

CIVIL SERVICE COMMISSION

of the City of Meridian

City Hall • 601 23rd Avenue
P. O. Box 1430
Meridian, Mississippi 39302-1430
(601) 485-1931

AN EQUAL OPPORTUNITY EMPLOYER M/F NOTICE OF CIVIL SERVICE EXAMINATION CITY OF MERIDIAN, MISSISSIPPI

TRAINING OFFICER-Public Safety (6046)

Up to a maximum of \$56,183

OPENING DATE: **November 15, 2023**

CLOSING DATE: Applications will be accepted until **12:00 Noon on December 4, 2023**

Pursuant to Article 5, Section 5.04, of the Civil Service Code of Rules and Regulations (attached), the Commission may reject, or cause to be rejected the application of any person for admission to a test, or may, after examination, decline to certify, or may remove from an eligible list, an applicant who is deemed disqualified.

ESSENTIAL FUNCTIONS: Develops training courses and activities for the city and its personnel as it relates to public safety and emergency management; implements programs and trains employees in public safety, emergency management, rescue, emergency medical services, salvage and overhaul, exposure protection and general property conservation. Is responsible for the training of first responders, maintaining training records, and coordinating all needed training with the training facility. Schedules training courses and activities; plans and schedules training courses at the city's training facility; develops and schedules training for various schools. Conducts and teaches safety, prevention, and education courses according to applicable instruction plans and certification standards; uses instructor manuals, City standard operating procedures manual, and maps and plans to develop and implement training. Serves as a member of the city's safety committee. Has the ability to serve as the Safety Officer for the Meridian Fire Department and is a member of the safety committee. Assist with coordination of the physical testing for prospective fire and police department employees. Monitors employee mandatory certification; ensures all personnel comply with state and local certification standards; recommends and/or schedules training and classes for personnel as necessary. Operates emergency vehicles and apparatus; demonstrates the use of equipment and apparatus during training courses; uses extrication tools and chain saws during demonstrations regarding entrapment and rescue efforts; climbs ladders and participates in training classes as necessary. Prepares and/or reviews forms, reports, correspondence, accident reports, plan drawings, supply orders, or other documents; receives forms, reports, correspondence, medical records, pre-incident plans, drawings, maps, manuals, policies, procedures, reference materials, training materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate. Assist with administering and executing grant funding for training events and programs. Prepares emergency response plans for special city events and communicates with all appropriate departments. Works with other city departments and City administration to coordinate assets and activities for disaster emergency response. Responsibilities can be up to

and including the day-to-day operations of the Training Facility. Operates a computer to enter, retrieve, review, or modify data; utilizes word processing, spreadsheet, desktop publishing, database, or other software programs. Communicates with the director, employees, other departments, city officials, consultants, community organizations, volunteers, the media, the public, and other individuals as needed to coordinate work activities, review the status of work, exchange information, resolve problems, or give/receive advice/direction. Attends staff meetings; attends seminars, workshops, and training classes; reads current media sources to keep apprised of changes in legislation, codes, and current trends within the industry; applies current information to daily work routine; provides feedback to staff regarding new information and training sessions; ensures compliance by other city staff. Works with media sources to inform city residents about departmental training and activities. Assist with & coordinate various maintenance-related issues at the Meridian public training facility. Performs other related duties as required.

MINIMUM QUALIFICATIONS: Associate's degree with course work emphasis in public safety or emergency management; supplemented by three (3) years of previous experience and/or training that includes public safety, emergency management, or related area; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job. Must possess and maintain a valid Mississippi driver's license. Must be a Certified Fire Instructor and hold the following certifications: Instructor 1041-I; Fire Officer NFPA 1021- I & II; Driver Operator 1002 - I & II; Firefighter 1001 – I & II; IRHMI - Basic Concepts (FEMA) and IRHMI; Concept Implementation (FEMA); and ICS 100, 200, 300, 400, 700, & 800.

EXAMINATION: The examination will consist of satisfactory proof of completion of Minimum Qualifications as stated above constituting 30% of the final score and 70% to be derived from the oral examination, totaling 100%. The total composite score must be 70 or above to be considered for the position. Applicants deemed to have met the Minimum Qualifications will be notified of the date, time, and location of the oral test. No test will be rescheduled regardless of circumstances. Eligibility shall be for a period of up to one (1) year from the date of certification. Persons should not apply unless they clearly meet the qualifications set forth in this announcement. False statements are grounds for rejection or discharge from employment. All position classifications will require criminal background reports and work history. Failure to complete the background investigation phase shall constitute a failure in the examination. Certification of Eligibility for this position is contingent upon verification of information submitted on the Civil Service Application. The Civil Service Examining Board reserves the right to curve the test and results may be curved in accordance with the guidelines provided by the test provider and based upon the needs of the department. As a prerequisite for employment with the City of Meridian, all job applicants offered employment must submit to a drug and alcohol test. Any job applicant who tests positive for drugs or alcohol will not be considered for employment.

EQUAL EMPLOYMENT OPPORTUNITY: The City of Meridian does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. **THE AMERICANS WITH DISABILITIES ACT PROHIBITS EMPLOYMENT DISCRIMINATION AGAINST THE DISABLED.** However, as a legitimate business necessity applicant must be capable of performing all essential functions of this position, which are considered as bona fide occupational qualifications. Indicate special needs. For Civil Service Application and further information contact:

Civil Service Commission, First Floor, City Hall, Meridian, Mississippi, or telephone (601) 485-1931.

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