



EMPLOYMENT OPPORTUNITY

Training Officer

Full-Time / Permanent Position

 www.draytonvalley.ca

 HR@draytonvalley.ca

QUALIFICATIONS / EXPERIENCE

- Minimum 5 years of experience in an officer position in fire/rescue services.
- Experience in the organization, preparation, implementation, and delivery of fire training and related courses.
- Experience in the inspection of buildings as they relate to the Alberta Fire Code.
- Possession of a current Alberta Class 5 driver's license, a Class 3 with air brake endorsement is preferred.
- Basic Safety Codes Officer Training an asset.
- Successful security clearance.

APPLICATION DETAILS

Please submit a cover letter and resume clearly outlining your education, experience, and qualifications as they relate to this position and submit via email to HR@draytonvalley.ca

Applications can also be mailed to:
Attention: Human Resources
Town of Drayton Valley
5120-52 Street, Box 6837

ABOUT THE ROLE

The Town of Drayton Valley is seeking a Training Officer to fill a full-time position.

The Incumbent candidate's role will be to lead, manage, and oversee the Fire Services training program.

In consultation with Regional and Battalion Chiefs, assess relevant training needs for firefighters and officers within the organization, and implement training systems and practices that meet the needs of the department on a regional level.

The Town of Drayton Valley is committed to Anti-Racism, equity and inclusion and a safe and harassment-free working environment.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.

Applications will be accepted until a suitable candidate is found.

TRAINING OFFICER – Full-Time

CORE FUNCTION: The role of the Training Officer will be to lead, manage, and oversee the Fire Services training program.

ACCOUNTABILITY: Reports to Regional Fire Chief/Deputy Fire Chief - Operations

DUTIES:

- In consultation with Regional and Battalion Chiefs, assess relevant training needs for firefighters and officers within the organization.
- Implement training systems and practices that meet the needs of the department on a regional level.
- Assist Fire Chief by submitting annual budget requests and proposals for consideration.
- Design and deliver training courses and programs necessary to meet the operational requirements of the department as outlined in the SOP's/SOG's.
- Ensure continual research with firefighting strategies and tactics and adjust training methods to ensure the most effective response with given equipment.
- Ensure that all training activities and materials meet with relevant organizational and statutory policies, including Alberta Occupational Health and Safety, NFPA 1500 Fire Department Occupational Health and Safety, and NFPA 1403 Standard for Live Fire Training Evolutions.
- Develop and maintain a pool of qualified instructors based on the NFPA 1041 Fire Instructor Certification to assist with regional training and the delivery of formal training courses.
- Monitor and report on training activities and costs of training as required. Prepare an annual report on the training activities of the department.
- Oversees the management and operation of the training center which includes equipment acquisition, training programs, construction and development of the facility and funding sources.
- Oversee the recruitment of fire department paid on call staff and assists with the retention program.
- Assists in the review of paid on call staff in association with a chief officer.
- Performs legislated duties as a Safety Codes Officer as per appointment.
- Performs on-call rotation for emergency response calls after hours and weekends.
- Attends emergency calls and assumes command or sector leader unless relieved by a senior officer.
- Monitors attendance of fire department paid on call staff for training and maintains personal attendance and training records for paid on call members.

- Maintains and chairs the fire department training committee.
- Performs other fire-related duties as required.

Knowledge, Skills, and Abilities

- Minimum 5 years of experience in an officer position in fire/rescue services.
- Experience in the organization, preparation, implementation, and delivery of fire training and related courses.
- Experience in the inspection of buildings as they relate to the Alberta Fire Code.
- Ability to make quick decisions under very stressful conditions.
- Skilled in the use of computers and familiar with Microsoft Office, Word Excel, and PowerPoint.
- The ability to multi-task in a fast-paced environment.
- Excellent verbal and written communication skills.
- Ability to establish priorities, work independently and proceed with objectives under minimal supervision.
- Ability to handle and resolve problems and issues as they relate to the fire department.
- Demonstrated ability to work with volunteers and the public within flexible working hours.
- Physical ability to complete tasks as outlined above.
- Possession of a current Alberta Class 5 driver's license, a Class 3 with air brake endorsement is preferred.
- Basic Safety Codes Officer Training an asset.
- Successful security clearance.