

**July 4, 2025**

## **Training Officer**

### **Township of Woolwich Fire Job Posting**



Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you will play a key role in helping shape the next phase of our future growth and development.

Fire Services has a new, and exciting opportunity, and is seeking a permanent full time Training Officer.

#### **The Opportunity:**

Reporting to the Fire Chief, the Training Officer will coordinate all training activities for the fire department, fire stations, and 3<sup>rd</sup> party providers and oversee a broad spectrum of training areas.

As the Training Officer, you will perform the following duties, including but not limited to:

- Develop, coordinate, and lead the Fire Suppression Division training programs
- Prepare, develop, deliver and evaluate training programs, manuals, lesson plans, guide sheets and training syllabus and maintain training schedule in compliance with Regulation O. Reg 343/22 Firefighter Certification
- Create and assist Station Trainers with lesson plan development and delivery of all training
- Maintain comprehensive training records for all personnel and ensure their entry into a records management system
- Develop, review, and revise Standard Operating Guidelines (SOG)
- Lead department committees
- Coordinate firefighter Bi-Annual SCBA Fit Testing
- Maintain inventory of supplies, equipment and apparatus assigned to the Training Department
- Conduct required classification/promotional examinations for members of the department, conduct instructor evaluations and report results
- Ensure emergencies are handled in accordance with training and departmental operational guidelines and policies
- Research and advise technological changes in operations, and make recommendations regarding new equipment purchases
- Assist in recruiting and hiring new volunteer fire fighters
- Perform firefighting duties, as required
- Participate in the Health and Safety Committee
- Other duties as assigned

The Training Officer ensures compliance with Mandatory Firefighter Certification regulations, will act as a Certified Incident Safety Officer (ISO) during large-scale incidents, deliver corporate training to other township departments, and will serve as the Designated Officer for the department.

#### **The Ideal Candidate:**

We are seeking an experienced professional with a minimum of five years Fire Officer experience. A post-secondary degree or diploma in Public Safety Administration, Business Administration, Adult Learning or a related field would be an asset.

The ideal candidate will have an excellent working knowledge of the Ontario Fire Protection and Prevention Act, applicable National Fire Protection Association standards, and the Occupational Health and Safety Act with knowledge of legislation, standards, and codes pertaining to all aspects of fire protection, prevention, safety education, emergency preparedness, and planning. The candidate must possess a DZ License or above and provide a drivers abstract upon hire.

The candidate must hold the following certifications:

- NFPA 1001 Firefighter I and II
- NFPA 1021 Fire Officer II
- NFPA 1041 Fire Instructor I and II
- Current First Aid and CPR certification

The following certifications would be considered an asset:

- Certification in Adult Education
- NFPA 1521 Incident Safety Officer

This position will require competency in emergency response operations, including apparatus, equipment, and fire suppression techniques. The successful candidate must be highly organized with the ability to coordinate multiple training opportunities and apply adult learning principles effectively, with advanced interpersonal, oral, and written communication skills, including proficiency in computer applications, and an ability to communicate, lead, facilitate, exercise sound judgment and comfortable with public speaking and presenting.

*A satisfactory vulnerable sector check will be required of any successful candidate(s) for this position.*

#### **Compensation:**

This position offers a comprehensive benefit package, pension plan, and an annual salary range of \$79,189.00 to \$98,986.00.

#### **Working Conditions:**

Please note that this position requires in-office presence. Typical office hours are Monday to Friday, 8:30 am to 4:30 pm, with the ability to attend evening meetings, as required. Mental and demanding physical work conditions, subject to periods of sustained stress and life-threatening situations with occasional exposure to hostile environments.

The preferred candidate must live within 30 km's from the Township of Woolwich's boundary or be willing to relocate.

Please review the full job description. Applicants are invited to submit a cover letter and resume to [hr@woolwich.ca](mailto:hr@woolwich.ca) prior to **4:00 pm on Friday, July 25, 2025. Please quote job posting 2025-41.**

We thank all applicants for their interest, however, only those selected for an interview will be contacted. Our Township is committed to providing and fostering a safe, healthy, and respectful workplace for all of our employees, free from violence and harassment. The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request. Please check us out at: [www.woolwich.ca](http://www.woolwich.ca)