

# CITY OF CORNER BROOK

## CAREER OPPORTUNITY

### TRAINING OFFICER / CAPTAIN OF TRAINING

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The City of Corner Brook is presently accepting applications for the full-time permanent, position of **TRAINING OFFICER / CAPTAIN OF TRAINING** with the Corner Brook Fire Department.

The Training Officer/Captain of Training reports to the Deputy Fire Chief or designate and is responsible for the development, implementation and administration of a comprehensive training and evaluation program for fire-rescue personnel of the department. This program is to be responsive to specific employee, department and city-wide request and needs, including external organizations where relevant expertise can be given; and meet City, Provincial and Federal requirements and regulations. This program will be comprehensive for all ranks.

**Duties of incumbent will shall include:**

- a. Staying current on the latest firefighting innovations, methodology and technology and learning the advances in firefighting techniques;
- b. Using the latest in fire science, the NFPA standards, and the department's standard operating procedures, to modify or build lesson plans and training aids;
- c. Effective delivery and facilitation of theory and practical instruction that will successfully educate their audience;
- d. Conducting knowledge and practical evaluations of firefighters and fire officers;
- e. Identify areas of improvement and be agile to adapt training to address the deficiency;
- f. Coaching and applying constructive measures to assist firefighters and fire officers to achieve the required performance standards;
- g. Acting as the Safety Officer on emergency scenes, if and when requested by the Incident Commander;
- h. Coordinate training and familiarization to all new recruits regarding SOP's, station procedures, truck inspections, etc. and to current staff where a refresher may be necessary;
- i. Delivery of accredited First Aid and CPR training;
- j. Conduct tests and maintenance programs for specific tools and equipment and provide the instruction on how to properly maintain specific tools;
- k. Assist in pre-fire planning programs including the arranging of familiarization tours to various types of establishments;

- l. Providing training materials and instructions to platoon Lieutenants so to assist with training of their platoon members;
- m. Preparing firefighters for classification increases evaluation and officer candidate evaluations;
- n. Monitor the overall physical fitness of all personnel and make recommendations for fitness training;
- o. Maintaining of digitalized training records in the fire department's record keeping software application/s;
- p. Develop and implement an Annual Training Plan and a monthly Training Progress Report to the Deputy Chief and the Director;
- q. Assist in the development of department personnel, individual professional development learning plans.
- r. Undergoing of training in specific advance techniques if and when directed to do so by the Deputy Chief or his/her designate;
- s. Liaise with various external training providers regarding services available/price quotes/training schedules, etc. so to ensure all training is provided in the most effective and efficient manner possible;
- t. Use the fire training ground to provide practical fire rescue training;
- u. Consulting and working with the Fire Services Division of the NL Department of Justice & Public Safety to establish training programs that will lead to NFPA certifications for all firefighters.
- v. And all other duties as assigned by Deputy Chief or his/her designate.

**Candidates must have the following qualifications:**

- a. Graduation from high school and a recognized post-secondary institution with specialization or emphasis in the field of Adult Education. An equivalent combination of training, education, and experience may be considered;
- b. Minimum of 5 years of practical and progressive experience as a firefighter, preferably holding the rank of Lieutenant or higher;
- c. Certification to NFPA 1041, Fire Instructor, Level I, (IFSAC or ProBoard Certificate) Certification to NFPA 1001, Firefighter II;
- d. Have completed structure programs in Fire Safety Officer and Incident Command in accordance with NFPA and ICS;
- e. A valid First Aid and CPR Instruction Certification and able to deliver accredited First Aid and CPR training to our firefighters and other City staff;

- f. A valid driver's license for the Province of Newfoundland with appropriate classification, with air brake endorsement, for all emergency response vehicles operated by the Corner Brook Fire Department;
- g. The proven ability to facilitate and deliver both classroom instruction and practical training;
- h. An excellent working knowledge of Microsoft Office applications including Power Point, Word and Excel, and be adaptable to other software applications;
- i. A good understanding of NFPA training requirements in NFPA – 1001 Level 1&2, 1002, 472, 1006 and 1021;
- j. A demonstrated aptitude to study various publications, latest reports and related material relevant to training and advances in firefighting techniques as well as staying current on the latest innovations in training and operations and where applicable recommend new techniques and equipment;
- k. Maintain a personal fitness standard so to be able to personally demonstrate proper technics required for specific tasks related to responding to emergency scenes;
- l. Display high level of tact and professionalism when dealing with staff and community members;
- m. A demonstrated work ethic and employment history becoming of a leader within the Corner Brook Fire Department.

Interested candidates are encouraged to submit a resume and cover letter outlining how they meet the above noted qualifications. Send resume to: [careers@cornerbrook.com](mailto:careers@cornerbrook.com)

The City of Corner Brook will provide support throughout the recruitment process to applicants with disabilities, including accommodations that considers an applicant's accessibility needs. Candidates are encouraged to discuss specific needs with the City's Human Resources division, by emailing [hr@cornerbrook.com](mailto:hr@cornerbrook.com).

**HOURS OF WORK:** Monday to Friday, 8:30 am to 4:30 pm, (35 hours per week)

**CLASSIFICATION:** I.A.F.F. LOCAL 1222

**ANNUAL SALARY:** \$72,694.35

**COMPETITION NO:** 2022-40

**CLOSING DATE:** Open until filled.

*The city of Corner Brook thanks all those who apply however, only those selected for an interview will be contacted.*