



# Position Description

## Fire Training Officer

<b>Position Code:</b>		<b>Pay Band:</b>	
<b>Department:</b>	Fire	<b>Effective:</b>	April 2019
<b>Division:</b>	Fire Suppression	<b>Revised:</b>	
<b>Reports To:</b>	Deputy Fire Chief	<b>Status:</b>	Regular Full-time Union (CPFFA)
<b>Direct Reports:</b>	None	<b>Indirect Reports:</b>	None

### Position Summary

Reporting to the Deputy Fire Chief, the Fire Training Officer is responsible for the establishment, organization, coordination and administration of all training programs for the department including implementation of a learning management system, proper documentation, training schedule, specialized training programs, public education, and fire suppression duties as required.

### Duties and Responsibilities

#### 1. Training (80%):

- (a) Develop and coordinate training programs, manuals, lesson plans, guide sheets and an annual training syllabus for full-time and volunteer department staff to enable them to meet and maintain performance levels established by the department
- (b) Meet regularly with Officers to assist in developing and maintaining a progressive and efficient training program. Monitor and evaluate on-going training programs to ensure they are current, meet legislated and department requirements and address department training objectives.
- (c) Coordinate the delivery of fire service related training programs such as recruit training, officer development, emergency patient care, vehicle driver/operator training, ice/water rescue and fire suppression so that continuity of training is maintained and fire service training goals and objectives are attained.
- (d) Maintain comprehensive training records in the data management system for division staff.
- (e) Research and evaluate policies, procedures, techniques, and equipment and advises of any necessary changes to ensure procedures are effective and safe to maintain or improve performance levels.
- (f) Prepare an annual report regarding training in coordination with the Deputy Fire Chief.
- (g) Responsible for various aspects of the Community Emergency Management Program and conduct training programs for other staff and external agencies as directed. Ensure obligations under the Occupational Health & Safety Act and other application legislation are met.

#### 2. Fire Suppression (10%):

- (a) Assist at emergency situations as a resource on the fire ground or to provide support role for the incident commander. May be required to perform duties of a fire fighter.
- (b) Attend post-emergency evaluations as appropriate.
- (c) Assist officers with pre-fire planning which will be integrated into training.

#### 3. Administration (10%):

- (a) Demonstrate a commitment to personal and professional development by remaining current with legislation, regulations, technology, and organizational theory and practices.
- (b) Attend conferences, seminars, workshops, etc. to keep abreast of emerging issues in the areas of fire service and emergency management.
- (c) Undertake special projects as assigned.



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Work in compliance with the Highway Traffic Act, Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes, and departmental policies/procedures/practices and operational guidelines. Ensure that all necessary personal protective equipment (e.g. safety boots, hard hat, reflective vest, gloves, hearing protection, eye protection, etc.) are used and are maintained in good condition.

Perform other related duties, as assigned, that are in accordance with job responsibilities and/or necessary departmental or corporate objectives.

### Knowledge, Skills and Experience

1. Minimum Grade 12 education (or equivalent).
2. Possess NFPA 1041 (Fire Instructor I) and 1021 (Fire Officer 1) certification. NFPA 1041 (Fire Instructor II) and 1521 (ISO) certification would be an asset.
3. Possess Basic Emergency Management Certificate (BEM).
4. Minimum five (5) years' experience as a full time suppression firefighter or seven (7) years as a volunteer suppression firefighter.
5. Thorough working knowledge of all applicable legislations and regulatory standards, fire apparatus and equipment operation, safety practices and associated training methods.
6. Ability to investigate, research and compile data for reports.
7. Advanced interpersonal skills, with the ability to build collaborative working relationships with general public, officers, firefighters, and staff.
8. High degree of accuracy, attention to detail and record keeping skills.
9. Effective organization skills, ability to prioritize and meet conflicting deadlines regularly.
10. Proficiency in Microsoft Office (Word, Excel, PowerPoint), and internet research skills.
11. Valid Class "DZ" driver's license and current Driver's Abstract with results satisfactory to the employer.
12. Possess Police Information Check with results satisfactory to the Employer and a valid standard first aid and CPR/AED level "C" certificate.

### Physical Demands and Working Conditions

**Physical Effort:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demand requires ability to work effectively and perform related duties during emergency response incidents. Daily tasks may include operating a computer, site visits, meetings, training, concentrated attention to detail during report/release writing, analysis of various information and computer work. Individual must operate office equipment such as computers, copies, faxes, scanners and adding machines. (100%)

Normal hours of work are forty (40) per week, normally Monday through Thursday, usually ten (10) hours per day. Flexibility in scheduling is required to attend emergency calls, change shifts (e.g., day, evening, weekend, holiday) to coordinate with platoon schedules, attend to functions outside of normal work hours, and/or to work overtime as necessary.

**Physical Environment:** Work conditions will vary from a standard office environment (75%) to exposure to extremely dangerous physical hazards (e.g., chemicals, biohazards while rendering first aid or cardiopulmonary resuscitation) when attending fire and emergency operations, and all types of weather



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and temperature conditions during structural fires and other types of emergency response situations. (25%)

**Sensory Attention:** Visual concentration and repetitive keyboarding tasks. Ability to coordinate hands and eyes rapidly and accurately when using equipment. Periods of continual visual concentration and must be able to distinguish numbers and characters on an electronic screen. Vision abilities required include close vision, colour vision and ability to adjust focus. (70%) Requires the ability to prepare and read a variety of reports, letters/correspondence, budgets, etc. The ability to communicate effectively including explaining processes instructions and speaking before groups of people. (30%)

**Stress:** Some mental stress, in normal situations as a subject matter expert with various pressures where the seriousness of the outcome will range from limited to uncertain. (60%) Exposure to written or verbal public criticism, safety regulations and public scrutiny. (15%) Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with difficult or emergency situations. (25%)

### Contacts and Dimensions

Direct Reports:	0
Indirect Reports:	0
Total Employees Served:	0
Other Working Relationships:	Incumbent communicates regularly with all levels of staff, various government agencies, elected officials, community/special interest groups/agencies, Fire Marshall, representatives of other municipalities, media representatives, and the general public.
Budget:	\$
Salary Budget:	\$

### Signatures

Employee Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_