

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

FIRE CERTIFICATION SPECIALIST

POSITION CODE: 15285

Effective: 12-16-92

DISTINGUISHING FEATURES OF WORK:

Under general supervision, functions as a field representative and liaison within an assigned district contacting local fire protection personnel, institutions of higher education, county and local governmental authorities of the State of Illinois to interest them in the skills development and certification program offered by the Office of the State Fire Marshal; explains purpose and benefits of program, fostering interest and encouraging participation; ensures local compliance with rules and regulations regarding the education, training, and certification of fire protection personnel; maintains a record system to assure continuous liaison with identified agencies; provides assistance to local colleges in curriculum development and programs leading to certification; delivers and proctors examinations for certification; evaluates current needs and assists in establishing training program; evaluates the need for programs to be delivered to departments and organizations; serves as an instructor to fire service staff.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Serves as an information resource by responding to questions either orally or in writing to departments who are currently involved or interested in becoming involved in the certification program.
2. Evaluates current needs of fire departments and assists fire department personnel in establishing training programs.
3. Speaks before groups or organizations in an effort to promote the certification program and to inform them of new policies, rules and standards of mutual concern.
4. Serves as an instructor to fire service staff for seminars and workshops to teach methods of training delivery, recordkeeping, and similar subjects pertinent to the certification program.
5. Contacts fire protection agencies, community colleges, universities, and local government and county authorities to engender interest in and to explain the State Fire Marshal's training and certification program, and how to apply different job certification levels within their organization.
6. Administer the final written examination within an assigned district for various levels and programmatic areas of certification, by distributing test materials, monitoring the examination and returning completed test material to the Office of the State Fire Marshal for grading and approval for certification.
7. Maintains records of time sheets and weekly activities; prepares field information logs or reports on meetings relative to the training and certification programs; indicates on field information log correspondence needed with local fire departments and colleges.

## FIRE CERTIFICATION SPECIALIST (Continued)

8. Interprets department rules and regulations to interested local jurisdictions; explains purpose of rules and regulations as far as locals receiving reimbursement funds and the certification program.
9. Performs program compliance evaluations of participating jurisdictions to ensure instructor proficiency in adhering to required course outlines, school and fire department compliance with the rules and regulations established by the Office of the State Fire Marshal, compliance with skill certification requirements, and the appropriate training records.
10. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires knowledge, skill and mental development equivalent to completion of two years of college with primary concentration in fire science, business or public administration.

Requires certification as a Fire Service Instructor II.

Requires five years of documented fire service experience as a firefighter in a fire department.

Requires three years of experience in a training environment: a) instructing, b) developing training programs, c) developing recordkeeping systems.

Requires three years of administrative experience in a fire service environment.

#### Knowledges, Skills and Abilities

Requires working knowledge of Division of Personnel standards and education policies and procedures.

Requires working knowledge of principles, practices and procedures utilized in the development and implementation of fire personnel training and education leading to certification of fire personnel.

Requires ability to communicate effectively both orally and in written form.

Requires ability to develop and maintain a comprehensive record system.

Requires ability to speak before public groups.

Requires ability to analyze program problems against training standards and suggest corrections to problems.

Requires ability to work with local and county governments and fire service organizations.

Requires ability to interpret agency policies and procedures.

Requires ability to establish and maintain satisfactory working relationships with local officials and the general public.

Requires ability to conduct workshops or conferences, and instruction in both oral and written methods, using instructional tools such as audio-visual aids.