



# Town of Grand Valley Job Description

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| <b>Job Title:</b> Training Officer/Firefighter | <b>Reports To:</b> Fire Chief           |
| <b>Supervises:</b>                             | <b>Date Created:</b> April 2025         |
| <b>Pay Grade:</b> TBD                          | <b>Hours of Work:</b> 40 hours per week |

Reporting to the Fire Chief, the Training Officer is responsible for the coordination, delivery, and evaluation of training programs for firefighters and officers as well as firefighter recruits. This position researches, develops, and delivers specialized technical knowledge through instruction, while evaluating individual needs for improvement. Role responsibilities are performed in accordance with provincial legislation and regulations and partner municipalities' policies and programs.

## Primary Responsibilities:

### Training Officer

- Develop and coordinate training programs, manuals, lesson plans, guide sheets and an annual training syllabus for full-time and volunteer department staff to enable them to meet and maintain performance levels established by the department.
- Meet regularly with Officers to assist in developing and maintaining a progressive and efficient training program. Monitor and evaluate on-going training programs to ensure they are current, meet legislated and department requirements and address department training objectives.
- Coordinate the delivery of fire service-related training programs such as recruit training, officer development, emergency patient care, vehicle driver/operator training and fire suppression so that continuity of training is maintained, and fire service training goals and objectives are attained.
- Maintain comprehensive training records in the data management system for staff.
- Research and evaluate policies, procedures, techniques, and equipment and advise of any necessary changes to ensure procedures are effective and safe to maintain or improve performance levels.
- Development of both annual and multi-year Training Plans.
- Prepare an annual report regarding training in coordination with the Fire Chief.

### Firefighting

- Perform all emergency scene duties including firefighting, forcible entry, search and rescue, carrying hoses, climbing ladders, hooking hoses up to hydrants, breaking through walls and ceilings, protecting those in danger due to a fire,

overhaul, technical rescues, emergency medical treatment and CPR, hazardous materials scene support, property conservation, environmental conservation, and securing emergency scenes so that lives are protected, and property loss is minimized, and performs these activities in accordance with department policies and procedures.

- Assist in emergency situations as a resource on the fire ground or to provide support role for the incident commander. Attend post-emergency evaluations as appropriate.
- Operates fire apparatus within the parameters of the Highway Traffic Act and the vehicle's design so that the apparatus is used safely and efficiently.
- Inspect fire apparatus and equipment to ensure a level of response readiness, so that equipment life is extended, safety is ensured, and equipment operates properly.
- Performs station duties by answering telephones and taking messages, cleaning and maintaining the station so it remains clean and functional, receiving and conducting inventory of station supplies, and performs these activities in accordance with department policies and procedures.
- Training in preparation for emergency responses; completing all required training and retraining as assigned; and participating in pre-planning to become familiar with immediate response area and new or unusual buildings in the station's response area, and with streets and roads under construction.
- Cleaning, inspecting and maintaining equipment and apparatus; conducting full maintenance/safety checks of vehicles and equipment; and performing routine preventative maintenance tasks to equipment and apparatus.
- Working effectively with the crew and other first responders, such as police, paramedics, and other agencies, maintaining a high standard of professionalism; and responding to Mutual Aid requests from neighbouring fire departments.
- After returning from emergency scene, cleaning, inspecting, and accounting for all equipment used and returning all equipment used to a state of readiness.
- Other duties as assigned.

#### **Minimum Education and Qualifications:**

- Currently employed in a municipal fire service, with a minimum of 5 years of experience in a supervisory role.
- NFPA 1001 Firefighter II
- NFPA 1002 – Fire Apparatus Driver/Operator
- NFPA 1041 Fire Instructor II
- NFPA 1021 Fire Officer II
- NFPA 1521 Safety Officer, Or the ability to complete within 6 months of hire
- Valid, unrestricted Ontario DZ driver's license
- Valid C.P.R. and Standard First Aid Certificate – Emergency Medical Responder

#### **General Requirements:**

- Excellent communication and presentation skills. Ability to develop and deliver effective training programs. Proficiency in using training software and technology.

- Strong leadership and organizational skills. Ability to work independently and as part of a team. Commitment to continuous learning and personnel development.
- Demonstrated proficiency in the use of personal computers and Windows based computer applications.
- Must be able to work in a highly structured work environment and follow rules, regulations and procedures.
- Ability to make decisions and to react calmly and quickly in emergency situations.
- Must possess and maintain the physical strength and agility to perform arduous duties and to competently operate all firefighting/rescue apparatus and equipment and all safety equipment under all types of adverse conditions frequently for prolonged periods of time.
- Driver's abstract which reflects less than 3 demerit points and no more than two infractions (maximum of one moving and one non-moving conviction), and any demerit points must be within 12 months of being removed from the license (to be provided if offer of employment is extended).
- Provide a satisfactory vulnerable sector screening and criminal record free unless a pardon has been granted under the Criminal Records Act (Canada) and has not been revoked. These reports cannot be dated earlier than 30 days from conditional offer of employment.

### **Personal Contacts**

- Daily contacts with municipal staff and management and local service providers.
- Maintain relationships with contractors, community groups, representatives from Provincial and other regulatory agencies.
- Regular contact with the general public and ratepayers.

### **Working Conditions**

- Physically demanding position when performing duties of firefighter:
  - Lifting
  - Climbing
  - Carrying
  - Outside exposure to all types of weather conditions
- Normal hours of work are 40 hours per week, regularly required to prioritize variable workload and be willing to work evenings and weekends to accommodate the schedules of volunteer fire suppression personnel, or to attend meetings or community events, plus call out for emergency situations
- Mandatory availability for 'on call' response which requires carrying a cell phone (24/7 operation) as scheduled and responding to after-hours for emergencies that arise requiring oversight and extra staffing; available for overtime hours, when necessary.