



## **Division Chief of Training Fire Department**

Milton Fire and Rescue Services is currently accepting applications for the full-time unionized position of Division Chief of Training.

### **Position Summary**

Milton Fire and Rescue Services are seeking a highly motivated, innovative and skilled fire professional committed to researching, developing and maintaining a broad range of fire suppression, rescue and medical based training and professional development services and programs aligned with Corporate objectives. Reporting to the Deputy Fire Chief, this position is responsible for the overall management and success of the Training Division; day-to-day operation of career and part-time staff training and assumes direct responsibility for the development, oversight, evaluation and delivery of training programs.

### **Key Responsibilities**

#### **Administrative Duties**

- Comply with and enforce applicable Acts, Rules and Regulations, SOP's and SOG's
- Supervise the overall activities and programs of the division and hold people accountable for delivery of their functional duties
- Maintain comprehensive records, develop reports on training and ensure safety in all aspects of delivery.
- Manage course applications for all staff and ensure pre-requisites and policies are followed
- Prepare, submit and monitor the annual training budget and training calendar by identifying and recommending priorities for operating requirements
- Coordinate external training as required
- Prepares reports as requested by the Fire Chief; may be required to present to Council
- Performs other duties as assigned in accordance with departmental objectives

#### **Training**

- Provides coaching and guidance to motivate Training Officers and other staff
- Conducts training sessions as required

#### **Evaluation and Improvement**

- Ensures monitoring and evaluation procedures are implemented and continually assess the effectiveness of current training using learning checks and feedback to meet the needs of learners
- Supervises and evaluates Training staff, instructors and students
- Conducts all required examinations and assessments for hiring and promotional processes
- Ensures proper records are kept to track staff training requirements
- Attends conferences, seminars, meetings and various other functions to continually develop professionally
- Ensure that public relations and public fire and life safety education efforts are supported and

promoted

### **Research and Development**

- Remain current with new legislation and training innovations through research, trade manuals and periodicals to achieve best practices in terms of training
- Recommendations for equipment and materials purchases

### **Program Management**

- Coordinate goals and objectives to meet the recommendations of the MFRS Master Fire Plan
- Coordinate goals and objectives to meet the requirements of the Provincial mandatory certifications
- Annual review and revision of training programs and materials to ensure SOG's are in compliance with current legislation and evolving trends
- Develops the annual training plans; goals and objectives for the Deputy Chief(s) for approval

### **Minimum Qualifications**

#### **Education**

- Ontario Secondary School Graduation Diploma

#### **Experience**

- 10 years of municipal Fire Department Service in a full-time capacity
- Previous experience as a Suppression Fire Officer, Training Officer or possess the equivalent education and experience
- Experience in providing relevant Fire Service training
- Knowledge in developing and writing lesson plans and presentations

#### **Certifications and Designations**

- NFPA 1001 Firefighter I & II (Pro Board, IFSAC or OFMEM equivalency)
- NFPA 1072 HazMat Awareness (Pro Board, IFSAC or OFMEM equivalency)
- Valid "D" Driver's License with a "Z" endorsement with a driving record that demonstrates responsible and safe driving habits. A recent driver abstract within 30 days will be required for those selected for an interview. Persons with 4 or more demerit points need not apply.
- Current CPR, First Aid and Medical Directives

### **Preferred Qualifications**

#### **Education**

- Post-secondary education in Fire Sciences, Public Administration, Adult Education or related discipline

#### **Experience**

- Management experience in a unionized fire service environment
- Project and program development experience
- Knowledge and experience in budgeting and financial administration practices along with strategic planning
- Training and experience in various Technical Rescue disciplines, including ice/water rescue, rope rescue, trench rescue and confined space rescue

#### **Certificates and Designations**

- Blue Card Incident Command Training
- NFPA 1002 Pump Operations (Pro Board, IFSAC or OFMEM equivalency)

- NFPA 1021 Fire Officer Level II (Pro Board, IFSAC or OFMEM equivalency)
- NFPA 1041 Instructor Level II (Pro Board, IFSAC or OFMEM equivalency)
- NFPA 1521 Incident Safety Officer (Pro Board, IFSAC or OFMEM equivalency)
- Emergency Medical Responder (EMR)
- Emergency Medical Care Attendant (EMCA)

#### **Additional Skills**

- Maintains knowledge of and competency of the Fire Service, Acts and Regulations, Policies, Guidelines and other directives as they pertain to day-to-day operations
- Demonstrates and promotes professionalism, ethics and values based behaviour.
- Maintains a respectful, safe and supportive work environment that embraces diversity
- Able to establish and utilize relationships and networks across a broad range of groups to maximize departmental opportunities and objectives
- Demonstrates professional customer service with a focus on delivering service with integrity and respect
- Ability to resolve conflict situations and problem solve
- Ability to adapt to a changing work environment (i.e. new technology)

#### **General Information**

- Salary Range: Effective March 1st, 2022 - 125% of the full-time 1st Class Firefighter wage, \$132,981 - as per current Collective Agreement.
- 40 hour work week, it is understood that occasional evening and weekend work is required and the successful candidate must have flexibility with respect to hours of work.
- This is not a job description and is to be considered as summary information only. A comprehensive job description is available upon request.
- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to submit a Criminal Records Check with Vulnerable Sector Screening upon employment.

Interested applicants should apply online at [www.milton.ca](http://www.milton.ca) under the Careers section by **11:59 pm on Wednesday, May 31, 2023.**

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.