

CAPE BRETON REGIONAL MUNICIPALITY

TRAINING OFFICER(S)

Regular, Full-Time

JOB SCOPE: Under the supervision of the Platoon Chief – Training Division, this position is responsible to deliver volunteer and career firefighter training programs, officer development programs, technical training programs, and recertification programs for all members and support staff. This position will plan and deliver training in the regional fire service to Provincial Standards. The training Officer will demonstrate and supervise practical skills, evaluate trainees' performance and ensure safety throughout training sessions. The hours of work will be 42 hours per week, with the flexibility to accommodate career and volunteer firefighter schedules. This may include evenings, weekends, and some holidays as required. This position includes participation in extra duty work, if available.

BARGAINING UNIT: IAFF Local #2779

SALARY: \$79,802 per annum

MINIMUM QUALIFICATIONS: **(Must include copies of the items listed below)**

- Grade 12, GED, or equivalent
- 10 years' experience in the Fire Service
- Experience in dealing with career and volunteer firefighters
- Experience in administering training programs
- IFSAC / Proboard Firefighter Level I
- Fire Instructor Level I, or an equivalent combination of education and experience may be considered. This must be clearly demonstrated in your application.
- ICS 200
- Valid Nova Scotia Driver's Class 5 License or equivalent
- Proficient in Microsoft Office products including Word and PowerPoint
- Criminal Records Check verification is required as a condition of employment. Vulnerable sector check may also be required for those working with vulnerable populations.
- Medical assessments including but not limited to physical, vision, and hearing tests may be required. The assessments must show the capacity of performing tasks of the classification. This will take place at a later date.

CLOSING DATE FOR APPLICATIONS: Thursday, February 5th, 2026, at 4:00PM

Applications quoting **Competition Reference #25.92-E** should be submitted via any one of the following:

In-person or drop-box to: Human Resources Department, Cape Breton Regional Municipality, 320 Esplanade, Suite 303, Sydney, Nova Scotia B1P7B9

Fax: 902-563-5582 or **E-mail:** jobapplications@cbrm.ns.ca

Although we thank all applicants for their submissions, we will respond only to those we wish to interview.



JOB DESCRIPTION

Position Title:	Training Officer – Training Division		
Department:	Fire & Emergency Services	Location:	Station #1 / #2
Reporting to:	Platoon Chief – Training Division	Bargaining Unit:	IAFF Local #2779
Salary:	\$79,802 per annum		

JOB SCOPE:

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This position will plan and deliver training in the regional fire service to Provincial Standards. The training Officer will demonstrate and supervise practical skills, evaluate trainees' performance and ensure safety throughout training sessions.

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MAIN FUNCTIONS :

- Prepare lesson plans of any scheduled training programs. Ensure all training aids are prepared and available.
- Deliver classroom and practical training programs to the volunteer and career firefighters. This may include assisting with curriculum development, scheduling, and resource allocation.
- Physically demonstrate firefighting, rescue, and First Aid skills, and guide students through them, providing hands-on experience.
- Adapt teaching methods to suit different learning styles and skill levels within a group.
- Assess firefighter performance, knowledge, and skills during training exercises, and identify areas for improvement in participants and the course materials.
- Act as a role model. Lead with integrity, humility, and passion. Set an example for proper conduct and professional development.
- Maintain accurate and up-to-date training records for all personnel.

- Ensure Fire Department training equipment and facilities are properly maintained and in good working order and meet all safety requirements.
- Follow service protocols for all equipment, present and future.
- Collaborate with other fire departments, outside agencies, and community groups when coordinating training activities.
- Ensure all training activities are compliant and adhere to all provincial and municipal safety regulations.
- Follow all safe work practices for training and equipment, present and future.
- Attend all required training programs, seminars, workshops that benefit the training officer position and the Regional Fire Service, in general.
- Perform all other duties as assigned

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KNOWLEDGE, SKILLS, AND ABILITIES

- A strong grasp of foundational firefighting skills, fire behavior, suppression tactics, and safety procedures.
- Knowledge of First Aid and Medical First Responder
- Familiar with specialty services such as water rescue, ice rescue, high angle rescue, Hazardous Materials responses, etc.
- Experience in the proper use of all firefighting equipment, including personal protective equipment
- Ability to effectively deliver instruction from a prepared lesson plan, including adapting it to the students and local requirements
- Skills in developing and using evaluation instruments to assess student learning
- Competence in meeting the record-keeping requirements of the AHJ.
- The ability to remain calm and composed in stressful situations.
- Strong organizational and time management skills.

- Sufficient physical fitness to demonstrate firefighting activities when necessary.
- A strong grasp of safe firefighting practices, SOG's, and the principles of scene safety during both training and actual emergencies.
- Excellent verbal and interpersonal skills to clearly explain complex topics and maintain open lines of communication with trainees and other instructors, and staff.