

	St. John's Fire District	
	Position Description	
	<i>Battalion Chief – Fire Training</i>	
	Office: Professional Standards & Training	Shift: M-F (40 hr)
	FLSA Status: Exempt – Revised Date: 07/15/2025	

Directly Reports To (Position): Assistant Chief – Professional Standards & Training

Position Summary:

Under limited direction and in compliance with technical, administrative, regulatory, and professional standards and guidelines this position is responsible for the planning, development, coordination, and delivery of comprehensive fire and all-hazards training programs for all personnel. Working under limited supervision, the Fire Training Chief ensures that all fire department staff maintain required certifications and competencies in compliance with applicable district, state, and federal regulations. Serves on special committees and task groups as assigned by the Fire Chief and Deputy Fire Chief. Provides on-call support to disasters and major incidents.

Priorities:

- Encourages a culture where constructive criticism is the norm, and the drive for self-improvement overrides individual ego, personal agendas, and preservation of perceived reputation.
- Provides career consultation and development to ensure individuals under their command reach their personal and professional potential.
- Emphasizes that safety must always be prioritized over relationships and the desire for acceptance.
- Building successful teams through coaching and training with an emphasis on building trust, productive conflict, commitment, accountability, and results.
- Brings a passion for excellence in fire service delivery and prioritizes the organization and accountability

Essential Functions:

1. Credential Management:

Oversee, coordinate, and track all training credentials and certifications for St. John's Fire District personnel. Ensure compliance with local, state, and national requirements, including South Carolina Firefighter standards and ISO/accreditation criteria.

2. Firefighter Training Delivery:

Plan, deliver, and manage daily training activities to maintain required firefighter certifications. Instructional responsibilities include—but are not limited to—structural firefighting, driver training, pump operations, instructional methodology, fire officer development, leadership training, and special operations.

3. Training Documentation and Reporting:

Maintain accurate, timely records of all training activities. Generate and submit monthly training reports, compile a master training report for ISO compliance, and ensure all

training data is entered into designated record management systems.

4. **Instructional Resource Administration:**
Administer departmental policies and procedures governing the use of instructional resources, training personnel, facilities, and administrative documentation.
5. **Records and Compliance Oversight:**
Administer a comprehensive training records management system that meets or exceeds all applicable local, state, and federal standards. Maintain data integrity and audit readiness.
6. **Policy and Program Development:**
Evaluate current training practices and recommend new or revised policies to support strategic training goals and emerging operational needs.
7. **Program Evaluation and Personnel Competency:**
Measure the effectiveness of training programs and assess personnel performance to ensure job competency. Implement evaluation strategies to improve learning outcomes.
8. **Training Needs Assessment:**
Conduct periodic analyses of departmental training needs, identify skill gaps, and use findings to guide training program planning.
9. **Curriculum Design and Implementation:**
Design and implement job-relevant, performance-based training programs. Develop job performance requirements, instructional methods, media content, schedules, and evaluation tools.
10. **Course Development:**
Write clear, concise, and measurable course objectives that align with departmental goals and reflect specific operational tasks.
11. **Budget and Resource Management:**
Assist with planning and administering the training division budget. Forecast needs, justify expenditures, and monitor spending for compliance and efficiency.
12. **Testing and Assessment Administration:**
Support the administration of promotional exams, including oral, written, and performance components, in accordance with applicable standard operating guidelines and policies. .
Ensure test security and grading accuracy.
13. **Interagency Coordination and Events:**
Coordinate training drills, and special events with external agencies and partners. Ensure successful execution of multi-agency training initiatives.
14. **Regional Training Representation:**
Participates in regional training functions and represents the District in meetings and collaborative efforts with the Charleston Area Training Officer Association (CTOA) and other regional training partners.

15. SC Fire Academy Liaison and New Hire Coordinator:

Primary liaison between the District and SC Fire Academy. Develop, implement, and oversee the District's new hire orientation program for sworn personnel.

16. Training Problem-Solving and Supervision:

Meet with staff to identify training challenges, assign projects, and monitor progress. Offer support and direction to improve performance and outcomes.

17. Performance Feedback and Disciplinary Input:

Provide coaching and feedback to correct deficiencies. Support the disciplinary and termination process with training-related input and documentation when necessary.

18. Data Review and Quality Assurance:

Review training reports, records, and rosters for accuracy and completeness. Ensure documentation meets department standards and audit requirements.

19. Other Duties:

Perform additional tasks and responsibilities as assigned by the Fire Chief to support the operational readiness and mission of the St. John's Fire District.

Emergency Assignments

Every St. John's Fire District employee has regular and recurring emergency management responsibilities, though not every position requires routine deployment to natural or manmade disasters. All positions are subject to emergency recall for emergency management operations. This may require irregular work hours, work at locations other than their official duty stations, and may include duties other than those specified in their official job description.

Minimum Education and Qualifications:

- Associate degree in a general professional or technical field
- Minimum five (5) years of progressively responsible service as in the fire service in a fully paid fire or EMS department with a minimum of two (2) years of supervisory experience.
- Valid South Carolina Class D Driver's License
- IFSAC / ProBoard Firefighter II Certification
- EVDT or Equivalent
- Fire Officer 1 & Fire Officer 2 (IFSAC / Proboard)
- Fire Instructor I & Fire Instructor 2
- Incident Safety Officer
- NIMS ICS 100, 200, & 700
- NIMS ICS 300
- NIMS ICS 400

Preferred Education and Qualifications:

- Bachelor's Degree in a general professional or technical field
- Valid South Carolina Class E or CDL Class B Driver's License
- Fire Officer 3 (IFSAC / Proboard)
- Emergency Medical Technician – Basic or above

- Possess or have the ability to obtain SCFA IOWs for various courses and programs as determined by the District within a reasonable timeframe

Ability to:

- Develop, coordinate, and deliver comprehensive fire training programs that meet applicable local, state, and federal standards.
- Design and implement curricula for professional development, special operations, new hire training, and compliance-related instruction.
- Apply adult learning principles to effectively train fire service personnel at all levels.
- Interpret and apply relevant fire service laws, standards, policies, and best practices in training program development.
- Coordinate instructional resources, including scheduling instructors and managing training logistics.
- Evaluate training outcomes and audit programs to ensure effectiveness and regulatory compliance.
- Maintain accurate and organized training records and prepare professional reports and correspondence.
- Manage training budgets, including research, procurement, and inventory control for training equipment and materials.
- Research, write, and administer grant proposals supporting fire training and operational initiatives.
- Implement and oversee a departmental infection control program consistent with health and safety regulations.
- Operate and oversee the maintenance of training facilities and equipment, including public safety training grounds.
- Serve effectively in an Incident Command System role and assume command responsibilities when required.
- Exercise sound judgment and remain composed under pressure in both emergency and administrative settings.
- Communicate clearly and effectively, both orally and in writing, with internal staff and external stakeholders.
- Build and maintain productive working relationships with departmental personnel, city or district staff, and partner agencies.
- Maintain confidentiality and comply with legal and departmental requirements related to personnel and training records.
- Use computers and standard software applications (e.g., Microsoft Office Suite) to manage training data and documentation.

Working Conditions

Primary Work Location: Outside, Vehicle, Office

Protective Equipment Required: Hard hat / helmet, safety glasses, safety boots, respirators, hearing protection, gloves, and self-contained breathing apparatus (SCBA).

Environmental/Health and Safety Factors:

Frequent exposure to unpleasant environmental conditions and/or hazards. Frequent exposure to mechanical hazards, chemical hazards, electrical hazards, fire hazards, explosives, communicable

diseases, and physical danger or abuse. Daily exposure to extreme temperature, wetness and / or humidity, respiratory hazards, noise and vibration, and physical hazards.

Physical Demands:

Continuously requires standing, sitting, walking, carrying, lifting, reaching, pulling/pushing, kneeling, crouching, crawling, bending, twisting, climbing, balancing, handling, fine dexterity, vision, hearing, talking, and foot controls. Heavy strength demands include exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 to 20 pounds constantly.

Mental Demands:

Frequently requires time pressures, emergency situations, frequent change of tasks, irregular schedule/overtime, performing multiple tasks simultaneously, working closely with other as part of a team, tedious or exacting work, and loud/distracting environments.

Americans with Disabilities Act Compliance (ADA)

The St. John's Fire District is an Equal Opportunity Employer. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request ADA accommodation.

Disclaimer

The above information on this position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

I acknowledge that St. John's Fire District has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Fire Chief (or HR) Signature

Date

