

## Selwyn Township Job Description

Position: <b>Training Officer</b>	Page: 1 of 3
Reports To: Deputy Fire Chief	Date: March 2022
This Job Description is: ___ New ___ Existing <u>X</u> Revised	

### **Job Summary:**

Reporting to the Deputy Fire Chief, responsible for the implementation and delivery of training initiatives and priorities to members of the Volunteer Fire department.

### **Duties and Responsibilities:**

1. Assists the Deputy Chief in the development, co-ordination and delivery of training for the Volunteer Fire personnel.
2. Assists in directing the volunteer firefighters in all aspects of training and departmental procedures.
3. Assists the Deputy Fire Chief in assessing baseline skills of members of the Volunteer Fire department.
4. Maintains awareness of legislation and relevant standards and /or regulations to ensure changes and new information that affect the Fire department are identified and training programs and lesson plans are developed / updated to reflect the changes.
5. Assists the Deputy Fire Chief in the maintenance of the permanent training file for each member of the department and assists in the preparation of required reports and documentation related thereto as required.
6. Provides training attendance records and completion sign off documents to the Administrative Assistant and the Deputy Fire Chief.
7. Produces and maintains any forms, records, reports and correspondences as required.
8. Attends meetings as required. Represents the municipality at various functions or circumstances as required.
9. Attends training courses, seminars, meetings and workshops so that innovations and procedures in the Fire Service delivery are examined and personal technical expertise is maintained.

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**Duties and Responsibilities: (Cont'd)**

10. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
11. Responsible to adhere to the Occupational Health & Safety Act and the Municipal Health and Safety Policy and to ensure that volunteers under his/her supervision adhere to the same.
12. Performs other duties and carries out special projects as assigned.

**Supervision:**

This position may require the incumbent to supervise or direct the work of others with respect to fire training and education.

**Contacts:**

Internal: With the Fire Chief, Deputy Fire Chief, Department Officers, Volunteer Firefighters and co-workers for the purpose of obtaining and sharing information to complete work assignments and to provide a quality training program.

External: With various Municipal/Provincial/Federal agencies to provide and obtain information.

With fire related associations and others to provide and obtain information.

**Working Conditions:**

Requires the incumbent to work evenings and/or weekends to provide training programs.

Exposed to hazards, extreme heat and inclement weather.

**Job Knowledge:**

Minimum of five to seven years' experience in the Fire Service.

Requires or must be able to attain a minimum NFPA 1021 Fire Officer I and NFPA 1041 Fire Instructor 1& 2 certifications.

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Proven and demonstrated knowledge of modern methods, techniques, and theories used in firefighting and firefighting training.

Requires certification in first aid, CPR, defibrillation and oxygen therapy.

Requires valid Class "D" License with "Z" endorsement.

Knowledge of personal computers, word processing and data software.

Good organizational, presentation and communication skills.

Proven ability to work effectively with co-workers.

**Key Competencies:**

- Communication
- Customer Focus
- Decision Making
- Integrity/Honesty
- Interpersonal Skills
- Job Knowledge
- Team Work and Cooperation