



GEORGINA

Career Opportunity

Town of Georgina Human Resources
careers@georgina.ca



Training Officer

(Job ID# 2019.89)

Department: Fire & Emergency Services

Division: Training

Location: Keswick Fire Hall, Station 1-4

Status: Permanent Full Time

Number of Positions: 1

Salary Range: \$109,666.30 per year (42 hours per week, shifts may vary according to scheduled hours (which will include evenings and occasional weekends)

Date Posted: July 30, 2019

Date Closing: August 16, 2019

JOB DESCRIPTION AND SKILL/KNOWLEDGE REQUIREMENTS:

Come work with us!

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization that is focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

Position Purpose:

Reporting to the Deputy Fire Chief, the Training Officer is responsible for the organization, delivering, evaluation and monitoring of training programs for career, volunteer and recruit firefighters.

Key duties include: developing and implementation of training programs, manuals, lessons and syllabus for both volunteer and full-time fire department personnel; coordinating the delivery of fire service related training programs such as recruit training, officer development, emergency care and automated external defibrillation, vehicle driver/operator training etc.; researching and evaluating fire department policies, procedures, techniques and equipment; respond to emergencies as required; assisting with recruitment and evaluation; managing technical rescue training such as Ice/Water Rescue, Trench Rescue, Rope Rescue, Confined Space and Hazmat; and maintaining training records for all fire firefighters. ***For the full job description details, please see the attached job description.***

Qualifications:

Ontario Secondary School Diploma. NFPA 1041 Fire Instructor II and NFPA 1021 Fire Officer I are preferred. ***For the full job description details, please see the following included.***

How to apply: Please forward your cover letter and resume in confidence by August 16, 2019, identifying the **Job Title and ID#2019.89** in the subject line to careers@georgina.ca or in person or by mail to Human Resources, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1

We thank all candidates for their interest, however, only applicants selected for an interview will be contacted.

JOB DESCRIPTION

POSITION: TRAINING OFFICER **DEPARTMENT:** FIRE AND EMERGENCY SERVICES

DIVISION: TRAINING

DATE: Amended July 29, 2019
Amended June 18, 2019
Amended: April 21, 2017
Amended: June 12, 2014
Amended: July 3, 2001
Amended: February 3, 2005

PRIMARY FUNCTION:

Under the direction of the Deputy Fire Chief, the Training Officer will be responsible for the establishment, organization, delivering, evaluating and monitoring of training programs for career, volunteer and recruit firefighters.

SUPERVISION RECEIVED:

Deputy Fire Chief

DIRECTION EXERCISED:

Provides and facilitates training for career, volunteer and recruit firefighters.

DUTIES:

Develops and implements training programs, manuals, lesson plans, guide sheets and a department wide annual training calendar for career and volunteer firefighters to ensure fire department personnel are meeting and maintaining performance levels as established by the department.

Coordinates the delivery of fire service related training programs such as, but not limited to, recruit training, officer development, emergency patient care, vehicle driver/operator training, auto extrication, technical rescue training such as ice/water rescue, trench rescue, rope rescue, confined space and hazmat and fire suppression so that the continuity of training is maintained and fire service training goals and objectives are attained.

Meets regularly with all Officers and stakeholders to assist in developing and maintaining a progressive and efficient training program. Monitors and evaluates on-going training programs to ensure they are current, meet legislated and department requirements and addresses department training objectives.

Ensure training records are complete in the FireHouse Record Management System and any other training programs, as directed by the Deputy Chief, for all personnel.

Prepares reports on divisional activity as required and participates in training division budget process.

Evaluates ongoing training programs.

Recommends candidates to attend both internal and external courses and technology programs.

Continues to implement, manage and champion e-learning management system.

Assists with preparation and facilitation of promotional exams and practical evolutions as directed.

Develops training notes for equipment and procedures. Ensures obligations under the *Occupational Health and Safety Act* and other applicable legislation are met.

Development of both annual and multi-year Training Plans.

Demonstrates a commitment to personal and professional development by remaining current with legislation, regulations, technology and organizational theory and practices. Attends position related conferences, seminars, courses, workshops etc. to keep abreast of emerging issues in the fire service.

Must be willing to work flexible shifts, averaging 42 hours per week, which will include evenings and occasional weekends.

The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed description of the work requirements that may be inherent in the job.

SKILL/KNOWLEDGE REQUIREMENTS:

- Ontario Secondary School Diploma;
- NFPA 1041 Fire Instructor II preferred;
- NFPA 1021 Fire Officer I preferred;
- NFPA 1006 Rescue Technician preferred;
- Certified ISO preferred;
- Certification in Water/Ice Rescue;
- Current First Aid, CPR and AED;
- EMCA/Paramedic or other Certified Red Cross First Responder, Emergency Medical Responder/Instructor preferred;
- NFPA 1072 Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications preferred.

Successful applicant will be willing to enrol, be enrolled or is a graduate of continuing education at the Ontario Fire College pertaining to technical training responsibilities.

Skilled in use of computers and thorough knowledge of Microsoft Office Programs, FireHouse and Target Solutions.

Demonstrated ability to analyse, develop, evaluate and administer effective general and specific fire service training for suppression personnel.

Exceptional analytical, organizational, investigative and research skills. Sound judgement and ability to work under pressure to meet deadlines.

Exceptional communication, report writing and presentation skills, strong interpersonal, public relations and customer service skills.

Thorough knowledge of NFPA Programs and requirements.

Thorough knowledge of the operation and maintenance of all apparatus and equipment and methods used in combating, extinguishing and preventing fires.

Advanced knowledge of relevant fire service legislation, standards, and the *Occupational Health and Safety Act*.

Minimum of seven years' experience as a career fire fighter. Minimum Class DZ driver's license required.

Certificate and or knowledge and experience in Instructional Design considered an asset.

Considerable knowledge of Adult Learning Principles.

Able to work collaboratively in a fast paced, team oriented environment. Possess strong leadership and motivational skills and able to work with minimal supervision.