



## **JOB DESCRIPTION**

# **Fire Services Training Officer**

### **PURPOSE**

The Training Officer coordinates and delivers all mandatory and non-mandatory volunteer firefighter training programs as directed by the Rural Fire Services of Oxford County (RFSOC) (e.g. Blandford-Blenheim, East Zorra-Tavistock, Norwich, South-West Oxford and Zorra) in accordance with the Office of the Fire Marshal (OFM) guidelines and procedures, and National Fire Protection Association Standards. The Training Officer reports directly to the Township of Norwich Director of Fire and Protective Services and indirectly to the Rural Fire Services of Oxford County Fire Chiefs. The Training Officer is responsible for the overall development and delivery, budgeting and invoicing, record keeping and safety of firefighters for all RFSOC training programs.

### **SKILL AND EFFORT**

- Post-Secondary education (Community College Diploma or equivalent, which may include continuing education) with related technical subject matter expertise and experience.
- Training Officer Certification from the Ontario Fire College or NFPA 1041 Fire Instructor Level II.
- Certified NFPA 1001 Firefighter Level II and NFPA 1021 NFPA Fire Officer I, or OFM equivalency.
- NFPA 1521 Safety Officer, or OFM equivalency.
- NFPA 1035 Public Fire Life Safety Educator Level 1.
- Certified in a recognized First Aid First Responder Level.
- Experience with training program development, long term planning and strategies, and evaluation of training program effectiveness.
- Fire Service knowledge of current legislation and regulatory standards and associated training techniques.



- Demonstrated proficiency in Microsoft systems including: Outlook, Word, Excel, and Power Point, and other fire service training records software programs (e.g. FirePro).
- Demonstrated participatory and collaborative leadership, team building, and highly developed organizational skills.
- Effective communication, organizational and interpersonal skills with ability to build partnerships and generate consensus.
- Possesses knowledge and skill in the safe operation of all types of fire and emergency vehicles, equipment and safety and protective devices.
- Has a valid DZ Driver's License, and use of a reliable vehicle for Township business.
- Minimum of five (5) years' experience in Fire Service Training. Experience in a municipal fire service is preferred.

### **Physical Effort**

- The Training Officer occasionally requires physical skills, stamina and effort to climb ladders, enter into restrictive or confined spaces and conduct other activities which may require some level of physical hazard to the health and safety of the individual.
- Complete on an annual basis the Physical Skills and Abilities Evaluation as required.

### **Complexity/Problem Solving**

- Work is diversified and complex and the employee work independently on general assignments usually having been given broad objectives, instructions and policies. The employee develops solutions to problems for major functions based on policies or past practices.

## **RESPONSIBILITY**

### **Accountability (risk) – Fire Training**



- Responsible for the development, coordination and delivery of all mandatory and non-mandatory RFSOC/NFPA/Provincial/OFC/RTC training and education programs for fire service personnel, including special teams as directed, including but not limited to annual medical delegation training.
- Meets regularly with Rural Fire Service of Oxford County Fire Chiefs (RFSOC) and/or local volunteer training officers to co-ordinate and plan the development of required training and education programs.
- Assists local fire services with development of individualized annual training plans to be delivered at local training sessions by qualified instructors.
- Monitors and evaluates the impact of training and educational programs in conjunction with Rural Fire Service of Oxford County Fire Chiefs and/or local volunteer training officers.
- Prepares for approval and manages budget associated with training and education of fire service personnel. Works with Finance to ensure appropriate invoicing to respective fire services.
- Receives and processes reports of training records on all fire service personnel.
- Provides regular training status updates, including compliance and re-certification status.
- Ensures that certification and re-certification protocols and processes are maintained in accordance with proper testing/authorizing agency.
- Supports Rural Fire Service of Oxford County Fire Chiefs by identifying issues, needs resources, and opportunities for fire service training. Undertakes research, analysis and gathers information about legislation, technology advancements, best practices and training needs and trends as required.
- Provides leadership, support and expertise in fire training to staff; provide ongoing education to Rural Fire Service of Oxford County Fire Chiefs and local municipal firefighters regarding fire service as required.
- Coordinate training audits for facilities, programs and services and make recommendations to Rural Fire Service of Oxford County Fire Chiefs for training supports.



- Provides copies of records available upon request to Rural Fire Services of Oxford County Fire Chiefs and/or CAOs.
- Performs other duties as assigned by direct supervisor.

### **Supervision/Policies & Procedures/Human Resources**

- The Training Officer shall maintain the proper decorum, discipline and efficiency of the Rural Fire Services of Oxford County training programs in the discharge of all his/her duties in so far as they have a bearing on the efficiency of the programs or the care of apparatus, equipment and supplies, and firefighters.
- Maintain a written record of the attendance of firefighters of the Rural Fire Service of Oxford County at all Rural Fire Service of Oxford County training sessions and supplies used for each training session/program, and any breakages, shortages, equipment and supplies, and any other information that may be required from time to time by the Rural Fire Service of Oxford County Fire Chiefs.
- Ensures the compliance with all health and safety regulations including the Occupational Health and Safety Act, WHMIS, and W.S.I.B. regulations and all municipal policies during all training sessions/programs.

### **Financial**

- Provides input in preparation of participating members of the Rural Fire Service of Oxford County operating and capital budget for the Rural Fire Service of Oxford County training programs.
- Accountable for the administration and monitoring of expenditures within his/her area of responsibility.

### **Contacts – Internal/External**

- Work involves frequent contact with the public, other levels of government/agencies and with a wide variety of staff to provide or obtain information and service that is important to the operation of the participating stakeholders. Requires appropriate tact in order to obtain co-operation and approval of action.

### **WORKING CONDITIONS:**



### **Physical/Stressful**

- Some of the work results in exposure to the discomfort of working outdoors in rain, heat, etc..
- Reasonable proportion of the work consists of activities creating moderate degrees of stress such as dealing with unpleasant but not irate people, meeting definite but adjustable deadlines, regular but not constant interruptions and situations affecting health and safety.

### **Hours of Work**

- The position will be based on a thirty-five (35) hour work week, requiring a flexible work schedule in order to accommodate needs and circumstances of fire services training programs including nights and weekends.