

## Training Officer

**Position Type:** Permanent, Full-Time (35 hrs/week, Monday to Friday, 8:30 am to 4:30 pm)

**Location:** Port Elgin, Ontario

**Salary:** \$82,790 to \$94,079 (depending on qualifications and experience)

### About the Town of Saugeen Shores:

Team Saugeen exists to keep our community safe, well-serviced, growing, and vibrant in ways that respect both everyone on the team and the public we serve. We win together.

At the Town, we value work-life balance and offer competitive compensation, flexibility in work and opportunities for career growth. We work to ensure that we attract, recruit, and retain high quality talent to build a strong culture.

We constantly collaborate on initiatives to enhance equity and inclusion in the workplace, and in the services and programs delivered to residents.

### What we can offer you:

- 10 paid personal days in addition to a generous number of vacation days per year
- Comprehensive extended health and dental benefits, including an Employee and Family Assistance Plan
- Enrollment in the OMERS pension plan
- A passion for investing in our workforce through continuous learning and development.

### About the Role:

We are looking for a passionate and driven individual to join our team. As the **Training Officer**, reporting to the Director, Fire Services/Fire Chief, you will assist the Director, Fire Services/Fire Chief with the operation of training, and the establishment and administration of all training programs within Fire Services. You will plan and provide a comprehensive training program for Fire Services staff and assist Town staff as needed with corporate training.

### Key Responsibilities:

- Develop, coordinate, lead the training programs of the Fire Services Department.
- Maintain the training schedule created by the Training Coordinators.
- Prepare and provide training in compliance with Regulation O. Reg 343/22 Firefighter Certification.
- Visit fire stations and attend emergencies to evaluate operations and to ascertain training quality.
- Attend, conduct, or assist with training of all volunteer firefighters on evenings and on weekends, as required.
- Conduct instructor evaluations and reports results to the Fire Chief or designate.
- Create Standard Operating Guidelines (SOG) and lesson plans.
- Prepare gap analysis of SOG requirements.
- Create draft SOGs for Joint Health and Safety Committee and training coordinators input.

- Ensure emergencies are handled in accordance with the training given and departmental operational guidelines and policies.
- Conduct and schedule required classification / promotional examinations for members of the department.
- Act as liaison between Ontario Fire College the Fire Services Department for course delivery.
- Act as an Incident Safety Officer (ISO) as required.
- Perform firefighting duties, as required.
- Responsible for fire apparatus annual hose testing.
- Responsible for conducting fire fighter SCBA Fit Testing

### Competencies and skills you bring to the role:

- **Adaptability:** You can adapt efficiently and effectively in response to new processes and changing circumstances.
- **Communication:** You have proven ability to communicate successfully and confidently both verbally and in writing under tight deadlines.
- **Confidentiality:** You respect and maintain confidentiality and exhibit professionalism in all interactions.
- **Customer Service:** You create a positive experience when interacting with customers through communication, patience, empathy, and technical knowledge.
- **Initiative:** You demonstrate a personal orientation toward action and accepting responsibility for the results. You work proactively to achieve organizational goals rather than waiting for others to lead.
- **Stakeholder Management:** You exhibit strong interpersonal skills that allow one to work effectively with diverse stakeholders.
- **Problem Solving:** You are passionate about solving problems, uncovering root causes, and proactively finding solutions to achieve Town goals.
- **Time Management:** You have excellent time management skills and can work autonomously and seek out resources independently with limited direction.
- **Resourcefulness:** You respond to difficult situations or workplace requirements by using the available tools and information to support decisions and solutions.

### Education and Training:

- Ontario Secondary School Diploma
- Post-secondary diploma and/or Certificate in Fire Services is preferred.
- Firefighter I and II, NFPA 1001
- Fire Officer II, NFPA 1021
- Fire Instructor I and II, NFPA 1041
- Incident Safety Officer, NFPA 152
- Adult Education Certification is preferred.
- Valid Ontario G Class Driver's License is required.

**Experience and Knowledge:**

- A minimum of three years of relevant work experience.
- Applied experience in operational guideline development.
- Experience in creating lesson plans and leading training programs is required.

**Application Process:**

Are you ready to join Team Saugeen? Join us! Click the “Apply Now” link below to submit your application. We thank all candidates for their interest; however, only those selected for an interview will be contacted.

[Apply Now!](#)

**Application deadline:** Thursday, March 7, 2024, at 4:30 pm EST

The Town of Saugeen Shores is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act (AODA)*. The Town of Saugeen Shores will make every effort to accommodate applicants with disabilities in its recruitment and selection process. Please advise of any accommodation measures you may require during our selection process. Information received relating to accommodation needs of applicants will be addressed confidentially.

All information collected is in accordance with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990* and will be used for the purpose of this employment opportunity only.