

PENOBSCOT COUNTY SHERIFF'S OFFICE
JOB DESCRIPTION

TITLE: Training Sergeant

DATE: January 9, 2013

APPROVED BY: *Sheriff Glenn Ross*

REPLACES:

DATED: July 27, 2012

I. IDENTIFICATION

Job Title: Training Sergeant

Location: 85 Hammond Street, Bangor, Maine 04401

Reports To: Chief Deputy

Supervises: FTO officers

II. JOB SUMMARY

The Training Sergeant is responsible for the implementation of the hiring procedures and the training of all staff within the sheriff's office and jail. As such he/she shall be responsible to ensure that training standards are met and proper documentation and reporting requirements are met.

III. CORE ELEMENTS OF THE JOB

A. Essential Job Functions

1. Manages hiring process of the agency to include job postings, advertising, background investigations, oral boards etc.
2. Responsible for tracking training requirements and ensuring those employees are provided quality training while meeting the requirements of training standards of the state and federal regulations.
3. Ability to become appropriately trained as a train the trainer on various topics as determined by agency head.
4. Ability to become certified instructor on topics determined by agency need.
5. Ability to organize, schedule and communicate.
6. Ability to manage hazardous waste program.
7. Ability to conduct and oversee employee hiring process, both full and part time.

8. Ability to track and report all mandatory reporting of the agency to Maine Criminal Justice Academy, OSHA, Department of Labor and other agencies as assigned.
9. Ability to update hiring manual, course specific lesson plans, relevant policies and procedures.

B. Other Related Duties / Responsibilities

1. Ability to operate a vehicle.
2. Ability to enter data including training records into agency records management system.

IV. SPECIFICATIONS / QUALIFICATIONS

A. Education / Training (Minimum Required and Preferred)

1. High school graduate or equivalent.
2. Prefer 2-year Associate Degree in Law Enforcement or equivalent.
3. Maine Criminal Justice Academy full time law enforcement or corrections officer certified or equivalent required.
4. Understanding of legal issues as it pertains to training liability, hiring practices and mandatory standards.

B. Job Related Experience (Minimum Required and Preferred)

1. Two years experience as full-time Corrections Officer with the Penobscot County Sheriff's Office preferred.
2. Two year supervisory experience preferred.
3. Minimum two year full-time law enforcement or correctional experience. (Required)
4. Certified as a full time law enforcement officer or full time corrections officer by Maine Criminal Justice Academy. (Required)

C. Special Skills (Mandatory)

1. Must have basic personal computer knowledge and skills.
2. Must be able to perform and prioritize multiple tasks efficiently while under stress.
3. Must be able to demonstrate leadership abilities.
4. Minimum 21 years of age.
5. Successful completion of departmental testing.
6. Successfully pass a full criminal and motor vehicle background check.

7. Understanding of hazardous materials collections and destruction procedures.
8. Perform other duties as assigned by higher authority.

D. Cognitive Requirements

1. Must be able to read, write, and comprehend the English language, to include performing basic math functions.
2. Ability to understand, follow, and provide written and/or oral instructions.
3. Knowledge of local, state, and federal laws, rules, and regulations.
4. Knowledge of Penobscot County Sheriff's Office policies and standard operating procedures.
5. Knowledge of general police methods.
6. Knowledge of laws regarding inmate's rights.
7. Knowledge of training standards promulgated by MCJA, OSHA, Dept. of Labor and other regulatory agencies.
8. Understanding of employment law as it pertains to training and hiring.

E. Physical Requirements

1. Must have physical ability to teach hands on self defense, CPR, firearms etc. (Required)
2. Must be able to pass departmental physical and meet requirements of functional job description. (Required)
3. Must be able to operate a motor vehicle. (Required)
4. Must be able to utilize training equipment, training aids, phones and computers. (Required)

F. Work Environment

1. Majority of time spent within Administrative headquarters to include office and classroom setting. Additional time is spent on the range, gym, or other settings.

V. NON-ESSENTIAL FUNCTIONS (PREFERRED)

1. Possess certification from the Maine Criminal Justice Academy as a qualified instructor, having completed Methods of Instruction.
2. Other teaching experience, training certifications are preferred.

**External and internal candidates as well as job/position incumbents who become disabled must be able to perform the essential functions either unaided or with reasonable accommodation which will be determined by management on a case-by-case basis.