St. John's Regional Fire Department
Policy and Operational Guidelines

Title: 01-02-10 Training Officer

Document Type: Job Descriptions
Status:
Issued By: Fire Chief/Director

Index: 01 Organization
Section: 02 Department Job Descriptions
Title: 10 Training Officer

Purpose

To outline the duties and responsibilities of the position of Training Officer.

Background

This replaces POG #01-02-10, "Training Officer", dated 1994/01/01.

Procedure

TRAINING OFFICER

This position works under the general direction of the Deputy Fire Chief and is responsible and accountable for departmental training and assisting in training and career development of Firefighters and Fire Officers.

1. Plans, organizes directs and assesses the progress of a broad training development program.

2. Prepares and maintains records of training carried out, as well as relevant information on the development of Officers and Firefighters.

3. Prepares training syllabi and scheduling for:

    a. Firefighting Personnel
    b. NFPA 1001 and NFPA 1002
    c. High Angle
    d. Surface Water
    e. Confined Space
    f. HazMat
    g. RIT
    h. Vehicle Extrication
    i. Fire Attack
    j. Engine Operations
    k. Ladder Operations
    l. Vehicle Driver Training
    m. Advanced First Aid for Firefighters
    n. R2MR
    o. ICS
    p. Officer Development Training

4. Prepares Officers on Instructional Principles, methods and techniques, observes and evaluates Officers in instructional settings and provides for remedial actions where deemed necessary.

5. Co-ordinates training throughout the Department, overseeing pre-fire Planning; arranges familiarization tours to various types of complex establishments.

6. Studies various publications, latest reports and related material relevant to training and advances in firefighting techniques.

7. Avails of Fire and Emergency Services (FES) and utilizes all available resources whereby SJRFD can participate in training programs and career development, also providing recommendations.

8. Training records are maintained and entered on the FDM, which include critiques of major incidents; i.e.:

    a. Fires
    b. Vehicle Rescue
    c. Cliff Rescue
    d. Surface Water Rescue
    e. HazMat

9. Displays tact and professionalism at its highest in relations with this Department's employees, city officials and the community, as the Training Officer will be required to establish and maintain excellent working relationships with various other agencies.

10. The Training Officer performs and participates in other duties as requested.

NOTE

All Operational Guidelines are provided as a guideline only and may be altered by the Fire Chief, or his/her designate, to meet extenuating circumstances.

Approvals
Fire Chief/Director

Approval Date
2018/05/24

Responsibility
St. John's Regional Fire Department

POG #01-02-10
Approved by:

Jerry F. Peach — May 25/2018

Jerry F. Peach
Fire Chief
Director of Regional Fire and Emergency Services

Date

Appendix/Appendices
None