



## Job Posting

<b>Job Title:</b>	<b>Captain - Training Officer</b>
<b>Department:</b>	Fire Department
<b>Reports to:</b>	Deputy Chief
<b>Rate of Pay:</b>	\$145,714.83 per annum
<b>Posting Date:</b>	January 12, 2026
<b>Posting Deadline:</b>	February 2, 2026

### Summary

The Captain – Training Officer is responsible for coordinating and directing the activities of the training division of the fire department including continued evaluation and refinement of training programs, training and development of the fire service personnel, scheduling of personnel, budget input and tracking responsibilities, and maintenance of assigned equipment. In addition, the Captain – Training Officer responds to emergency calls and public service requests and shall function in the command structure as full-time Captain. The above work is performed under the direction of the Deputy Fire Chief, and all policy matters are referred to the Fire Chief.

### Primary Duties and Responsibilities

- Research, develop, and implement in-service fire training programs under the direction of the Deputy Chief.
- Meet regularly with the leadership team to report on progress of activities, provide input, and to receive direction in areas such as future curriculum, scheduling, and budgeting of hours for training sessions.
- Meet regularly with the Deputy Fire Chief to assist in developing and maintaining a progressive and efficient training program.
- Prepare, deliver, and supervise delivery of classroom, practical, or mixed media training sessions.
- Prepare lesson plans, checklists and training records, maintaining thorough documentation of all training conducted in accordance with departmental policy and applicable standards and legislation.
- Direct and assist Suppression Captains and Company Officers with delivery of training.
- Evaluate the performance of personnel and effectiveness of training programs.

- Research and implement changes in procedures or methods necessary to maintain or improve the fire training programs of the department in consultation with the leadership team, and with prior approval of the Fire Chief.
- Monitor and evaluate training effectiveness and research best practices to recommend updates to training procedures and methods
- Attend conferences and seminars, as approved by the Fire Chief, to keep abreast of changes in equipment, legislation, and methods of operation and training to ensure that the level of training delivered serves the needs of the municipality.
- Perform other duties as assigned.

### **Emergency Response Operations:**

- Respond to emergency calls and coordinate fire personnel efforts at emergency incidents.
- Assess the situation, develop incident action plans, and determine appropriate firefighting strategies and tactics.
- Direct the deployment of firefighting resources, such as personnel, apparatus, and equipment, to control and mitigate emergencies.
- Ensure the safety of personnel and the public by implementing and enforcing safety protocols and procedures.
- Monitor and evaluate the progress of emergency operations, making necessary adjustments as required.

### **Incident Command and Coordination:**

- Assume the role of Incident Commander or serve as part of the incident management team, depending on the scale and complexity of the incident.
- Coordinate and communicate with other emergency response agencies, such as police, EMS, public works, etc. to facilitate a unified and effective response.

### **Public Education and Community Outreach:**

- Engage in public education and community outreach programs to promote fire safety and prevention.
- Participate in public events, such as fire prevention campaigns, community meetings, and school programs, to raise awareness about fire safety.

### **Qualifications**

- Minimum 5 years of fire service experience, including experience in fire training delivery and/or program development.
- Solid knowledge of training methodologies and principles of adult training and education
- Well-versed in current firefighter standards, rescue, medical protocols, and industry best practices.
- Strong fireground experience and knowledge of the Incident Management System.
- Comprehensive familiarity with municipal geography and local building infrastructure.

- Good knowledge of Health and Safety procedures, requirements, legislation and guidelines applicable to the fire service (i.e. Ministry of Labour, Section 21 Guidelines).
- Proven ability to lead and supervise fire service personnel, maintain discipline, exercise sound judgment, and demonstrate resourcefulness.
- Excellent communication, presentation, and problem-solving skills.
- Strong organizational and time management skills.
- Proficiency in Microsoft 365 Office Suite.
- Physically fit and capable of meeting job-specific fitness standards.

### **Required Certifications**

- NFPA 1001 – Firefighter Level I & II
- NFPA 1021 – Fire Officer I & II
- NFPA 1041 – Fire Instructor I & II
- Blue Card Command Certification or similar Incident Command Certification
- NFPA 1521- Incident Safety Officer
- Valid Standard First Aid and Basic Rescuer CPR (Level C) certifications
- Must possess a valid Ontario Driver’s License Class D or higher (A, B, C) with a Z endorsement.

### **Certifications Considered an Asset**

- NFPA 1035 – Fire and Life Safety Educator I

### **Compensation**

As per the current collective agreement.

### **Hours of Work**

The standard work schedule is 40 hours per week, typically from 0830 to 1630 hours, Monday to Friday. Flexibility in hours will be required to accommodate training schedules, including regular weeknights and occasional weekends, along with a willingness to travel for training and professional development, as required.

This posting is for an existing vacancy.

## **Application Process**

We thank all applicants who apply for this position, but only those candidates selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will only be used to determine eligibility for potential employment. We are dedicated to equal opportunity. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This posting is for an existing vacancy.