



Selwyn Township Job Description

Position: Training Officer	Page: 1 of 3
Reports To: Deputy Fire Chief	Date: March 2026
This Job Description is: ___ New ___ Existing <u>X</u> Revised	

Job Summary:

Reporting to the Deputy Fire Chief, responsible for the planning, development, implementation, delivery and evaluation of training programs for the Fire Department, ensuring all operational, legislative and safety requirements are met.

Duties and Responsibilities:

1. Assists the Deputy Chief in the development, co-ordination and delivery of training, and makes recommendations for external courses and specialized training programs for all fire personnel in compliance with departmental priorities, applicable legislation and recognized standards (NFPA, Section 21 Guidelines, FPPA, etc.). Maintains an annual training syllabus outlining mandatory, elective and progression-based training requirements.
2. Assists in directing the firefighters in all aspects of training and departmental procedures. Ensures proper and safe practical training evolutions, including the use and maintenance of training grounds, props, and equipment.
3. Assists the Deputy Fire Chief in assessing baseline skills and ongoing competency levels of members of the Fire department, identifies training gaps and updates training plans accordingly.
4. Collaborates with the Deputy Fire Chief to plan and support firefighter recruitment campaigns, new recruit training including external courses as required, orientation and onboarding.
5. Assists in creating retention-focused initiatives such as mentorship programs, clear development pathways and engaging training environments. Supports communication and engagement with members to promote positive culture and long-term service.
6. 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.
7. Assists the Deputy Fire Chief and Administrative Assistant, 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.

Township of Selwyn Job Description	
Position: Training Officer	Page: 2 of 4

Duties and Responsibilities: (Cont'd)

8. Provides training attendance records and completion sign off documents to the Administrative Assistant and the Deputy Fire Chief.
9. Responds to emergency incidents as required and performs all tasks and operations before, during and after incidents in accordance with the Fire Department Operating Guidelines and Policies and Procedures.
10. Assists with the administration and documentation of equipment inventory and expiry dates, and maintenance of department issued PPE, including proper fitting, testing, replacement, repairs and cleaning as required.
11. Assists the Deputy Fire Chief and Fire Chief with research and procurement of equipment, in accordance with the approved purchasing policy and departmental budgets.
12. Produces and maintains any forms, records, reports and correspondences as required.
13. Attends meetings as required. Represents the municipality at various functions or circumstances as required.
14. 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.
15. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
16. Responsible to adhere to the Occupational Health & Safety Act and the Municipal Health and Safety Policy and to ensure that volunteers under their supervision adhere to the same.
17. 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.

Township of Selwyn Job Description	
Position: Training Officer	Page: 3 of 4

Contacts:

Internal: With the Fire Chief, Deputy Fire Chief, Department Officers, 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.

With members of the public and community partners during recruitment or public education events.

Working Conditions:

May require 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 years' experience in the Fire Service.

Requires NFPA 1001 Firefighter 1 & 2, NFPA 1072/472 Hazardous Materials Operations Level and must be able to attain a minimum NFPA 1002 Pump Operations, NFPA 1021 Fire Officer I, NFPA 1035 Public Fire & Life Safety Educator 1, NFPA 1521 Incident Safety Officer and NFPA 1041 Fire Instructor 1 & 2 certifications.

Knowledge of the Fire Protection and Prevention Act, Ontario Fire Code, Provincial Offences Act, and applicable municipal by-laws.

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.

Strong organizational, leadership, presentation and communication skills.

Proven ability to work effectively with co-workers.

Township of Selwyn Job Description	
Position: Training Officer	Page: 4 of 4

Key Competencies:

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