CARVER FIRE DEPARTMENT

Standard Operating Guidelines

Section 5.04 - Station Trainer Position **June 15, 2013**

1.0 PURPOSE

The purpose of this guideline is to outline the process for becoming a Station Trainer when an opening becomes available, and the duties and responsibilities for that position.

1.1 SCOPE

All eligible active members of the Carver Fire Department

1.2 STATION TRAINER

With input from Station Captains, the Deputy Chief in Charge of Training may designate up to 3 members of each Company as Station Trainers. The Station Trainers should be company members who possess the ability and desire to assist the Deputy Chief in Charge of Training, Captains and Lieutenants in integrating new members of the Fire Department into the Company.

01. Responsibilities

Under the direction of the Captain and/or designee, to assist in carrying out training activities of the Company as they pertain to new firefighters.

02. Duties

A. To instruct new firefighters in the safe and efficient operation of all apparatus and all equipment assigned to the company within a 60 day time frame.

B. To assist new firefighters in learning all roadways in town, to properly fill out time sheets, equipment failure reports, and other paperwork used in the station.

C. To assist the new firefighters in learning the operation of radio equipment, alarm systems and intricacies of their station.

D. To keep abreast of current Recruit Training techniques and attend all Station Training meetings and required Station Trainer classes.

E. To keep the Captain and/or designee advised regarding the progress of the new member.

03. Minimum Qualifications

A. 3 Years Active Service as a CFD Firefighter

B. Past and present demonstration of proficient Carver Fire Department Training, Operational and Basic Administration Techniques.

04. Desirable Experience & Education

A. Firefighter I/II Certified

B. 5 years as a Carver Firefighter

C. Sufficient documentation to clearly demonstrate efforts to keep abreast of current changes in the Fire Service by taking State / Federal Fire Academy courses, attending seminars, or any other medium that establishes an ongoing current interest in the profession.

05. Appointment Procedure

A. Persons desiring this position should submit a notice of intent to the Fire Chief.

B. Those who meet the minimum qualifications will be notified of the date and time of the interview process.

C. Interviews will be with the Deputy Chief in Charge of Training and the Captain of that Station.

D. The Deputy Fire Chief in Charge of Training will make the appointment.

E. Station Trainers will be evaluated annually by their Company Officers.