THE CORPORATION OF THE TOWN OF OAKVILLE

JOB POSTING

POSITION ID: 5051 CALL NO. 26-4785

Job Designation: Training Officer

Department: Oakville Fire Department

Job Details: Permanent Full-Time (OPFFA)

Salary Range: $136,107 (Probationary Rate as of July 1, 2026)
$146,006 (Full-Time Rate as of July 1, 2026)

Pay Grade: 510

Closing Date: Applications for this position must be received at oakville.ca no later than 11:59pm on **December 2, 2026.**

Posting Status: Open to all current Town of Oakville employees and external applicants. External applicants will only be interviewed upon completion of the internal competition.

Please be advised, candidates selected to proceed through the recruitment process can expect:

- First-round interviews to be tentatively scheduled during the week of December 14th, 2026.
- Second-round interviews to be tentatively scheduled during the week of January 4th, 2027.

This job posting is for an existing vacancy and therefore will be filled accordingly.

Reporting to the Deputy Fire Chief through the Chief Training Officer, this position is responsible for developing, conducting and evaluating in-service training programs for Fire Department staff for full-time and recruit firefighters that result in successfully preparing employees to deliver safe, effective and efficient emergency services to the public.

Job Responsibilities:

- **Conduct Training:** Develop and deliver detailed instructions and on-the-job demonstrations on Fire Department training based on learning needs and priorities. Conduct Fire training programs to establish competence for specific NFPA standards, required certifications, and educational programs. Conducts training in various subject areas for officer development. Participate in course delivery for the Oakville Regional Training Centre.

- **Training Development:** Develop, and deliver training programs to meet legislative, municipal and industry standards that result in the successful preparation of employees' delivery of emergency services. Develop lesson plans, skill sheets and produce training resources to meet the current and predicted training requirements. Assist in the training of on-duty shift instructors and coordinate the assigned portfolio including any number of disciplines and specialties as assigned.

- **Best Training Practices:** Keep informed of new and emerging changes in the field of fire department training education, changing local conditions and technological changes in firefighting operations. Monitor and evaluate policies, procedures, techniques, equipment and recommend solutions as required. Possess a thorough operational knowledge of all types of apparatus and equipment owned and operated by the Fire Department. Assist in the development and/or assessment of specifications for various firefighting equipment and apparatus.

- **Competency Assessment:** Assess staff performance by upholding professional competency and certification. Conduct theoretical and practical knowledge exams as required by the Chief of Training.

- **Training Records:** Record and maintain current, accurate and complete records of conducted training. Analyze and gather training data for reports as needed.

- Performs other duties as assigned.

The town's recruitment software includes elements of artificial intelligence to assist in the screening and short listing of qualified candidates.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

The Town of Oakville is an equal opportunity employer.

Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3.

Minimum Qualifications:

- Grade 12 education or equivalent secondary education as established by the Ontario Ministry of Education;
- NFPA 1001 - Fire Fighter I & II Certified (IFSAC or Pro Board or OFMEM equivalency)
- NFPA 1041 Fire Instructor Level I (IFSAC or Pro Board or OFMEM equivalency)
- Knowledge of and proven experience in adult education and various teaching techniques
- Demonstrated ability to instruct, develop, and deliver training in areas of Fire Department operations
- Demonstrated exceptional communication skills
- Proven exceptional presentation and demonstration skills
- Demonstrated exceptional interpersonal skills
- Demonstrated ability to work independently and within a team environment
- Valid Class “D” Ontario Driver’s License with “Z” endorsement. Successful applicants will be required to provide the Corporation with a copy of their driver’s license and a current driver’s abstract (no older than 30 days from their offer date)
- Proficiency with Microsoft Office Suite
- The successful candidate shall obtain the NFPA 1041 Fire Instructor Level II certification within 1 year of employment if not already certified.

Please note that this position requires a satisfactory **vulnerable sector check** dated within 60 days of the employment offer.

Preferred Qualifications:

- NFPA 1041 Fire Instructor Level II (IFSAC or Pro Board or OFMEM equivalency)
- NFPA 1021 Fire Officer Level I (IFSAC or Pro Board or OFMEM equivalency)
- NFPA 1521 Incident Safety Officer (IFSAC or Pro Board or OFMEM equivalency)
- Blue Card Incident Command Certification or Trainer
- Effective Command Instructor
- NPFA 1006 Technical Rescue (IFSAC or Pro Board or OFMEM equivalency) in one or more of the following disciplines:
    - Rope Rescue (Chapter 5)
    - Confined Space (Chapter 7)
    - Common Passenger Vehicle Rescue (Chapter 8)
    - Trench Rescue (Chapter 12)
    - Surface Water Rescue (Chapter 17)
    - Swiftwater Rescue (Chapter 18)
    - Ice Rescue (Chapter 20)

*Only Certification to the Technician Level (or equivalent) will be considered for the NFPA 1006 disciplines

- Red Cross Emergency Medical Responder Instructor
- Post secondary education in adult education or other relevant discipline
- Demonstrated instructional experience in pumper operations, hazardous materials response, advanced extrication, emergency medical response
- Demonstrated instructional experience in technical rescue disciplines including ice/water, rope, and confined space
- Demonstrated experience in incident safety officer roles, incident command
- Experience and proficiency in e-learning, virtual reality simulation and other multi-media training platforms
- Previous experience as a Training Officer in a Fire Service
- Previous experience as a Fire Suppression Officer in a Fire Service (i.e. Captain)

Various tests, such as a written examination and oral presentation, may be required as part of the selection process.

DATED: November 4, 2026

The Town’s recruitment software includes elements of artificial intelligence to assist in the screening and short-listing of qualified candidates.

This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. Applicants may also be required to undergo testing.

We thank all applicants and advise that only those selected for an interview will be contacted.

The town’s recruitment software includes elements of artificial intelligence to assist in the screening and short listing of qualified candidates.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

The Town of Oakville is an equal opportunity employer.

Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3.