

CITY OF GRANDE PRAIRIE JOB DESCRIPTION

A. IDENTIFICATION:

POSITION TITLE: Training Officer - Level 1, Level 2, Level 3
DEPARTMENT: Fire
SUPERVISOR: Deputy Fire Chief
SUPERVISES: N/A
CLASSIFICATION: Training Officer

B. PURPOSE:

The primary responsibility of the Training Officer is for the safe and efficient co-ordination, direction, planning and support of all department training programs and for the delivery of selected training programs for the Grande Prairie Fire Department.

The Training Officer may also assist in the co-ordination, direction and planning of other department operated programs.

C. DUTIES AND RESPONSIBILITIES:

1. The employee is responsible and accountable for knowing and working in accordance with the department's Health & Safety Policy. The employee must work in such a way as not to endanger himself/herself, fellow employees or the public.
2. The Training Officer shall be involved with and carry out the following:
 - the daily functions of training within the department.
 - the planning and delivery of firefighter recruit training program.
 - in-house trainer for selected training programs.
 - prepares and updates lesson plans and evaluations.
 - prepares other instructional materials and training as necessary.
 - the planning and delivery of designated training as determined by Fire Administration.
 - provide input into the short, medium, and long term planning of department training and make recommendations into the budgeting process.
 - oversee all audio visual equipment, teaching aids, training equipment/grounds and demonstration devices generally employed in training programs.
 - handles inquiries regarding firefighter/dispatcher qualifications.
3. Evaluate and promote consistency and effectiveness of training practices throughout the department.
4. Prepares and administers advancement examinations.
5. Participate in advancement evaluations in co-operations with the Platoon Captain.
6. Arranges for courses and programs in accordance with qualifications, Individual Performance Plans and Levels of Service. Responsible for timely notification of employee's course confirmation.
7. Department liaison with all external training agencies.
8. Will assist the Logistics Officer in the preparation and updating of procedure bulletins as necessary.
9. Evaluates operations and programs locally and in the Fire Industry to make training changes or provide recommendations to the Deputy Chief on any changes deemed necessary to improve overall program effectiveness.
10. Prepare and maintain accurate reports, records, and correspondence along with summaries of the training activities.

11. May serve as the Fire Department representative on local, regional and/or provincial training organizations as approved by Fire Administration.
12. Be available for emergency call back to perform duties for which he/she is qualified.
13. Attends and participates in appropriate job related training and educational events as well as appropriate department related planning and informational meetings.
14. Maintains proficiency in the operation of all necessary technology to fulfill job requirements.
15. May participate on Department Committees.
16. Actively participates in City of Grande Prairie Individual Performance Plans and reviews. Meets department standards of performance.
17. Supports the Fire Department Business Plan within the scope of the employee's job description and as provided for in the Career Development Agreement.
18. Performs such other tasks necessary to maintain the continuity of the Fire Department within the scope of the employee's job.

D. QUALIFICATIONS:**MINIMUM QUALIFICATIONS (Required to apply for this position)**

- First Class Firefighter.
- Standard First Aid
- CPR Level "C"
- Valid Class 3 driver's license with Q endorsement. Airside vehicle operator permit (AVOP).
- Restricted aeronautical radio operator's license.
- Meets the requirements of the City of Grande Prairie Health & Safety Program Training.

FULL QUALIFICATIONS (To be attained through Individual Performance Plans)

- Certified trainer for selected in-house programs.
- NFPA 1021 (Fire Officer Professional Qualifications) - Level II.
- NFPA 1035 (Public Fire and Life Safety Educator Professional Qualifications) Level II or NFPA 1041 (Fire Service Instructor Professional Qualifications) – Level II.
- City of Grande Prairie approved Leadership Training Certificate.
- City of Grande Prairie approved Leadership in Safety Excellence Training Certificate.