



ASPEN FIRE PROTECTION DISTRICT

Job Description

Position: Lieutenant - Training

Staff Member Type: Administration

Reports To: Division Chief of Training / Human Performance and Optimization

Department: Training / Human Performance and Optimization

FLSA Status: Full-Time; Non-Exempt

Supervisory: Yes

GENERAL STATEMENT:

The Training Lieutenant is a company officer who supports the Division Chief of Training / Human Performance & Optimization in planning, coordinating, delivering, documenting, and evaluating District training and professional development programs. The position provides day-to-day leadership for training activities and helps ensure that career, volunteer, wildland, and non-operational members have accessible, consistent, and relevant learning opportunities.

This is primarily a 40-hour administrative and instructional assignment rather than a rotating 48/96 operations position. The Training Lieutenant maintains operational readiness and may respond to emergency incidents, participate in special operations, or fill an operational role when assigned or needed. Emergency response is an important but secondary function of the position.

The Training Lieutenant models Aspen Fire culture and organizational values; promotes a welcoming environment of inclusivity, accountability, candor, and transparency; and builds productive relationships across the District's combination career and volunteer workforce. All work is performed in accordance with applicable laws, standards, protocols, District policies, rules, and procedures.

SUPERVISORY AUTHORITY:

The Training Lieutenant provides direct supervision, coaching, and performance feedback to assigned members, instructors, and trainees during training activities. May coordinate work assignments and provide input on member performance but does not have independent hiring, disciplinary, or termination authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements are illustrative of the duties and essential functions of the position and do not include other non-essential or marginal duties that may be required. The District reserves the right to modify or change the duties or essential functions of this position at any time.

Training Program Coordination and Delivery

- Assists the Division Chief in developing, implementing, coordinating, and evaluating the District's annual training plan, curricula, calendars, and delivery methods.

- Develops lesson plans, presentations, practical evolutions, task books, skill sheets, examinations, and supporting materials using adult-learning and instructional-design principles.
- Delivers and facilitates classroom, hands-on, scenario-based, multi-company, and online training for career, volunteer, wildland, officer, and other assigned personnel.
- Coordinates training schedules across shifts and member classifications, including evening and weekend offerings needed to provide meaningful access for volunteer members.
- Coordinates instructors, evaluators, facilities, apparatus, props, equipment, and supplies; confirms that training resources are ready and safely used.
- Supports recruit academies, new-member onboarding, acting-officer development, officer development, driver/operator training, continuing education, and specialty programs as assigned.
- Promotes consistent instructional practices and assists with instructor development, mentoring, observation, and feedback.
- Works with regional agencies, academies, educational institutions, and professional organizations to coordinate joint training and share resources.
- Assists with after-action reviews and incorporates lessons learned, operational trends, near misses, and emerging risks into future training.
- Supports and participates in a culture of fitness and wellness by taking personal initiative to maintain physical fitness and overall wellness appropriate to the demands of the position.

Standards, Records, and Continuous Improvement

- Maintains accurate training records, rosters, evaluations, certifications, task books, course materials, and other documentation required by the District and applicable regulatory or credentialing bodies.
- Monitors member progress toward required competencies and certifications; identifies gaps and communicates follow-up needs to members, supervisors, and the Division Chief.
- Supports compliance with applicable NFPA standards, Colorado Division of Fire Prevention and Control requirements, ISO Public Protection Classification documentation, EMS requirements, NWCG standards, District policy, and other governing criteria.
- Assists in maintaining standardized competency tracking across ranks and classifications and helps prepare records for audits, inspections, accreditation, or ISO review.
- Evaluates training through participant feedback, skills verification, testing, observation, and performance data; recommends improvements to content and delivery.
- Monitors changes in relevant fire, EMS, rescue, wildland, hazardous materials, instructional, and certification standards and advises the Division Chief of needed updates.
- Prepares routine reports, metrics, schedules, correspondence, purchase requests, and program recommendations.

Leadership and Supervision

- Provides direct supervision, direction, and accountability to assigned personnel and functional supervision to members participating in training activities.
- Establishes clear expectations; assigns and reviews work; coaches and mentors members; documents performance; and contributes to evaluations or corrective action when appropriate.
- Serves as a member of the District officer corps and supports consistent leadership, communication, and application of policy across career and volunteer teams.
- Coordinates with Battalion Chiefs, Lieutenants, program leads, subject-matter experts, and other staff to align training with operational needs and member development goals.

- Promotes safe, respectful, and inclusive learning environments and adapts delivery to different experience levels, learning styles, schedules, and operational assignments.
- Supports individual development plans, succession planning, mentorship, and professional-development activities as assigned.
- Represents the Training/HPO Division at meetings, committees, community events, and professional forums when assigned.

Safety, Equipment, and Facilities

- Conducts risk assessments and safety briefings for training activities; establishes controls, assigns safety functions, and stops or modifies unsafe activities.
- Ensures training facilities, apparatus, equipment, props, personal protective equipment, and supplies are maintained and used in a safe, serviceable condition.
- Assists with inventories, maintenance coordination, purchases, vendor relationships, and budget tracking for assigned training programs and equipment.
- Maintains a safe and healthy work environment consistent with District values and applicable legal and safety requirements.

Operational and General Responsibilities

- Maintains operational proficiency and readiness appropriate to rank and assigned responsibilities.
- Responds to emergency incidents when assigned or needed and functions within the Incident Command System in a role consistent with qualifications and the needs of the incident.
- May support special events, planned operations, training incidents, staffing needs, or significant/emerging incidents, including occasional work outside the normal schedule.
- When assigned to an operational function, safely supervises or participates in fire suppression, EMS, rescue, hazardous materials, wildland, and related activities in accordance with District policy and qualifications.
- Participates in officer meetings, committees, public education, tours, recruitment activities, and special projects as assigned.
- Performs other duties as assigned by the Division Chief of Training/HPO, Deputy Chiefs, or CEO/Fire Chief.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge

- Modern fire suppression, emergency medical response, rescue, hazardous materials, wildland operations, incident command, firefighter safety, and company-level operations.
- Instructional design, adult-learning principles, curriculum development, lesson-plan preparation, training delivery, skills evaluation, and test development.
- Principles of supervision, leadership, coaching, performance feedback, conflict resolution, and member development.
- Applicable federal, state, and local requirements; NFPA standards; Colorado DFPC requirements; ISO training documentation; District policies, procedures, protocols, and safety practices.
- Combination fire department operations and effective engagement of career, volunteer, wildland, and administrative members.
- Training records management, competency tracking, certification systems, and common office and learning-management technology.

Skills

- Clear, professional written and verbal communication; public speaking; facilitation; and instruction for individuals and groups.
- Planning, organizing, prioritizing, and coordinating multiple programs, instructors, schedules, and deadlines.
- Preparing reports, lesson plans, presentations, evaluations, correspondence, and accurate electronic records.
- Operating firefighting and medical equipment, training props, radios, District vehicles, computers, and software used by the profession and District.
- Analyzing performance, identifying training needs, exercising sound judgment, and making timely decisions in instructional and emergency environments.

Abilities

- Lead by example and build trust across ranks, shifts, disciplines, and career and volunteer classifications.
- Supervise, train, motivate, coach, and evaluate members fairly and consistently.
- Translate standards, policies, and operational lessons into practical and engaging training.
- Work independently while maintaining strong coordination with the Division Chief and operational leadership.
- Maintain composure, situational awareness, and effective decision-making in difficult or high-stress situations.
- Adjust the work schedule to support occasional evening, weekend, holiday, or emergency needs.
- Maintain confidentiality and handle sensitive personnel and performance information appropriately.

EQUIPMENT, ENVIRONMENT, MENTAL & PHYSICAL ACTIVITIES:

- Work is performed in office, classroom, training-ground, fire station, vehicle, outdoor, and emergency-response environments.
- Must be able to operate District vehicles and use office technology, audiovisual equipment, radios, firefighting and medical equipment, tools, apparatus, and training props appropriate to assigned duties.
- Must be able to read and interpret technical documents, codes, standards, regulations, maps, policies, and professional publications; prepare reports and instructional materials; and present information to small and large groups.
- Work may require sitting for extended periods and walking, standing, bending, stooping, reaching, climbing, carrying, lifting, pushing, or pulling for short or extended periods.
- Must be able to safely perform assigned training and emergency-scene duties while wearing required personal protective equipment, including self-contained breathing apparatus when applicable.
- May lift/carry and push/pull up to 100 pounds and occasionally lift or move up to 180 pounds as part of team or emergency operations.
- Must have vision and hearing sufficient to perform essential duties, including reading paper and electronic materials, differentiating colors, using peripheral vision and depth perception, operating in low light, communicating by radio, and participating in meetings and emergency operations.
- May be exposed to heat, cold, smoke, noise, water, odors, fumes, traffic, vibration, grease/oil, dust/dirt, hazardous materials, inclement weather, and emotionally difficult situations.

Note: Reasonable accommodation and consideration may be given for an otherwise qualified individual with a disability.

MINIMUM REQUIREMENTS:

- At least 21 years of age.
- High school diploma or GED.
- Minimum of five (5) years of firefighting and/or EMS service with increasing responsibility in fire suppression, emergency medical response, training, and/or fire prevention.
- Possess and maintain a valid Colorado Driver's License with a satisfactory driving record, or ability to obtain within 30 days of employment.
- Ability to successfully pass a background check commensurate with the position of public trust associated with firefighters and the fire service.
- Valid Colorado, IFSAC, or Pro Board Fire Officer I certification, or ability to obtain within 12 months of appointment.
- Valid Colorado, IFSAC, or Pro Board Fire Instructor I certification.
- Valid Colorado, IFSAC, or Pro Board Firefighter II certification.
- Valid Colorado, IFSAC, or Pro Board Hazardous Materials Operations certification.
- Valid Colorado Emergency Medical Technician (EMT) or National Registry EMT certification, with ability to obtain Colorado certification within two (2) months of appointment.
- Valid BLS for Healthcare Provider card or equivalent.
- ICS 100, ICS 200, NIMS 700, and NIMS 800 certifications.
- NWCG Firefighter Type 2 (FFT2) certification.
- Ability to complete the Aspen Fire Officer Task Book within 12 months of appointment.

Any equivalent combination of experience, training, or education which provides the knowledge, skills, and abilities necessary for this position may be considered.

PREFERRED QUALIFICATIONS:

- Associate degree or higher from an accredited institution, preferably in Fire Science, Emergency Services, Education, Organizational Development, Public Administration, Business, or a related field.
- Valid Colorado, IFSAC, or Pro Board Fire Officer I certification or higher.
- Valid Colorado, IFSAC, or Pro Board Fire Instructor II certification or higher.
- Valid Colorado, IFSAC, or Pro Board Driver/Operator certification.
- ICS 300 or higher.
- NWCG Firefighter Type 1 (FFT1) certification or higher.
- Experience developing curricula, coordinating an academy or multi-agency training, administering a learning-management or records system, or evaluating job performance requirements.

SPECIAL REQUIREMENTS:

The Training Lieutenant must maintain the licenses, certifications, medical clearance, physical capability, and operational proficiency required for assigned duties. The position may respond to emergency incidents or fulfill company-officer or incident-command responsibilities when assigned or needed, as determined by District leadership. This position is not assigned to the rotating 48/96 schedule and is not expected to maintain the same routine response availability as a shift-assigned Lieutenant. Reliable transportation and communication are required for assigned work and occasional schedule adjustments.

HOURS AND WORK SCHEDULE

This is a full-time, non-exempt position normally scheduled for a 40-hour workweek. The schedule will generally occur during weekday daytime hours but will be established by the Division Chief based on District needs. Regular flexibility is required to deliver and/or support evening and weekend training for volunteer and career members. Occasional holiday, early-morning, extended-hours, or emergency work may be required. Overtime must be authorized and will be handled in accordance with District policy and applicable law.

This work may be required in emergency conditions, which might involve extreme danger and exertion under hazardous conditions (flames, smoke, hazardous materials, cramped conditions, charged or oxygen-deficient atmospheres, downed power lines, victims with severe injuries and/or death, and inclement weather, etc.).

NOTE:

Essential function, as defined under the Americans with Disabilities Act, may include the above listed tasks, knowledge, skills, and other characteristics. The list of tasks is **ILLUSTRATIVE ONLY** and is not a comprehensive listing of all functions and tasks performed by positions in this class.

The District reserves the right to change, update and/or amend this job description as the needs of the organization changes.

ACKNOWLEDGEMENT:

I have read, understand, and agree to comply with the contents of this job description and understand that employment with the Aspen Fire Protection District is terminable at will of either the employee or the Fire District, at any time, without notice, without cause and/or without any specific disciplinary procedure.

Print Name: _____

Signature: _____

Date: _____