

JOB SUMMARY

Reporting to the Manager, Rural Services, the Fire Training Officer is responsible for managing, developing, delivering and coordinating education programs for the Regional District's Fire Departments and the Fire Training Centre.

DUTIES / RESPONSIBILITIES

- Coordinates, develops and delivers fire training programs to meet legislative, fire department, and regional fire service requirements
- Researches, develops and evaluates fire department policies, procedures, bylaws and equipment
- Manages, develops and delivers training programs at the Fire Training Centre
- Coordinates, schedules and develops Fire Training Centre instructors and technicians
- Utilizes best practices in the analysis, design, development, implementation and evaluation of effective training programs
- Maintains accurate records, files and databases
- Coordinates and plans firefighter professional development in conjunction with fire department officers
- Analyzes new training program requests taking into account training objectives, gap analysis, and budgets
- Maintains harmonious working relationships with staff, elected officials, members of the business community and the general public
- Completes work in compliance with safety policies and WorkSafeBC regulations
- Undertakes emergency training and assists as directed in supporting the Regional District's emergency response mandate. Duties assigned during an emergency may differ from regular duties
- Performs other duties as may be assigned from time to time

SUPERVISION RECEIVED AND EXERCISED

Immediate Supervisor:	Manager, Rural Services
Positions directly supervised:	
This position is responsible for: <input checked="checked" type="checkbox"/> Not applicable <input type="checkbox"/> Assigning work <input type="checkbox"/> Reviewing work <input type="checkbox"/> Evaluating work <input type="checkbox"/> Disciplining employees	

KNOWLEDGE, ABILITIES AND SKILLS REQUIRED

Education:	<ul style="list-style-type: none"> ▪ Certified Training Officer Accreditation or Certified National Fire Protection Association (NFPA) Fire Service Instructor I, or equivalent ▪ Diploma in a related field
Experience:	<ul style="list-style-type: none"> ▪ 5 years of firefighting experience
Licenses / Certificates / Registrations:	<ul style="list-style-type: none"> ▪ Valid Class 5 BC Driver's License
Specific Skills:	<ul style="list-style-type: none"> ▪ Demonstrated skills and abilities in developing and conducting fire training programs ▪ Advanced knowledge of relevant Fire Service legislation, industry standards and Occupational Health and Safety Act ▪ Advanced knowledge of BC Fire Service training standards, including NFPA/Pro Board Fire Service programs and requirements ▪ Demonstrated ability to work as an effective advisor, educator, mediator and facilitator ▪ Exceptional communication and presentation skills ▪ Ability to work with limited supervision, requiring independence and initiative ▪ Physically fit and psychologically capable of performing all firefighter duties ▪ Working skills in the use of Microsoft Office suite of products (Word, Excel, Outlook, PowerPoint)
Special Requirements:	<ul style="list-style-type: none"> ▪ Clear criminal record check including vulnerable sector ▪ Successfully pass a firefighter medical evaluation ▪ Will require a reliable, safe vehicle ▪ Will be required to work a flexible work schedule, including evenings and weekends

CLASSIFICATION

Wage Level 11

JOB DESCRIPTION

Effective date: February 13, 2024