

Municipality of Trent Lakes
Job Description
Fire Training Coordinator

Position: Fire Training Coordinator	
Reports To: Director of Emergency Services/Fire Chief	Revised: June 25, 2026
This Position is: ☐ New ☒ Existing ☐ Revised	

Job Summary:

Reporting to the Deputy Fire Chief in conjunction with the Director of Emergency Services, the Fire Training Coordinator is responsible for the planning, promoting, and directing of the Fire Department Training Program and use of department training resources in compliance with Department policies and operating guidelines as well as legislative requirements pertaining to Firefighter training. The Fire Training Coordinator is also responsible for maintaining all required training and currency for the Role.

The Fire Training Coordinator advises the Deputy Fire Chief of the results of the evaluation of operational effectiveness, practical performance, and new programs pertaining to the training needs of the Department. This position researches and identifies training needs and requirements; evaluates new firefighting equipment and establishes related training methods and techniques; develops training procedures, programs, and course materials; conducts training sessions, and ensures for the provision of consistent and timely, planning, development, implementation, coordination, and delivery of the Fire Department's Training Programs. They develop and maintain all required training records for the department and each member.

Duties and Responsibilities:

- Conducts research and reviews of existing educational and training programs and courses and provides recommendations with respect to their utility.
- Designs and develops contemporary education and training programs and courses as assigned including programs to address Fire Department goals and objectives for staff development and skill maintenance initiatives.
- Develop tools to measure, monitor, evaluate and provide feedback associated with education and training programs to ensure quality outcomes and sign offs.
- Attends educational courses, training programs, workshops and seminars as directed by the Deputy Fire Chief in conjunction with the Director of Emergency Services or required to maintain currency.
- Examines, reviews and assesses education and training programs and courses to ensure compliance with all legislation, standards and applicable guidelines.
- Participates in the development, implementation and maintenance of quality improvement activities including recommending quality objectives, processes, and quality indicators.
- Analyses information and reports to identify education and training needs necessary to counteract trends relating to injuries, fire losses etc.
- Working knowledge of all applicable legislation, standards, Fire Department Standard Operational Guidelines and the effective application of contemporary adult education techniques for the delivery of education and training programs and courses.
- Write reports and maintain detailed records and analyze and interpret statistical data.

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- Designates and/or delegates any of the above duties to competent fire fighters, such duties to be carried out to the satisfaction of the Deputy Fire Chief in conjunction with the Director of Emergency Services.
- Responds to emergency calls as necessary under the department's jurisdiction and authority.
- Performs additional duties as assigned.

Qualifications:

- Completion of high school diploma or equivalent.
- Minimum five (5) years of experience as a Firefighter or Fire Training Instructor.
- Preferred qualification certifications include the following post-secondary education:
 - NFPA 1001 Level 1 and 2
 - NFPA 1002 Pump OPS
 - NFPA 1072/472 to the Operations Level
 - NFPA 1021 Fire Officer Level 1 (IFSAC/Proboard)
 - NFPA 1041 Fire Instructor Level 1 (IFSAC/Proboard)
 - NFPA 1041 Fire Instructor Level 2 (IFSAC/Proboard)
 - NFPA 1035 Fire and Life Safety Educator Level 1 (IFSAC/Proboard)
 - NFPA 1521 Incident Safety Officer
 - SP103 Wildland Fire Fighting
 - SP230 Wildland Fire Strategies and Tactics
 - Any additional Training and Instructional courses or education
- Valid First Aid and BLS CPR with AED.
- Working knowledge of firefighting and emergency response, The Occupational Health and Safety Act, The Fire Protection and Prevention Act, Ontario Building Code, Ontario Fire Code, NFPA, Section 21, applicable municipal by-laws, and all related Acts and regulations.
- Knowledge of effective training procedures for Fire Department personnel.
- Knowledge of modern firefighting and fire prevention methods, techniques and fire investigations.
- Knowledge of the municipality and surrounding areas protected by agreements.
- Knowledge of the infrastructure in the municipality.
- Knowledge of all apparatus and equipment.
- Proficient in Microsoft Office (Excel, Word, PowerPoint), GIS, and FirePro Software.
- Familiar with Resource One.
- Valid class "DZ" driver's license or equivalent with a clean driver abstract.

Key Competencies:

- Exhibit proficient business-related verbal and written communication skills, research and report writing skills, a working knowledge of existing Fire Department computer software applications and the aptitude to learn and use additional programs.
- Maintain detailed records and analyze and interpret statistical data and have demonstrated problem solving skills.
- Demonstrated skill and the ability to transfer information and knowledge to others while presenting oneself in a capable, competent, courteous and professional manner.

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- Ability to perform effectively as an individual and as a member of a team.
- Strong organizational, leadership, and presentation skills.
- Ability to design, develop, deliver, monitor, and evaluate education and training programs and courses in accordance with Fire Department goals and objectives in an effective and efficient manner.
- Capable of performing all administrative and physical components of this position.
- Ability to wear self-contained breathing apparatus, bunker gear, structural firefighting boots, a helmet, and any additional required safety equipment for a prolonged period of time when conducting firefighting, and/or investigations where applicable.
- Technical ability and knowledge of specialty equipment (GPS mapping systems, Gas Detection equipment, and Telecommunication Systems).
- Deals with confidential information related to fire training, personnel files, private property records and investigative files.

Health and Safety:

All Employees are responsible for being aware of, understanding and following Occupational Health and Safety regulations by taking reasonable precautions to protect themselves and fellow workers from health hazards and unsafe situations. Employees are required to follow any Health and Safety policies and procedures established by the Municipality.

Supervision:

This position may require the incumbent to supervise or direct the work of others with respect to fire training and education.

Contacts:

Internal: With the Director of Emergency Services, Deputy Fire Chief, Fire Prevention Inspector, Fire Assistant, Firefighters, and other Officers in an effort to effectively perform the day-to-day operations of the Fire Training Coordinator.

External: With various Municipal/Provincial/Federal agencies and organizations to provide and obtain information. With members of the public and businesses to provide accurate information, ensuring polite and tactful relations.

Working Conditions:

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the employee will encounter. Reasonable accommodation may be made to enable people with disabilities to perform the essential functions of the job.

- Exposure to a normal office environment along with immediate exposure to the public and other personnel.
- Exposure to physical and fatal hazards including but not limited to fire and smoke, traffic accidents hazardous materials, unsafe ice and water conditions, electrical shock and heights.

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- Exposure to extreme and adverse weather conditions, (snow, wet weather, heat, humidity, freezing rain, fog).
- Visual and mental concentration with respect to life safety is imperative and subject to deadlines and significant stressors in relation to the nature of calls.
- Full-time position requiring a flexible 40 hours per week, nights, weekends, holidays, and the ability to be on call, with the unforeseen potential for extended durations above and beyond.
- Carry a pager and be able to respond after normal working hours for emergency calls.

Physical Demands:

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be provided to enable people with disabilities to perform the described essential functions.

While performing the responsibilities of the job, the employee is required to talk and listen. The employee is often required to sit for long periods of time and use their fingers for typing. There is a limited degree of physical skills, coordination and speed required. Occasionally perform intricate or repetitive tasks. Typical activities include lifting (minimum of 50lbs), reaching, sitting, standing, walking, climbing ladders, considerable visual attention to details and movement of average weight materials. Limited periods of physical visual strain involving some fatigue. This job has some capability to control interruptions and pace of work.

Impact of Error:

- Errors could result in death, injury or confusion and could possibly have legal ramifications.
- Errors could result in financial loss for the Municipality.
- Misinterpretation of data or inaccurate information could reflect poorly on the Municipality.
- Decisions have an impact on the work of others within the department.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. In order to meet the needs of the Municipality of Trent Lakes, employees may be assigned other duties, in addition to or in lieu of those described above. Duties are subject to change at any time.

I have read the job description and understand the job requirements of this position and the expected standards of performance.

Employee

Date