



# **JOB POSTING #58-19AS FIRE TRAINING OFFICER/CEMC ADMINISTRATIVE SERVICES**

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**Posting Date:** April 5, 2019

Reporting to the County of Elgin's Chief Administrative Officer, this full-time position is dual role as both Fire Training Officer and Community Emergency Management Coordinator (CEMC). As the County of Elgin's Fire Training Officer, the position is responsible for mandatory county-wide required training under National Fire Protection Association (NFPA)/provincial requirements for lower tier (Local Municipal Partner or LMP) municipal fire service personnel (including volunteer firefighters). As the County of Elgin's CEMC, the position is responsible for developing, co-ordinating, managing and evaluating Community Emergency Planning and ensures the County of Elgin complies with the Emergency Management and Civil Protection Act.

## **Some Key Responsibilities:**

### **Fire Training**

- Responsible for the development, coordination and delivery of all mandatory NFPA/provincial training and education programs for fire service personnel, including special teams.
- Meets regularly with the LMP Fire Chiefs and/or local volunteer training officers to co-ordinate and plan the development of required training and education programs.
- Assists local fire services with development of individualized annual training plans to be delivered at local training nights by qualified instructors.
- Monitors and evaluates the impact of training and educational programs in conjunction with LMP Fire Chiefs and/or local volunteer training officers.
- Prepares and manages budget associated with training and education of fire service personnel. Works with Finance to ensure appropriate invoicing to respective LMPs.
- Receives and/or maintains accurate training records on all fire service personnel, including records of special teams.
- Provides regular training status updates, including compliance and re-certification status.

### **Emergency Management**

- Establishes, maintains and updates an Emergency Program for the County of Elgin.
- Ensures effective Emergency Operations Centre (EOC) is in place at the County Administration Building.
- Ensures that the County is within compliance with Emergency Management and the Annual Maintenance checklist, developed from the Emergency Management and Civil Protection Act.
- Co-ordinates an annual exercise to evaluate the County's Emergency Response Plan.
- Conducts an annual review of the County's Emergency Management Plan.
- Successfully completes all training as required by Emergency Management Ontario and maintains familiarity at all times with current standards and legislated community accountabilities, ensuring that senior management and elected officials are kept aware of any changes.

### **Qualifications:**

- Post Secondary education in Public Administration, Adult Education with related technical subject matter expertise.
- Training Officer Certification from the Ontario Fire College or Fire Instructor NFPA 1041 Level II.
- Certified Fire Fighter NFPA 1001 Level II and Fire Officer NFPA 1021 Level II or OFMEM equivalency.
- Safety Officer NFPA 1521 or OFMEM equivalency.
- Completion of Basic Emergency Management course (BEM 300 preferred) from OFMEM.
- Knowledge of Emergency Management and Civil Protection Act, OHSWA, TDG, HAZMAT, and other related legislation
- Fire Service knowledge of current legislation and regulatory standards and associated training techniques.
- Minimum of five (5) years experience in Fire Service training. Experience in a municipal fire service is preferred.
- Minimum of three (3) years experience in emergency management.

- Demonstrated proficiency in Microsoft systems including Word, Excel, and PowerPoint.
- Demonstrated participatory and collaborative leadership, team building, and highly developed organizational skills.
- Effective communication, organizational and interpersonal skills with ability to build partnerships and generate consensus.
- Valid "G" Class Ontario Motor Vehicle License and the use of a reliable vehicle for County business.
- Ability and willingness to work a flexible schedule as necessary.

**Remuneration:** \$82,191.20 – \$96,150.60 (2018 rate)  
Plus comprehensive benefit package and OMERS pension plan

**Application Deadline: Friday April 26, 2019 at 4:30 p.m.**

To be considered, please submit your cover letter and resume (preferably in one document, in PDF or Word format) to: [jobs@elgin.ca](mailto:jobs@elgin.ca). Job posting # must be indicated in the subject line. Incorrect information may result in withdrawal of your application. Confirmation will be sent upon receipt of your email application.

Personal information for this position is collected under the authority of the Municipal Act, S.O. 2001, as amended. Only those applicants selected for an interview will be contacted. The County of Elgin is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.