructional practices and media to promote learning

Teaches and assists in other capacity with basic courses in accordance with the FREM Training Division

Ensures safe and effective use of training center facilities during course delivery and all other related duties while promoting FREM core values

Maintains detailed personnel training records pertaining to courses presented and attendee listings

Develops and updates training programs; review, evaluates and modifies existing programs and recommends appropriate changes to Division Director

Prepares and distributes training aids such as instructional material, handouts, and visual aids; sets up audiovisual equipment

Assists the Division Chief – Training in determining special training needs and coordinating appropriate training programs for volunteer fire and rescue agencies and FREM

**ADDITIONAL JOB FUNCTIONS**

Performs related duties as directed.

**MINIMUM TRAINING AND EXPERIENCE**

Any combination of education and experience equivalent to a Bachelor's Degree in Fire Science or a related field and/or experience in Fire/Emergency Medical Services training and education. Candidates for Fire Instructor must also have NFPA 1041 Instructor I. Candidates for EMS Instructor must also have one of the following certifications:

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VAOEMS EMT-B Evaluator, VAOEMS EMT-B Instructor, CPR Instructor, ACLS Instructor, PALS Instructor, PHTLS Instructor, LCFR AED/KING Airway/ResQPod Instructor.

PREFERRED (not mandated): Five years directly related experience. Candidates for fire instructor given preference for the following – VDFP Fire Officer I, II, III, IV Train the Trainer, VDFP Fire Instructor I, II, III Train the Trainer, VDFP Drive/Operator-Pumper Train the Trainer, VDFP Driver/Operator-Aerial Train the Trainer, VDFP Mayday Firefighter down Train the Trainer, VDFP HTR Vehicle Rescue, Confined Space Rescue, Rope Rescue or Rope Rescue Train the Trainer, VDFP/NFPA 1403 Compliance Officer, and VDFP National Fire Academy Hands-Off course Train the Trainer.

Must possess a valid driver's license issued by the Commonwealth of Virginia. Must maintain all required certifications and licenses.

### **SPECIAL REQUIREMENTS**

Successful candidates will receive a conditional offer of employment contingent upon the successful completion of background investigation, which includes a driving record check. Personnel who elect to be Fire Instructors and enter into an IDLH (live fire) condition must also successfully pass a NFPA 1582 Medical Evaluation and Respiratory Protection Fit Test.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery, equipment, and tools, such as an ambulance, fire/emergency vehicle, boat, trailer, dive equipment, defibrillator, suction unit, oxygen delivery system, immobilization equipment, MAST pants, pulse oximeter, fire apparatus, pump, ladder, aerial platform, generator, air compressor, hose, hydrant, extinguisher, self-contained breathing apparatus, extrication tools, specialized rescue equipment, hydraulic tools, chain saw, power tools, hand tools, gas detector, smoke ejector, ventilation fan, radiation monitor, meters, medical/first aid supplies, radio communications equipment, or general office equipment. Tasks require the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of heavy objects and materials (up to 100 pounds) and occasionally heavier items (100 pounds or over). Physical demand requirements are at levels of those for very heavy work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving or receiving instructions, assignments or directions to/from subordinates, co-workers, or superiors.

**Language Ability:** Requires the ability to read a variety of informational and technical documentation, charts, directions, instructions, and methods and procedures. Requires the ability to write reports and forms with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

**Intelligence:** Requires the ability to learn and understand relatively complex principles and techniques, to make independent judgments in absence of supervision, and to acquire knowledge of topics related to primary occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures and policies, and to follow verbal and written instructions, guidelines and objectives. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including emergency response codes, radio communication codes, and fire/medical terminology.

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**Numerical Aptitude:** Requires the ability to utilize mathematical formulas, add and subtract totals, multiply and divide, determine percentages, determine time and weight, and utilize high school level algebra.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes in using emergency medical equipment, firefighting equipment, and general office equipment and in operating motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, emergency medical equipment, firefighting equipment, general office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have high levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under considerable stress when confronted with an emergency.

**Physical Communication:** Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear) and to communicate via telephone or two-way radio.

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has considerable knowledge of principles and practices of instructing and developing training programs for the Fire, Rescue and Emergency Management Department personnel and volunteer agencies. Has working knowledge of the laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position. Has considerable knowledge of the organization and related agencies. Clearly understands any occupational hazards and adheres to any safety precautions inherent in performing the essential functions of the work. Has considerable knowledge of terminology and related professional languages used within Fire, Rescue, and Emergency field as such pertains to work responsibilities. Knows how to maintain cooperative and effective relationships with intradepartmental and interdepartmental personnel, as well as any external entities with whom position interacts.

**Quality of Work:** Maintains high standards of accuracy in performing duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains quality communication and interaction with intra- and interdepartmental personnel, and any external entities with whom position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in a manner to produce a quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completion of assigned functions. Completes assigned work within established deadlines in accordance with directives, policies, standards, and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides sufficient notice to upper management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Exhibits an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates appropriate and acceptable action for the completion of work with a minimum of supervision and instruction.

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**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identification of alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advisement where appropriate, and researches issues, situations, and alternatives prior to exercising judgment.

**Cooperation:** Accepts supervisory and managerial instruction and direction, and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences is justified, i.e., poor communications, variance with established policies and procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation both intra- and interdepartmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships both intra- and interdepartmentally, and with external entities with whom position interacts. Tactfully and effectively handles requests, suggestions, and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion for work elements, and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards, to include regulatory entities. Ensures such standards are not violated.