



TOWNSHIP OF CENTRAL FRONTENAC

JOB DESCRIPTION – JANUARY 2018

POSITION: TRAINING COORDINATOR

DEPARTMENT: FIRE & RESCUE

REPORTS TO: MANAGER EMERGENCY SERVICES FIRE CHIEF

PURPOSE OF THE POSITION:

Reporting directly to the Manager Emergency Services Fire Chief, the Training Coordinators are an integral part of Central Frontenac Fire & Rescue (CFFR) training & education program, as such they will be responsible for coordinating, monitoring and scheduling the training and education of all personnel in the skills, knowledge and techniques of firefighting as per the CFFR Training and Education Program.

RESPONSIBILITIES:

Regular duties include but are not limited to the following:

- Provide support to CFFR Officers and instructors and third party instructors
- Submit written reports on any deficiencies in training programs and resource materials.
- Instrumental in the development, planning and delivery of the Training and Education program.
- Assists CFFR Officers and instructors with developing lesson plans and preparing for lessons
- Evaluate instructors and provide assistance to improve when necessary
- Ensure training records are being completed and recorded properly
- Ensure the Training & Education program is followed
- Stay informed of all developments in the field of fire training education, changing local conditions and technological changes in firefighting operations. Monitor and evaluate policies, procedures, techniques, equipment and recommend solutions as required. Possess thorough operational knowledge of all types of apparatus and equipment owned and operated by the Fire & Emergency Services department.
- Analyze and gather training data for Fire management reports as needed.

SUPERVISION RECEIVED

- Receives support and direction from the Manager Emergency Services Fire Chief.

COORDINATION EXERCISED

- Coordinate activities with CFFR Officers and instructors and third party instructors.

EDUCATION/QUALIFICATIONS

General

- Grade 12 education or equivalent secondary education as established by the Ontario Ministry of Education;
- Member of Central Frontenac Fire & Rescue
- 5 years' experience in fire suppression;
- Demonstrated ability to instruct, develop, and deliver training in all areas of Fire & Emergency Services operations;
- Must possess or be able to obtain and maintain a valid, Class "D" Ontario Driver's License with "Z" endorsement;
- Proficiency with Microsoft Office Suite;
- Must be willing and able to wear all required uniform clothing and/or personal protective equipment as assigned/required;

Interpersonal Skills/Contacts

- Excellent verbal and written communication skills.
- Ability to handle matter of a confidential or politically sensitive nature, and to maintain confidentiality.
- Excellent interpersonal skills including the ability to work effectively in a team environment and establish strong professional relationships with external stakeholders.
- Ability to be a team player.

Internal

- Work with Fire & Rescue personnel.

External

- Work with members of the public, public safety agencies and other organizations.

Other Duties

- Undertake other duties and responsibilities falling within his/her competency that may from time to time be assigned.

WORK ENVIRONMENT

- Office environment.
- Respond and work in all types of weather and less than ideal conditions. He/she could have to enter hazardous atmospheres and areas and will be expected to work in a safe manner.

Approved By: _____
Manager Emergency Services Fire Chief