



## VACANCY POSTING

<p><b>POSTING #: NU-2023-22</b></p> <p><b>Posting Period: June 28 – July 12, 2023</b></p>	<p><b>EMPLOYEE GROUP: Non-Union</b></p> <p><b>POSITION STATUS: Permanent Full-Time</b></p> <p><b>Hours worked per week: 35</b></p>
<p><b>Position: Coordinator, Fire Safety and Training</b></p> <p><b>Grade: 5</b></p> <p><b>Wage Range: \$36.862 - \$41.464/hr (Jan 2023)</b></p>	<p><b>Department / Division: Community and Development Services/Emergency Services</b></p> <p><b>Location: Cayuga Emergency Services Headquarters</b></p>

### WE ARE HIRING!

Located on the Niagara Peninsula in Southern Ontario, Haldimand County is a single-tier municipality with diverse urban and rural communities, an endless supply of four-season outdoor activities and an outstanding quality of life. Our diverse team of responsive and dedicated professionals are committed to providing our citizens with high-quality services making our County a great place to work and live.

We're currently looking for a Coordinator, Fire Safety & Training to assist our Emergency Services team on its journey to successfully manage the growing development within our corporation. The ideal candidate for the Coordinator, Fire Safety & Training position is a dedicated self-starter individual with strong communication skills and proven experience in delivering excellent customer service to its stakeholders.

The County believes in encouraging our employees to contribute to meaningful work that makes a positive difference. Joining our team opens the door to a rewarding career where the health and wellness of our employees, families, and communities is vital to the success of our workplace. The municipality's dedication to work/life balance, flexible working hours, remote work options, wellness programs, employee recognition programs, learning and development opportunities, competitive salaries and benefits are a few of the reasons why you should join us today!

If you want to become a leader in your field and take your career to new heights, let's talk and build something great.

### PURPOSE OF POSITION:

Reporting to the Deputy Chief, Fire, the incumbent will:

- Develop and deliver or coordinate and evaluate all training programs, to the NFPA Standards for Firefighters.
- Assist in developing standard operating guidelines, (SOGs) and procedures for fire services.
- Research industry standards, trends and new skills, including recommendation of and introduction to new equipment, revised guidelines and/or procedures
- Provide operational support to the Incident Commander at the scene of major incidents.
- Coordinate the annual Haldimand County Fire Department health & safety program, including such things as the coordination of the respiratory protection program, Deacon Program, workplace inspections, including visiting of fire halls to ensure OH&S compliance, and condition of equipment and gear, and the development, delivery and evaluation of health & safety programs and initiatives.
- Ensure certification of all Haldimand County Firefighters in all NFPA Standards equivalent to the level of service determined by Haldimand County's ENR By-Law

**EDUCATION & EXPERIENCE:**

- High School Grade 12 graduation plus an additional programme (adult education or other topic relevant to the duties of this position) of up to one year
- NFPA 1041 - Fire Instructor II Certification, or ability to achieve certification within 3 years
- NFPA 1521 – Incident Safety Officer, or ability to achieve certification within 3 years
- Joint Health and Safety Committee Certification, or ability to achieve certification within 6 month
- Joint Health and Safety Committee Certification II – Fire Workplace Hazard Specific, or ability to achieve certification within 1 year
- Ontario Fire College firefighter or company officer, would be an asset
- Certification as an instructor, in any of the following disciplines would be an asset:
  - Pumper Operations
  - Firefighter survival & rescue / RIT
  - Water rescue instructor
  - Ice rescue instructor
  - CPR instructor
  - First aid instructor
  - Ontario Fire College trainer/facilitator and/or associate instructor

**PLUS**

- Over three years, up to and including four years current related experience

Or equivalent to the above.

**KNOWLEDGE & SKILLS REQUIRED:**

- Valid Class “D” Ontario Driver’s License with “Z” Air Brake endorsement.
- Demonstrated ability to prepare lectures, demonstrations, lesson plans, training aids and manuals
- Strong presentation and communication skills (both oral and written)
- Strong leadership skills along with well-developed analytical, critical thinking, and decision making skills
- Working knowledge of standard computer software programs
- Capacity to work independently with little on-going supervision
- Demonstrated personal commitment to professional development and the continuity of skills, knowledge and ability in fields related to delivery of fire and emergency services.
- Sound knowledge of Occupational Health & Safety requirements and Section 21 Guidance notes
- Good working knowledge of relevant legislation and Standards including, but not limited to, NFPA 1001, NFPA 1041, NFPA 1021, NFPA 1072, the Highway Traffic Act, Fire Prevention & Protection Act and Occupational Health & Safety Act

**COMPUTER EXPERTISE:**

Level 4 - The incumbent must possess a combination of intermediate and advanced computer skills scored at 65% or higher for Outlook and at least one of Word / Excel / PowerPoint to ensure their

- proven ability to use desktop or department / division specific software packages on their own or combine information from different software packages to get the desired result
- solid understanding of the software to enable the incumbent to know the best tool to do the job efficiently.
- knowledge to utilize software to develop quality reports, professional looking presentations, publications and/or to develop complex spreadsheets for analysis or presentation of data (including use of formulae)

***Accountabilities / Tasks*****Include, but are not limited to the following:**

- Develop training plans, programs and learning materials using needs analyses so that personnel are able to meet and maintain the established performance levels set out by the NFPA Standards
- Prepare lectures, demonstrations, lesson plans, training safety plans, training aids and manuals.

- Coordinate the delivery of fire and emergency service related training programs such as; recruit firefighter training, officer development, emergency patient care, vehicle driver/operator, pump operator, fire suppression and technical rescue training.
- Deliver fire and emergency services training programs such as recruit firefighter training, firefighter curriculum, officer development, emergency patient care and specialized rescue training so that comprehensive training programs are implemented and personnel meet performance standards after instruction.
- Align volunteer firefighter training programs with Haldimand County corporate training programs
- Work in cooperation with the Health & Safety Representative
- Work in cooperation with the Fleet Coordinator, Safety & Training
- Manage the training environment so that the educational, safety and environmental needs of learners/participants are met and the highest level of training is supported.
- Assess the performance of fire department personnel using written, oral and practical assessment tools, (NFPA) so that assigned rating, mark and evaluation is fair and objective, testing procedures are valid and reliable, and corrective feedback or recognition is provided.
- Provide learning opportunities to firefighters through the use of available electronic or other technology, so that the educational material are readable, user friendly and accessible, interactions among learners and trainers are increased, and presentations are focused, engaged, and educationally sound.
- Evaluate ongoing training programs using formal and informal program review processes so that programs remain current/valid, meet Legislative, Departmental and learner/participant expectations, and address specified Departmental training objectives.
- Research and evaluate policies, procedures, guidelines, techniques and equipment including legislation, regulations, and standards so that techniques and procedures reflect current technology, new equipment can be assessed and justified, and new standard operating procedures/guidelines are safe, implementable, reflect changes in legislation and associated regulations, and improves performance levels.
- Conduct professional development activities for fire department personnel using counselling and advising techniques so that all personnel are aware of their development and of the requirements for advancement as well as the support mechanisms available to address concerns.
- Offer guidance and direction to assigned staff in accordance with Department policies and procedures so that personnel receive sufficient support and direction to effectively perform their duties.
- Perform administrative duties as necessary so that the Training Officers & Committee have input into Departmental decision making, maintains comprehensive records, develops reports on training which are up-to-date and available on request, and demonstrates that safety is a priority.
- Remain current with new legislation and training innovations, values personal development, and ensures Department safety standards are met and professional competency is updated.
- Review, update and develop curriculums and implement the increment and promotional process for all positions that require on-going training and increment testing. This includes items such as written and practical exams.
- Assist in the development of hiring practices for firefighters.
- Coordinate the Haldimand County Volunteer Firefighter recruitment & selection process
- Respond to emergencies and may be required to take command or monitor specific aspects of the emergency.
- Assume role of incident safety officer, as required
- Investigate and respond to complaints/concerns raised internally by staff or corporately arising from the implementation of training, development and testing.
- Review, develop, implement and maintain effective operating policies, systems and procedures for the training programs.
- Supervise and evaluate the performance and competence of all Fire Department personnel and recommend firefighter reclassification as warranted for recruits and officer development.
- Track and audit compliance records to ensure appropriate training and certification for all staff.
- Oversight of training and health & safety equipment (respirator fit testing machine, audio-visual equipment, training supplies etc.)
- Participate as management representative on the JHSC, ensure employee awareness of and training in health & safety matters and take measures to ensure compliance.
- Ensures that an effective health and safety program is in place and practices are implemented and monitored, such as involvement in workplace inspections, resolving workplace safety issues, providing health and safety training, performing safe behaviour visits, coordinating the respiratory protection program, Deacon, and FIT testing.

- Conduct workplace inspections for health and safety issues, and condition of safety equipment, and PPE.
- Respond to/resolve identified health & safety issues, making recommendations where a resolve is not possible
- Coordinate the respiratory protection program.
- Coordinate the firefighter wellness & health promotion programs.
- Serve as the point of contact regarding volunteer firefighter WSIB claims management and return to work programs.
- Act as the Fire Department Duty Officer during assigned nights & weekends (including on-call requirements).
- Perform other duties as assigned.

**All Haldimand County employees are expected to:**

- work safely and respect others in the work place
- maintain confidentiality
- work within policies and procedures determined by Haldimand County and / or legislation relative to the function

**This position requires:**

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| - a current (within the past 6 months) Police Check | YES |
| - Acceptable driver's abstract                      | YES |

**County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM and submit the completed form together with a resume and covering letter as appropriate in confidence to Human Resources by 4:30 p.m. on the last day of this posting.**

**AN EQUAL OPPORTUNITY EMPLOYER**

Accommodation is available for any applicant with a disability, as it relates to the recruitment process of this position. Upon request, Haldimand County will consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

*As per current Legislation, if it is determined that those employees with priority placement status are suitable for this job, before a selection decision has been made, this competition may be cancelled.*