

**Township of Cavan Monaghan  
Job Description**

**Position: Fire Training Officer**

Reports to: Fire Chief

This Job Description is effective: January 2025

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**Job Summary**

Reporting to the Fire Chief, the Fire Training Officer is responsible for planning, promoting, and implementing the Fire Department Training Program. They will research and identify training needs and requirements, and develop training procedures, programs, and course material. The Fire Training Officer will develop lesson plans in compliance with Department policies, operating guidelines, and legislative requirements for firefighter training. The training officer will prepare and conduct examinations of members and prepare an annual training statistics summary. They will develop and maintain all required training records for the department and each member.

**Duties and Responsibilities**

- Ensure that the training of firefighting, fire prevention, rescue, life, and property saving functions are being taught with accepted practices within the province of Ontario.
- Develop training manuals, lesson plans, guide sheets, and an annual training syllabus for suppression staff to ensure they meet and maintain performance levels established by the department.
- Monitor and evaluate ongoing training programs to ensure they are current, meet legislated standards, meet department requirements, and address department training objectives.
- Make recommendations to candidates to attend courses and specialty training programs.
- Coordinate and deliver bi-weekly, evening fire service training programs, including recruit training and officer development.
- Maintain comprehensive training records in the department data management system for all personnel.
- Supervise training programs and ensure instruction and sign-offs of Fire Department personnel on equipment used by the department.
- Develop tools to measure, monitor, evaluate, and provide feedback associated with education and training programs to ensure quality outcomes.

- Attend educational courses, training programs, workshops, and seminars throughout Peterborough County as directed by the Fire Chief or that is required to maintain currency.
- Analyses information and reports to identify education and training needs necessary to counteract trends relating to injuries, fire losses, etc.
- This position may respond to emergency scenes.
- Additional duties and special projects as assigned based on departmental and organizational needs.

## **Work Environment**

This position is full-time, 35 hours per week. Exposure to a normal office environment and immediate exposure to the public and other emergency personnel. Exposure to physical and fatal hazards including but not limited to fire and smoke, traffic accidents, hazardous materials, unsafe ice and water conditions, electrical shock, and heights. Exposure to extreme and adverse weather conditions. Requires visual and mental concentration. Requires working outside normally scheduled office hours, including evenings and weekends.

## **Job Knowledge/Education**

- Post-secondary education in a related field or an equivalent combination of education and experience is required.
- Preferred qualification certifications:
  - NFPA 1001 Level 1 and 2
  - NFPA 1002 Pump OPSS
  - NFPA 1072/472 to the Operations Level
  - NFPA 1021 Fire Officer Level 1 (IFSAC/Proboard)
  - NFPA 1041 Fire Instructor Level 1 (IFSAC/Proboard)
  - NFPA 1041 Fire Instructor Level 2 (IFSAC/Proboard)
  - NFPA 1035 Fire and Life Safety Educator Level 1 (IFSAC/Proboard)
  - Any additional Training and Instructional courses or education.
- Current and valid minimum level C, CPR, First Aid, and AED
- Demonstrated capability in developing, delivering, evaluating, monitoring, and recording effective fire service training programs.
- Experience in preparing and delivering training in a variety of styles, e.g. lectures, interactive sessions, and demonstrations.
- Proficiency in the use of computers including MS Office, Internet, and Fire Department management software (e.g. FP2), etc.
- Knowledge of the Fire Protection and Prevention Act, Ontario Fire Code, Provincial Offences Act, and related legislation and related By-laws.

- The successful candidate must have a valid criminal reference check including a vulnerable sector check.
- Must have a valid Class DZ Ontario Drivers License and maintain a satisfactory driving record.

Please note: The above statements reflect the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational or operational requirements.

**Reviewed By:**

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**Chief Administrative Officer**

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**Date**