



JOB DESCRIPTION

TITLE: FIRE TRAINING TECHNICIAN

DEPARTMENT: Nanaimo Fire Rescue

Job Desc. Last Updated: Aug 2026

JOB SUMMARY

Reporting to the Deputy Chief, Administration & Training, the Fire Training Technician supports the effective operation of the training academy and training division. The Fire Training Technician supports the fire academy accreditation process and requirements, preparation and delivery of training programs, development and maintenance of curriculum, equipment and training facilities, and record keeping.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Supports the execution of the annual training/academy schedule and course preparation and delivery requirements.
2. Prepares and maintains fire and medical training equipment ensuring it is available and in good repair in accordance with operational policies and guidelines.
3. Provides technical support to instructors and evaluators in course delivery and evaluation as needed.
4. Supports the implementation of Pro Board program accreditation processes and requirements for each NFPA standard.
5. Supports fire department clients and evaluators with accreditation compliance for the Fire Fighter Level I and II program.
6. Implements exam bank updates for each subject as standards change; provides subject matter technical expertise to review analytics and test instruments.
7. Updates training curricula resources and evaluation instruments as needed.
8. Responds to subject specific or technical inquiries from current and potential clients.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

9. Assists in the set-up of training events.
10. Provides on scene support during fire department training events.
11. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of all relevant City of Nanaimo policies, operational guidelines and bylaws that pertain to the daily operation of Nanaimo Fire Rescue.

Knowledge of the Fire Department bylaws, regulations, policies, and procedures and relevant Federal and Provincial Statutes.

Knowledge of methods, procedures, material and equipment used in fire department training.

Advanced computer skills in MS Office programs (such as Word, Excel, Outlook, Teams), database programs (such as FDM, Vector Solutions, Telestaff, MS Access), Learning Management Software (such as Moodle), presentation software (such as Publisher, PowerPoint).

Ability to work with and trouble shoot technical equipment, such as audio visual equipment and software used to create digital training resources and facilitate classroom and remote online training programs.

Ability to plan, prioritize, and have strong organizational skills.

Excellent oral and written communication skills.

Ability to maintain accurate records and complete work requiring a high attention to detail.

Ability to be self-motivated with the ability to work independently and to be able to comprehend and carry out written and oral instructions with a minimum of supervision.

Ability to research, adapt, and develop new practices to support academy and department objectives.

Ability to review and critically analyze assigned objectives and solve problems.

Ability to communicate with courtesy and tact with internal and external customers.

Ability to maintain professional standards of conduct.

Ability to work in environments that may be hazardous, busy, and noisy.

Knowledge of Pro Board requirements and processes that support academy accreditation.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES cont.

Knowledge of the operation of fire service apparatus and equipment and in methods used in combating, extinguishing and preventing fires, technical rescue work and emergency first responder medical work.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Diploma in a relevant discipline (such as Emergency Services, Fire Science, Adult Education, Business Administration) from a recognized educational institution supplemented with fire service courses.

Minimum 3 years' experience working in the fire service.

Or an equivalent combination of education and experience.

Valid Class 5 BC Driver's License.

DESIRABLE TRAINING, EXPERIENCE AND/OR CERTIFICATION

First Responder or Emergency Medical Responder.

Certificates for NFPA standards (such as Fire Fighter, Fire Service Instructor, Fire Officer).

Experience working in a post-secondary institution or training academy.

GENERAL STANDARDS

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes to maintaining a respectful, safe and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity and fairness.

Adheres to City policies and objectives.