



Employment Opportunity
Training Officer
Permanent, Full-Time
I.A.F.F. Local 4679
Scugog Fire & Emergency Services
Salary: \$122,628

About Scugog Fire & Emergency Services

Scugog Fire & Emergency Services (SFES) provides fire suppression, rescue, emergency response, and public safety services to the Township of Scugog. The department serves a predominantly rural and shoreline community through a combination of professional leadership and dedicated firefighters.

The service is committed to operational excellence, firefighter safety, continuous professional development, and compliance with Ontario legislation and recognized fire service standards.

Position Summary

Reporting to the Fire Chief or Designate, the Training Officer is responsible for the planning, development, coordination, delivery, and evaluation of all departmental training programs for firefighters and officers.

In addition to emergency response duties, the Training Officer ensures training programs meet legislative requirements, departmental operational guidelines, and recognized industry standards. The role supports firefighter competency, operational readiness, and organizational development through structured training, evaluation, and continuous improvement.

Key Responsibilities

Training Program Development and Delivery

- Plan, organize, and deliver comprehensive training programs for firefighters and officers.
- Develop lesson plans, training schedules, manuals, and annual training calendars.
- Coordinate recruit training, officer development, specialty training, and continuing education.
- Coordinate live fire training, simulations, and multi-agency exercises.
- Oversee training delivery by qualified facilitators and ensure materials are provided in a timely manner.
- Maintain safe and effective training environments that meet educational and safety requirements.

Evaluation and Performance Monitoring

- Assess firefighter and officer competency through written, practical, and performance-based evaluation.
- Maintain training records, certification tracking, and compliance documentation.
- Identify training needs and recommend operational improvements.
- Monitor compliance with mandatory training requirements.

Standards Compliance and Professional Practice

- Ensure training programs meet or exceed applicable standards, legislation, and departmental policies.
- Maintain knowledge of provincial and federal legislation, regulations, and training innovations.
- Ensure compliance with Occupational Health and Safety requirements.
- Maintain professional competency and required certifications.

Leadership and Organizational Support

- Provide instruction, mentorship, and guidance to firefighters and officers.
- Support promotional processes and career development programs.
- Coordinate internal and external training partnerships.
- Represent the department in training initiatives, committees, and public education events.
- Respond to emergency incidents and support operational command or safety functions when required.

Administration and Reporting

- Maintain training documentation, statistics, and reports.
- Assist with training budget planning and resource management.
- Acquire and manage training resources within approved budgets.
- Support departmental initiatives and continuous improvement efforts.

Interpersonal and Professional Expectations

- Promote a culture of collaboration, communication, and professionalism.
- Utilize conflict resolution and emotional intelligence in workplace interactions.
- Maintain respectful and professional representation of the Township.
- Participate in corporate learning and development initiatives.
- Remain open to feedback and continuous professional growth

Minimum Qualifications

- Minimum 5–7 years firefighting experience, preferably including supervisory or instructional responsibilities.
- Demonstrated experience delivering firefighter training programs.
- Knowledge of modern firefighting practices, emergency operations, and training methodologies.
- Strong leadership, communication, and instructional skills.
- Ability to work evenings and weekends as required.

Required Certifications (or Ontario-recognized equivalents)

- NFPA 1001 – Firefighter I & II
- NFPA 1021 – Fire Officer I
- NFPA 1041 – Fire & Emergency Services Instructor I
- NFPA 1072 Hazardous Materials Awareness & Operations
- NFPA 1002 Pump Operations
- Valid Ontario DZ Driver's Licence
- Current First Aid / CPR / Defibrillator training/certification

Assets (Preferred)

- NFPA 1521 Incident Safety Officer
- NFPA 1006 Technical Rescue certifications (applicable to SFES)
- NFPA 1041 Fire Instructor II certification
- Adult education or instructional design training
- Incident Management System training
- Experience with Learning Management Systems

Knowledge and Skills

- Adult learning principles and instructional methods
- Training program design and evaluation
- Fire service legislation and standards
- Emergency operations and incident command principles
- Strong organizational, analytical, and computer skills
- Experience with training technologies and record management systems

Working Conditions

- Combination of office, training grounds, and field environments
- Exposure to operational training hazards
- Flexible schedule including evenings and weekends
- Participation in emergency response duties

Please submit a cover letter and resume sharing your interest and how you meet the qualifications of this position no later than 4:30 p.m. on **April 24, 2026**. Please address all applications to Valerie Ratchford, at resumes@scugog.ca.

NOTE: Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.