



Training Officer

Fort Erie is a diverse town on the Niagara River in the Niagara Region, Ontario. It is directly across the river from Buffalo, New York and is the site of Old Fort Erie. Fort Erie is one of Niagara's fastest growing communities and has experienced a high level of residential and commercial growth in the past few years.

We're recruiting people who share our values of teamwork, respect, honesty and commitment. You'll be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile. Our mission is to lead and serve Fort Erie by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we will help you reach it!

As our Training Officer you will assist the Deputy Fire Chief with the operation of the Training Department, and the establishment and administration of all training programs. You will plan and provide a comprehensive training program for the Fire Department staff and assists Town staff as needed with corporate training. You will assist with keeping complete records of all training conducted and equipment used. You will prepare recommendations and conduct all required examinations and assessments, reporting the results to the Deputy Fire Chief. You will provide maintenance and testing procedures for specific apparatus and record all actions. You will evaluate new programs and equipment as required.

The Training Officer will have a post-secondary education in Public Administration, Business Administration or Fire Service Management with five (5) years Fire Officer Experience. You will have your certifications in Firefighter I and II, NFPA 1001, Fire Officer II, NFPA 1021, Fire Instructor I and II, NFPA 1041, and Incident Safety Officer, NFPA 1521; Certification in Adult Education is an asset.

Compensation for this non-union position includes an annual salary of \$78,812-\$94,575 and a comprehensive health and wellness benefits package.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

Fort Erie...a welcoming, prosperous connected community of choice

The deadline for receiving applications is 12:00 Noon on Friday, March 31, 2023. [Click here to apply.](#)

The Town of Fort Erie is an equal opportunity employer. Accommodation is available to candidates upon request. We thank all applicants for their interest, only those advancing through the recruitment process will be contacted. Personal information is collected under the *Municipal Act, 2001* to determine employment suitability.

Department: Fire and Emergency Services

Division: Administration

Reports to: Deputy Fire Chief

Position Objective

The Training Officer assists the Deputy Fire Chief with the operation of the Training Department, and the establishment and administration of all training programs. Plans and provides a comprehensive training program for Fire Department staff and assists Town staff as needed with corporate training. Assists with keeping complete records of all training conducted and equipment used. Prepares recommendations and conducts all required examinations and assessments, reporting the results to the Deputy Fire Chief. Provides maintenance and testing procedures for specific apparatus and records all actions. Evaluates new programs and equipment as required. This is an administrative, technical and supervisory position.

Duties & Responsibilities

Training and Development

1. Develop, coordinate, lead the training programs of the Fire Suppression Department. Create and assist Trainers with lesson plan development and delivery of all training.
2. Maintain the training schedule created by the Training Coordinators.
3. Develop and deliver training programs, manuals, lesson plans, guide sheets and training syllabus.
4. Under the direction of the Deputy Fire Chief leads department committees, creates Standard Operating Guidelines (SOG) and lesson plans with the help of committee members.
5. Prepare and provide training in compliance with Regulation O. Reg 343/22 Firefighter Certification.
6. Assist the Deputy Fire Chief with maintaining comprehensive training records for all personnel.
7. Make recommendations to the Deputy Fire Chief on new equipment purchases and advice on any technological changes.
8. Responsible for fire apparatus annual hose testing.
9. Responsible for conducting fire fighter SCBA Fit Testing
10. Maintain inventory of supplies, equipment and apparatus assigned to the Department.
11. Conduct required classification / promotional examinations for members of the department, conduct instructor evaluations and reports results to the Deputy Fire Chief or designate.

12. Visit fire stations and attend emergencies to evaluate operations and to ascertain training quality. Ensures emergencies are handled in accordance with the training given and departmental operational guidelines and policies.
13. Act as an Incident Safety Officer (ISO) as required
14. Research technological changes in operations and recommends programs and procedures.
15. Recommend candidates to attend both internal and external courses and technology programs.
16. Assist in recruitment and hiring of new volunteer fire fighters.
17. Attend, conduct, or assist with training of all volunteer fire fighters on evenings and on weekends, as required.
18. Perform firefighting duties, as required.
19. Perform other duties, as assigned.

Education & Experience

- Post-secondary education in Public Administration, Business Administration or Fire Service Management.
- Certification in Adult Education is an asset
- Certification of Firefighter I and II, NFPA 1001
- Certification as Fire Officer II, NFPA 1021
- Certification of Fire Instructor I and II, NFPA 1041
- Certification of Incident Safety Officer, NFPA 1521
- Five (5) years Fire Officer Experience
- Excellent Verbal and written skills
- Valid drivers' license with DZ endorsement or higher with a driving record acceptable to The Corporation
- Extensive knowledge of modern firefighting, related emergency services and fire prevention methods, techniques and procedures and the operation and maintenance of apparatus and equipment.
- Knowledge of all departmental notices, policies, procedures and operational guidelines.
- Knowledge of all applicable Provincial and Federal Acts or Regulations affecting the operation of the department.
- Thorough knowledge of the techniques and methods of instruction.
- Extensive knowledge in the preparation of lesson plans, guide sheets and manuals.
- Knowledge of all appropriate standards relating to fire protection.
- Knowledge of departmental communications and computer systems.

Supervision

Assigns work to and supervises the Volunteer Fire Officers and Volunteer Fire Fighters.

Work Demands

- 37.5 hours/week - Afternoons and weekends as required
- Participate in on-call rotation as Duty officer or ISO
- Respond to emergency calls and work in all weather, with the possibility of having to enter hazardous atmospheres and areas
- Undertakes a number of assignments simultaneously
- Must work harmoniously with all personnel
- Flexible hours due to volunteer nature of Department

Position History

This is a new job position within the Fort Erie Fire Department to assist with training consistency and to maintain and prepare the department for mandatory certification.

Chief Administrative Officer

Date