

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: ASSISTANT TRAINING OFFICER (JOB CODE 233)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Fire	Various	Non-Exempt

CLASS SUMMARY

The Assistant Training Officer is an entry level professional managerial position in the classified service that assumes the role of officer in charge of the suppression division when the shift Battalion Chief is not on duty and assists the training Battalion Chief in planning, organizing, directing, coordinating, and evaluating in-service training programs of the Fire Department (including the Volunteer Reserve Division). An incumbent in this classification exercises independent judgment and discretion; manages and directs employees at emergency and non-emergency operations; helps in formulating administrative policies for the effective use of assigned personnel; and actively supports the direction established by the Fire Chief and City Manager and policies established by the City Council for the delivery of Fire Department services to the citizens. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- One of the following combinations of education:
 - An Associate's degree in Fire Science Technology from an accredited college; -OR-
 - A Bachelor's degree from an accredited college; -OR-
 - Graduation from high school or its equivalent -AND- thirty (30) semester units of Fire Science/Technology -AND- thirty (30) additional semester college units in general education
- One of the following combinations of experience:
 - Nine (9) years of sworn experience with the Santa Clara Fire Department, three (3) years of which include experience as a Fire Captain; or Deputy Fire Marshal II with the Santa Clara Fire Department

ACCEPTABLE SUBSTITUTION

None

LICENSES/CERTIFICATIONS

- Possession of a valid California Class C driver's license with Firefighter endorsement
- Possession of valid State of California Emergency Medical Technician (EMT), and Cardiopulmonary Resuscitation (CPR) certificates
- All of the listed licenses and certifications must be maintained as a condition of continued employment in this classification for as long as they are required

DESIRABLE QUALIFICATIONS

- Certification from the California State Fire Marshal as a Chief Officer or Master Instructor
- Teaching credential

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OTHER REQUIREMENTS

- Typically assigned to a 56-hour workweek (24-hour shifts); may be assigned to a 40-hour workweek as required
- Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually, and upon leaving office, in accordance with City Manager Directive 100
- Must be able to perform all of the essential functions of the job assignment

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general direction, the incumbent will:

Suppression Division:

- Coordinates, assigns, and directs the work and activities of fire suppression personnel
- Supervises the effective operation, utilization, and maintenance of fire, rescue, hazardous materials, and emergency medical services apparatus and equipment
- Responds to emergencies to coordinate and direct the activities of personnel and equipment
- Transmits, supports, and carries out City and Fire Department orders and policies
- Represents, when necessary, line Fire Captains to administration and administration to line captains
- Inspects personnel and equipment and ensure deficiencies are corrected
- Assists in preparing performance evaluations on subordinates
- Advises counterparts and shift Battalion Chiefs of activities within the division, noting special instructions and unusual conditions
- Assists in the preparation, submittal, and administration of the annual budget for the suppression division
- Develops plans, policies, and procedures concerning all areas of Fire Department activities with other members of the Fire Department staff
- Participates in the evaluation of applicants for employment
- Attends and actively participates in professional conferences
- Prepares complete staff work including administrative assignments
- Regularly assumes the duties of Battalion Chief up to and including 24-hour assignments
- Performs other related duties as assigned

Training Division:

- Supervises and conducts training programs, drills, and evolutions
- Assists in the research and development of standardized methods used and equipment employed in fire department operations
- Observes and evaluates emergency operations procedures utilized by fire department personnel in order to establish and provide training needs
- Assists in coordinating the development and presentation of fire fighting, and life and fire safety training programs for organizations and citizens within the city
- Supervises the instruction and assists in the evaluation of probationary classified suppression

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personnel

- Participates in pre-fire planning programs and operational reviews
- Assists with scheduling and coordinating special training conducted for fire department personnel by other agencies
- Prepares and gives performance evaluations on subordinates supervised
- Supervises the development and updating of training reference material
- May participate in the evaluation of applicants for employment
- Attends and actively participates in professional conferences
- Keeps records pertaining to training activities
- Helps to prepare, submit, and administer the annual budget for the training division
- Works with other members of the Fire Department staff in developing plans, policies, and procedures concerning all areas of Fire Department activity
- Prepares staff work including administrative assignments
- Assists in the delivery of the City of Santa Clara Disaster Preparedness Program
- May act as the Battalion Chief of the Training Division
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Principles, practices, and techniques of modern firefighting operations including those pertaining to emergency scene tactics and strategy and saving life and property
- Effective training practices and techniques
- Major life and fire hazards within the City
- The operations and maintenance of various types of fire apparatus and equipment
- Principles, practices, and techniques of modern technical rescue, hazardous materials control, emergency medical service, and wildland/interface firefighting
- Pertinent federal, state, and local laws, regulations, and policies
- Modern principles and practices of fire department organization and management, including a broad awareness and understanding of the interrelationships between departmental operations, programs, and activities
- Fire alarm systems
- Principles of hydraulics and chemistry as applied to firefighting
- City geography and the water system
- California Vehicle Code

Ability to:

- Effectively use the Incident Command System to manage fire department operations
- Recognize major life and fire hazards
- Evaluate situations, identify problems, and exercise initiative and sound independent judgment within established guidelines
- Employ the leadership skills needed so that others can accomplish departmental and personal goals and objectives
- Maintain and project a positive attitude, and foster the same in others
- Command the respect of coworkers, superiors, and subordinates and maintain discipline and high morale

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- Direct, schedule, evaluate, and train subordinates
- Assist with the preparation and administration of the department's budgets
- Prepare and present clear, concise and complete reports
- Deal fairly, objectively, and impartially with others
- Establish and maintain tactful and effective working relationships with officials, organizations, the general public, and others encountered in the course of work to accomplish tasks while engendering trust and cooperation
- Work effectively as part of a group or team to achieve common goals
- Maintain professionalism and composure at all times, including stressful situations
- Take direction and follow established policies and procedures
- Communicate clearly and effectively, both verbally and in writing by using correct English grammar, spelling, and punctuation
- Recognize training needs and implement the necessary training

SUPERVISION RECEIVED

Works under the general direction of a Battalion Chief of the Training Division while engaged in training activities and from the shift Battalion Chief while engaged in suppression activities.

SUPERVISION EXERCISED

Training Division: supervises Training Division personnel as assigned. Suppression Division: supervises Fire Captains and Acting Fire Captains.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually, and upon leaving office, in accordance with City Manager's Directive 100.

CLASSIFICATION HISTORY

Est. 6/2026