



The Township of Oro-Medonte  
Fire & Emergency Services Department  
requires a



**DIVISION CHIEF - TRAINING**

Located in the heart of Ontario's Lake Country, between the cities of Barrie and Orillia, the Township of Oro-Medonte is a picturesque and progressive community that prides itself on its rich heritage and unparalleled recreational opportunities, making it one of Ontario's premier quality of life communities. The Township is seeking an innovative leader and accomplished professional to assume the role of **Division Chief - Training**.

Under the direction of the Deputy Fire Chief and working in conjunction with the District Chief's the Division Chief - Training shall provide leadership and direction to all Officers. The successful candidate will be responsible for developing, coordinating and facilitating the training activities for all Fire Department staff. In consultation with the Deputy Fire Chief, the Division Chief - Training is responsible for the creation of lesson plans, safety plans, teaching plans and Township wide training activities and coordination. You must have knowledge of the procedures for evaluating and assessing the training needs of the Department, along with the care, operation and correct uses of all OMFES apparatus, tools and equipment. The preferred candidate will respond to emergency calls; act as an incident commander, gather information, develop strategy, assess on-site personnel, apparatus and equipment; will determine when outside assistance is required in accordance with Standard Operating Procedures and complete all required documentation.

The applicant must possess five (5) years' experience as a training officer. Current certification in First Aid/CPR and a valid class DZ license is mandatory. The successful applicant shall be a Certified NFPA 1041 – Fire Service Instructor II, or OFMEM equivalent along with excellent knowledge of National Fire Protection Association standards for firefighter professional qualified (NFPA 1021 and NFPA 1521). A thorough and demonstrated knowledge of the principles of firefighting, fire suppression, apparatus and equipment and rescue operations. Knowledge of the Ontario Health and Safety Act, WHMIS and the Fire Code. The Division Chief - Training shall possess strong management and supervisory skills, presentation, public relations, records keeping, problem solving, report writing, project/time management, analytical, and both oral and written communication skills.

This is a Management position and offers a salary commensurate with experience and education (2021 salary range \$71,944 to \$87,416), plus a competitive and attractive benefit package. Please address your resume to **Human Resources** and **deliver by 12:00 noon, January 22<sup>nd</sup>, 2021 to:**

**Township of Oro-Medonte**  
148 Line 7 South, Oro-Medonte, ON L0L 2E0  
email: [careers@oro-medonte.ca](mailto:careers@oro-medonte.ca)

**A detailed job description is available on our website [www.oro-medonte.ca](http://www.oro-medonte.ca)**

*The Township of Oro-Medonte is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of Oro-Medonte Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.*

*We thank all applicants; however, only those considered for an interview will be contacted. Personal information is collected pursuant to The Municipal Freedom of Information and Protection of Privacy Act, and will be used for the purpose of the candidate selection. Questions about this collection should be directed to the Manager Human Resources, Health & Safety.*

**POSITION TITLE:**

**Division Chief - Training**

**PERFORMANCE CRITERIA AND JOB DESCRIPTION**

**STATEMENT:**

Reporting to the Deputy Fire Chief, the Division Chief - Training is responsible for developing, coordinating and facilitating the training activities for all Fire Department staff under the direction of the Deputy Fire Chief.

**REPORTS TO:**

Deputy Fire Chief

**PERSON REPORTING TO  
INCUMBENT:  
RESPONSIBILITIES:**

Station Training Officers (In consultation with District Chief(s))

- a) In consultation with the Deputy Fire Chief, the Division Chief - Training is responsible for the creation of lesson plans, safety plans, teaching plans and Township wide training activities and co-ordination;
- b) Knowledge of the procedures for evaluating and assessing the training needs of the Department, and for developing, implementing, and monitoring effective training programs, including serving as an instructor;
- c) Knowledge of fire ground operations, water supplies and pump operations sufficient to train personnel in all suppression subjects;
- d) Organize, develop, and monitor yearly department recruit programs including an evaluation and certification component;
- e) Knowledge of the care, operation and correct uses of all OMFES apparatus, tools and equipment;
- f) Knowledge of the principles of effective fire service management involving organizational behaviour, and management theory including researching, planning and organizing;
- g) Develops and maintains an effective records management system, including preparation, content, format, and retention records;
- h) Coordination and assistance to station training staff and other personnel to ensure that training and development activities are implemented in accordance with Section 21 Guidance Notes and NFPA Standards;
- i) Development and maintenance of Company officer and other training programs;

## Division Chief - Training

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- j) Organize evaluation sessions throughout the year in cooperation with OFMEM, including NFPA evaluation processes;
- k) Assist the Deputy Fire Chief with preparation of training budgets;
- l) Assist the Department in regular training, and record audits;
- m) Maintains comprehensive training records for all personnel;
- n) Attend and represent the Department at scheduled training meetings, conferences and any other educational and professional meetings within the community, County and Province to stay current in new fire service trends and technologies;
- o) Identify skills development needs and coordinates training and professional development programs to assist these needs. Including the development of NFPA certification courses that meet OFMEM AS&E standards and approvals;
- p) Researches, obtains and maintains educational library for the department;
- q) Work to create a positive and respectful work and training environment;
- r) Responsible to ensure compliance with the Occupational Health & Safety legislation ensuring employee awareness and training in safety matters; responsible for the promotion of employee safety and ensuring Employer issued Personal Protective Equipment is worn and maintained as outline in Township policies , SOP's and Section 21 guidelines;
- s) Regularly works from each of the Districts as schedule by the Deputy Fire Chief;
- t) Demonstrates commitment to personal and professional development by remaining current with new legislation, regulations, organizational theory and practices relating to the functions of the department in order that professional competence is maintained;
- u) Exhibits and instills proper dress and department standards to reflect professionalism in compliance with Departmental Standard Operating Procedures and must meet or exceed the minimum Department attendance requirements;
- v) Undertakes representative duties as Division Chief - Training with the community, Provincial and inter-municipality as required/directed; and acts as an "ambassador" for the Township supporting and championing corporate goals and decisions within the community in a courteous, friendly and efficient manner to promote a high standard of customer service and public relations at all times;

- w) Undertakes special projects and performs other duties as may be assigned.

**COMMUNICATION:**

- a) Possesses a good understanding of Department related problems and has an appreciation of Township Policies, Practices and Responsibilities including but not limited to Smoking in the Workplace; Code of Conduct, Dress Code, Respect in the Workplace and Accessibility Standards for Customer Service;
- b) Deal effectively and tactfully with the general public;
- c) Communicate and liaise with Senior Management, co-workers, the public and other agencies;
- d) Keen sense of accuracy, urgency thoroughness and sound judgment;
- e) Maintain confidentiality as per the requirements of the Municipal Freedom of Information and Protections of Privacy Act and Municipal Policy;
- f) Communicate and enlist the co-operation and support of fellow employees to foster a feeling of pride and loyalty to the Corporation and the Public with a positive attitude.

**KNOWLEDGE:**

- a) Grade 12 High School diploma or equivalent;
- b) Minimum of Five (5) years of progressive experience as a training officer;
- c) Must be a Certified NFPA 1041-Fire Service Instructor II, or OFMEM equivalency;
  - Certified NFPA 1001 – Firefighter Level II, or OFMEM equivalency including NFPA 472 – Hazmat Operations,
  - Excellent knowledge of National Fire Protection Association standards for firefighter professional qualifications:
    - NFPA 1021 “Standard for Fire Officer Professional” Fire Officer Level 1
    - NFPA 1521 “Standard for Fire Dept. Safety Officer”
- d) Must hold & maintain First Aid/CPR/Defibrillation;
- e) Must hold & maintain DZ license;
- f) Thorough knowledge of procedures, rules, regulations, bylaws, policies and Standard Operating guidelines and applicable Provincial Codes and Acts;

- g) Sound knowledge of training standards and programs applicable to a volunteer fire protection service delivery system;
- h) Thorough knowledge of the operation and maintenance of all apparatus and equipment, including considerable knowledge of hydraulics and the water supply system within the Township;
- i) Must have knowledge in the methods in combating, extinguishing and preventing fires;
- j) Working knowledge of computers and software applications relevant to fire services functions, including Microsoft Office (Word, Excel, Powerpoint, Outlook) and database applications;
- k) Thorough knowledge and understanding of Health and Safety standards governing fire and emergency services and other departments within the Municipality including Health and Safety for Supervisors and Managers training;
- l) Shall possess and exhibit strong management and supervisory skills, presentation, public relations, record keeping, problem solving, report writing, project/time management, analytical, communication skills, both oral and written and shall exhibit excellent interpersonal skills
- m) Must be available to respond to alarms and other department business off duty and assume duty officer status on a regular basis;
- n) Must be physically fit for firefighting and medical assist activities , emergency response and be able to pass and maintain fitness standards as determined by department evaluation;
- o) Ability to think and act appropriately in a political and community service environment and to deal courteously and effectively with elected officials, the general public/residents, staff, other departmental/corporate contacts, businesses and other levels of government;
- p) Maintain confidentiality in accordance with the applicable legislation and municipal policies.

**PERFORMANCE STANDARDS:**

The Division Chief - Training shall meet the level of satisfactory performance in each of his/her responsibilities:

**Quality of Work**

- a) Based on measurable volume and compared against meaningful standards, taking into account any unusual conditions which affect output.

**Quality of Performance**

- b) Frequency of errors, efficient use of resources, excellence of workmanship.

**Attitude**

- c) Convey a positive influence towards Senior Management, Council, staff, the Public and outside consultants employed by the Municipality.

**Dependability**

- d) Shall assure one's own reliability, punctuality and attendance.

**Initiative**

- e) To work conscientiously, using resourcefulness, ingenuity and suggestions for improvement of the Corporation.