

## CITY OF HAMILTON

### HEALTHY AND SAFE COMMUNITIES DEPARTMENT (HAMILTON FIRE DEPARTMENT - TRAINING SECTION - LOCATION – 1227 STONE CHURCH RD. E.)

#### TRAINING OFFICER – LOCAL 288

#### SUMMARY OF DUTIES

Reporting to the Chief Training Officer, the Training Officer has responsibility for training issues related to fire fighting and the Hamilton Fire Department. The responsibilities will include and are not limited to the direct teaching and monitoring of firefighting skills to new and existing staff as well as the facilitating of all resources necessary to provide effective and efficient training programs for all officers and firefighters including Quality Assurance.

#### GENERAL DUTIES

As directed by the Chief Training Officer, shall assume and facilitate a training portfolio that addresses departmental needs and priorities.

Participates in the development and administration of firefighter training for Hamilton Fire Department including theoretical and practical instruction of firefighters.

Develops and administers lesson plans.

Analyzes, plans, designs, implements and administers programs as well as other department and community-oriented programs.

Compiles examinations for classifications and promotional examinations as required for Hamilton Fire Department personnel.

Monitors and evaluates personnel during training evolutions and provides assessment to the Chief Training Officer on performance that helps establish and maintains a professional and effective fire service team within established health and safety standards.

Establishes and maintains comprehensive and complete training records and related files in accordance with legislated standards and policy to ensure that information is organized, complete, current and accessible for future reference.

Under the direction of the Chief Training Officer, co-ordinates the mandated training for Hamilton Fire Department ensuring annual requirements are completed as required

Assists in the drafting and implementation of policy, procedures and guidelines as directed by the Chief Training Officer.

Develops Standard Operating Procedures (SOP's), educational and operational programs, and makes other recommendations.

Performs public relations by providing public assistance, making presentations, participating in special activities, performing demonstrations and projecting a professional image.

As directed by the Chief Training Officer, performs administrative duties by completing standard forms and reports, maintains records, establishes and monitors files. Chairs and participates in meetings in accordance with organizational regulations, policies and procedures.

Conducts research and development of equipment and training materials for use within the Hamilton Fire Department including analysis of current and future fire issues and trends to ensure the Hamilton Fire Department's practices reflect the most current technology and service delivery alternatives.

Researches and updates any issue(s) as they relate to National Fire Protection Association (NFPA), Occupational Health and Safety Act, or any other standards that may apply related to operational methods and practices.

Knowledge and adherence to all related Policies, Procedures, Training Bulletins, Memo and Notices.

Communicates with Fire personnel identifying and resolving pertinent Hamilton Fire Department and other fire service department training issues.

May be required from time to time to work flexible hours due to the nature of the operations to ensure attendance as required at meetings, courses, seminars and provision of training.

Participates in job related courses in the development and maintenance of professional competencies.

Performs other duties as assigned which are related to the duties of the job.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

**QUALIFICATIONS:**

1. Eligibility as per Article 14.7 of the HPFFA L288 Collective Bargaining Agreement for internal applicants.
2. Demonstrated fire service experience including essential instruction experience in the following (or combination thereof) Medical/First Aid, Fire Ground Operations, Hazmat, Water Rescue, and /or Technical Rescue will be considered an asset. Previous experience with development and implementation of Adult Education Practises including public speaking and technology enabled curriculum would be preferred.
3. Demonstrated ability to research, analyze and design training packages. Demonstrated organizational skills and the ability to manage multiple tasks simultaneously.
4. Demonstrated ability to work independently and in a team environment.
5. Computer literacy in a Windows environment including proficiency in word processing, spreadsheets and presentation software.
6. Certification in NFPA 1041 Fire Instructor Level II is considered an asset.
7. Must possess a Class "DZ" Driver's Licence.

**THIS POSITION REQUIRES A VALID CLASS "DZ" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.**

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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