



Job Description

Training Officer

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Deputy Fire Chief

TITLE OF IMMEDIATE SUBORDINATES: Could vary by assignment

DEPARTMENT: Fire & Emergency Services

SUMMARY OF POSITION:

Under the direction of the Deputy Fire Chief, a Training Officer is responsible for planning, organizing and directing the training functions of the Volunteer Fire Department to ensure that volunteer fire firefighters are trained to provide fire services in a safe manner.

The Training Officer reports to the Deputy Fire Chief. The Training Officer is responsible for providing oversight to all training activities, evaluating program effectiveness, recommending equipment purchases, researching and developing new methods of fire suppression, assist in setting training goals, and assist in the development of training policies and procedures.

Officers are expected to remain proficient in all firefighter-level responsibilities, including fire suppression, rescue, equipment operation, training, and station maintenance. Officer duties include both leadership responsibilities and the ability to perform the full scope of tasks carried out by members across the firefighter ranks to support effective operations

ROLE AND RESPONSIBILITIES:

As assigned by the Deputy Fire Chief, is responsible for training volunteer fire fighters in order to ensure that trained fire fighters are available to respond to an emergency incident.

Main Activities:

- Conducts orientation sessions with new volunteer fire fighters;
- Conducts training sessions with volunteer fire fighters;
- Evaluates the performance of volunteer fire fighters;
- Identifies skill development needs and coordinates training programs;
- Formulate an annual training plan;
- Schedule classes and drills;
- Ensure volunteer firefighters adhere to occupational health and safety regulations;
- Provides a positive work environment that supports a high level of moral among volunteer fire fighters; and
- Reports disciplinary issues to the Deputy Fire Chief.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Training/coaching techniques
- Firefighting training programs including fire fighter safety Firefighting techniques and methods
- Incident command systems
- Emergency response techniques
- Emergency procedures, first aid and CPR
- Maintenance of equipment
- Building construction
- Ability to communicate effectively
- Ability to deal effectively with people in a variety of settings
- Ability to plan, schedule, supervise and review the performance of people
- Analytical and problem solving skills
- Maintain standards of conduct Be respectful
- Possess cultural awareness Be flexible
- Be consistent and fair

The Training Officer would normally attain the required knowledge, skills and abilities through completion of Fire Fighting Instructor training and several years of related fire fighting experience.

The incumbent must possess and maintain a valid B.C. Driver's License appropriate to the class of vehicle being operated and an acceptable driving record.

ACCEPTANCE:

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

_____	_____	_____
Employee Name	Employee Signature	Date

_____	_____	_____
Employer Representative Name	Employer Representative Signature	Date