



Job Posting Fire Training Coordinator

Type: Permanent Full-Time, Non-Union

Salary: \$83,142.37 to \$97,722.88 annually

Hours of work: Flexible 40 hours per week, nights, weekends, holidays and on call

Department: Emergency Services

Vacancy Notice: The Municipality of Trent Lakes is actively recruiting for the position of Fire Training Coordinator.

Why work for us?

- The Municipality of Trent Lakes offers a highly attractive compensation package, including competitive salary, paid time off, OMERS pension, group benefits, and an employee assistance program.
- We encourage the personal and professional growth of our staff through education, training, and succession planning opportunities.
- We are committed to creating an inclusive environment that values diversity and treats each other in a fair, courteous and compassionate way.

Qualifications:

- Completion of high school diploma or equivalent.
- Minimum five (5) years of experience as a Firefighter or Fire Training Instructor.
- Preferred qualification certifications include the following post-secondary education:
 - NFPA 1001 Level 1 and 2
 - NFPA 1002 Pump OPS
 - NFPA 1072/472 to the Operations Level
 - NFPA 1021 Fire Officer Level 1 (IFSAC/Proboard)
 - NFPA 1041 Fire Instructor Level 1 (IFSAC/Proboard)
 - NFPA 1041 Fire Instructor Level 2 (IFSAC/Proboard)
 - NFPA 1035 Fire and Life Safety Educator Level 1 (IFSAC/Proboard)
 - NFPA 1521 Incident Safety Officer
 - SP103 Wildland Fire Fighting
 - SP230 Wildland Fire Strategies and Tactics
- Valid First Aid and BLS CPR with AED.
- Working knowledge of firefighting and emergency response, The Occupational Health and Safety Act, The Fire Protection and Prevention Act, Ontario Building Code, Ontario Fire Code, NFPA, Section 21, applicable municipal by-laws, and all related Acts and regulations.
- Knowledge of effective training procedures for Fire Department personnel.
- Knowledge of modern firefighting and fire prevention methods, techniques and fire investigations.
- Knowledge of the municipality and surrounding areas protected by agreements.
- Knowledge of the infrastructure in the municipality.
- Knowledge of all apparatus and equipment.
- Proficient in Microsoft Office (Excel, Word, PowerPoint), GIS, and FirePro Software.
- Familiar with Resource One
- Valid class "DZ" driver's license or equivalent with a clean driver abstract.

In accordance with Municipal Policy, a Police Record Check that is acceptable to the Municipality will be required as a condition of employment.

The full job description is available at <https://www.trentlakes.ca/government/careers-and-volunteering/>

Let us know why you would be an excellent team member by submitting your application. Applications must be clearly marked "Fire Training Coordinator" and will be received in confidence no later than 4:00 p.m., July 20, 2026. Please submit your resume to the Human Resources Coordinator, Municipality of Trent Lakes, 760 Peterborough County Road 36, Trent Lakes, Ontario K0M 1A0. E-mail submissions are acceptable at hr@trentlakes.ca.

We thank all candidates for their interest, however, only those candidates selected for an interview will be contacted. Candidates are encouraged to inform of any accommodating requests so that they can be dealt with throughout the recruitment process. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment.