



Stirling-Rawdon/  
Tweed  
Joint Fire Services Board  
**Training Officer – Full Time**



The Stirling-Rawdon/Tweed Joint Fire Services Board provides fire protection and emergency response services to the residents of the Township of Stirling-Rawdon and the Municipality of Tweed. The Joint Fire Service is committed to delivering professional, effective, and safe emergency services through strong leadership, training, and community service.

The Stirling-Rawdon/Tweed Joint Fire Services Board is seeking qualified applicants for the position of **Training Officer**. Reporting to the Fire Chief, the Training Officer is responsible for developing, coordinating, delivering, evaluating, and administering training programs for volunteer firefighters in both departments while ensuring compliance with Ontario Regulation 343/22, firefighter certification requirements, health and safety legislation, and departmental training objectives.

Working closely with the Fire Chief, Deputy Chiefs, Officers, and municipal staff, the successful candidate will develop annual and multi-year training plans, coordinate recruit and certification programs, maintain FirePro records, support health and safety initiatives, and promote operational readiness. This position requires strong leadership, organizational, communication, and administrative skills, along with the ability to work effectively in a collaborative emergency services environment.

**The preferred candidate will have:**

- Ontario Secondary School Diploma (Grade 12) or equivalent.
- NFPA 1001 Firefighter I & II, NFPA 1041 Fire Instructor I, NFPA 470 Hazardous Materials Operations, and NFPA 1021 Fire Officer I certifications.
- Valid Standard First Aid, CPR, AED, and Class DZ Driver's Licence with a satisfactory driver's abstract.
- Minimum five (5) years of firefighting experience, preferably within a municipal or composite fire service.
- Experience developing and delivering firefighter training programs.
- Strong knowledge of NFPA standards, firefighter certification requirements, fire service legislation, and the Occupational Health and Safety Act.
- Proficiency in Microsoft Office, FirePro, or similar records management systems.
- Excellent leadership, communication, organizational, report writing, and presentation skills, with the ability to work independently and collaboratively in a fast-paced environment.

**The successful candidate must be willing to obtain:**

- NFPA 1041 Fire Instructor II and NFPA 1002 Pump Operator certifications within 12 months of hire.
- IMS 100, IMS 200, and Community Emergency Management Coordinator (CEMC) training within 18 months of hire.
- Health and Safety Certification Levels I and II within 24 months of hire.

**Hours:** 40 hours per week, including evenings and weekends as required.

**Location:** Stirling-Rawdon and Tweed Fire Stations and associated municipal facilities.

**Compensation:** Start Rate \$77,022 per annum plus benefits as outlined in the Non-Union Compensation package.

To apply please submit your resume and a cover letter by Monday July 15<sup>th</sup> 2026, by noon to [hr@stirling-rawdon.com](mailto:hr@stirling-rawdon.com). A detailed Job description is provided on the Township's website [www.stirling-rawdon.com](http://www.stirling-rawdon.com).

**Eligibility Statement**

All candidates must:

- be legally able to work in Canada.
- be able to provide acceptable criminal records background check (CPIC).

**Equity Statement**

In accordance with the Accessibility for Ontarians with Disabilities Act, Stirling-Rawdon Township is pleased to accommodate the individual needs of applicants with disabilities within the recruitment and selection process. Please contact the Clerk at [clerk@stirling-rawdon.com](mailto:clerk@stirling-rawdon.com) or 613-395-3380 ext. 2234 if you require accommodation.



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## **JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Training Officer
<b>DEPARTMENT:</b>	Stirling-Rawdon/Tweed Joint Fire Services Board
<b>REPORTING TO:</b>	Fire Chief
<b>POSITION STATUS:</b>	Full time (40 hours per week)

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### **Job Summary / Purpose**

Under the direction of the Fire Chief or designate, the Training Officer will be responsible for the establishment, organization, delivery, evaluation and monitoring of training programs for volunteer firefighters for both Municipalities.

The position will work closely with each department's Deputy Chief from time to time. Also, may be required to work with both Municipality's staff for the organization of training exercises.

This position requires excellent organizational and administrative skills, with demonstrated attention to detail and accuracy in writing reports and filing. Work hours will be 40 hrs. /week while working for the Stirling-Rawdon/Tweed Joint Fire Service Board.

The position requires a thorough understanding of certification requirements under O. Reg. 343/22 and their impact on training needs based on the department's approved level of service.

### **Duties and Responsibilities**

#### **Training Program Development and Delivery**

- Develop, coordinate, and deliver comprehensive training programs for volunteer firefighters, including recruit training, firefighter certification, officer development, emergency patient care, vehicle driver/operator training, auto extrication, wildland firefighting, and fire suppression.
- Prepare and maintain annual and multi-year training plans, lesson plans, training manuals, skill sheets, and departmental training calendars.
- Instruct and oversee in-house learning contracts and firefighter certification programs.

- Develop training materials, operational procedures, and equipment-specific training documentation.
- Implement, maintain, and promote the department's e-learning management system.

### **Training Administration and Compliance**

- Monitor and evaluate training programs to ensure compliance with applicable legislation, certification standards, Occupational Health and Safety requirements, and departmental objectives.
- Maintain accurate training, certification, and competency records and ensure all required information is entered and maintained in FirePro.
- Prepare reports and provide information to support departmental planning, performance monitoring, and annual training budget development.
- Remain current with changes in legislation, regulations, standards, and emerging fire service best practices.

### **FirePro and Records Management**

- Maintain FirePro records for both departments, including fire incident reporting, training records, certifications, and inventory management.
- Coordinate inventory tracking and monitor consumable supplies to ensure operational readiness and accurate record keeping.

### **Operational and Departmental Support**

- Work collaboratively with the Fire Chief, Officers, Joint Fire Service staff, and municipal stakeholders to support departmental operations and service delivery.
- Assist with fire investigations following major incidents as requested.
- Respond to emergency incidents and provide operational support when required.
- Assist with the development, mentoring, and training of Junior Firefighters.
- Support the implementation of departmental initiatives, policies, procedures, and operational improvements.

### **Health and Safety**

- Assist both municipalities with health and safety training, administration, and compliance requirements.
- Promote safe work practices and ensure training programs support departmental health and safety objectives.

### **Professional Development**

- Participate in seminars, courses, workshops, and other professional development opportunities to maintain current knowledge and skills.
- Undertake additional training, certifications, and educational requirements as directed by the Fire Chief.

**General**

- Work flexible hours, including evenings and weekends, as required to support training and operational needs.
- Perform other related duties and responsibilities as assigned by the Fire Chief in support of departmental and municipal operations.

**Qualifications and Experience****Education and Certifications**

- Ontario Secondary School Diploma or equivalent.
- NFPA 1001 Firefighter I and II certification.
- NFPA 1041 Fire Instructor I certification.
- NFPA 470 Hazardous Materials Operations certification.
- NFPA 1021 Fire Officer I certification.
- Valid Standard First Aid, CPR, and AED certification.
- Valid Class DZ Driver's Licence with a satisfactory driving record.
- The successful candidate must obtain and maintain the following certifications within the specified timelines:
  - NFPA 1041 Fire Instructor II within 12 months of hire.
  - NFPA 1002 Pump Operator within 12 months of hire.
  - IMS 100, IMS 200, and Community Emergency Management Coordinator (CEMC) training within 18 months of hire.
  - Health and Safety Certification Levels I and II within 24 months of hire.
- Willingness to enroll in and successfully complete additional education, training, and certification programs as required by the Fire Chief.

**Knowledge and Skills**

- Thorough knowledge of NFPA standards, firefighter certification requirements, and fire service training methodologies.
- Advanced knowledge of applicable fire service legislation, regulations, standards, and the Occupational Health and Safety Act.
- Thorough knowledge of fire suppression techniques, emergency response operations, firefighting apparatus, equipment, and maintenance practices.
- Demonstrated ability to develop, deliver, evaluate, and administer effective fire service training programs.
- Strong computer skills, including proficiency with Microsoft Office applications and fire service management software such as FirePro.
- Exceptional analytical, organizational, research, and problem-solving abilities.
- Strong written and verbal communication skills, including report writing, presentation delivery, and public relations.
- Proven ability to exercise sound judgment, manage competing priorities, and meet deadlines in a fast-paced environment.
- Demonstrated leadership, coaching, mentoring, and team-building skills.

**Experience and Other Requirements**

- Minimum five (5) years of experience as a firefighter, preferably within a municipal or composite fire service.
- Experience delivering firefighter training, certification programs, or instructional activities is considered an asset.
- Ability to work collaboratively in a team-oriented environment while exercising initiative and working independently with minimal supervision.
- Demonstrated commitment to ongoing professional development and continuous improvement.
- Ability to work flexible hours, including evenings and weekends, and respond to emergency incidents as required.

**Direct Reports**

- None

**Working Conditions**

- The position requires a combination of office-based administrative work, classroom instruction, training ground activities, and attendance at emergency incidents.
- Work is performed in a variety of environments, including municipal offices, fire stations, training facilities, outdoor locations, and emergency scenes.
- The incumbent is required to work flexible hours, including evenings, weekends, and occasional statutory holidays to accommodate training schedules, meetings, emergency responses, and special events.
- May be required to respond to emergency incidents and assist with operational activities during emergencies, major incidents, or municipal events.
- Frequent interaction with firefighters, officers, municipal staff, contractors, regulatory agencies, and members of the public.
- Exposure to varying weather conditions while conducting outdoor training exercises, inspections, and emergency response activities.
- Occasional exposure to physical hazards associated with firefighting environments, including smoke, noise, heat, adverse weather, hazardous materials, and emergency scenes.
- Requires the ability to travel between fire stations, municipal facilities, training locations, and other work sites as required.
- Frequent use of computers and standard office equipment for report preparation, training administration, record management, and communication.
- Physical demands may include standing for extended periods, lifting and carrying training equipment, demonstrating firefighting techniques, climbing stairs or ladders, and participating in practical training exercises.

- The position requires the ability to manage multiple priorities, work under pressure, and meet deadlines while maintaining a high level of professionalism and attention to detail.
- The incumbent must comply with all applicable health and safety legislation, departmental policies, and personal protective equipment requirements.

**Note:** *The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.*