



JOB CLASSIFICATION: FTC Staff
DEPARTMENT: Strategic & Community Services

JOB SUMMARY

Reporting to the Manager, Rural Services, under supervision of the Fire Training Officer, the Fire Training Centre (FTC) staff will be assigned to various positions and perform various tasks and services in the delivery of firefighter and related training programs at the FTC. Other services may be required from time to time, including but not limited to, fire equipment and facility maintenance.

DUTIES / RESPONSIBILITIES

The FTC staff may be employed in a variety of different positions set out below in the delivery of firefighter training programs, which shall be determined in advance by the Manager, Rural Services or the Fire Training Officer.

EDUCATION / EXPERIENCE REQUIREMENTS

The FTC staff must meet the minimum educational and experience requirements of each position as set out below.

Fire Specialist

- Prepares the FTC for various training sessions
- Provides for the maintenance of equipment and facilities integral to the operation of the FTC
- Provides fire Specialist support under supervision of a Lead Specialist or Instructor
- Develop understanding fire behaviour and elements of Live Fire Training
- Minimum requirements:
 - BC Structure Firefighter Minimum Training Standards Interior Firefighter or Equivalent (NFPA 1001)
 - RDNO FTC Fire Specialist Orientation
 - One (1) year of active fire service experience
 - Signed off by Fire Training Officer or Lead Fire Specialist

Lead Fire Specialist

- Supervises the preparation of the FTC for various training sessions
- Leads pre-use safety orientation
- Performs duty of training facility lead safety officer, is OHS representative
- Alternate to RDNO Instructor as facility representative
- Provides fire Specialist training and supervision
- Minimum requirements:
 - BC Structure Firefighter Minimum Training Standards Interior Firefighter or Equivalent (NFPA 1001)
 - RDNO FTC Fire Specialist Orientation
 - Three (3) years of active fire service experience
 - Signed off by Fire Training Officer or Lead Fire Instructor; must demonstrate competencies in Live Fire Training



Instructor/Evaluator

- Provides fire or other training, instruction and evaluation from prepared course materials
- Participates in preparation of the FTC for various training sessions
- Minimum requirements:
 - Fire Service Instructor I (NFPA 1041-1) e.g. Canadian Red Cross First Responder Instructor
 - Evaluator must be competent in curriculum and meet approval of Authority Having Jurisdiction (AHJ) – Fire Training Officer
 - Three (3) years fire service experience; including two (2) years of active Fire Specialist or Instructor experience

Lead Instructor

- Prepares lesson plans, set objectives, provide training and evaluate training results
- Supervises the preparation of the FTC for their assigned program
- Minimum requirements:
 - Fire Service Instructor II (NFPA 1041-II)
 - Must meet curriculum criteria with approval of Authority Having Jurisdiction (AHJ) – Fire Training Officer
 - Five (5) years of fire service experience; including three (3) years active instructor experience
 - Skills and competencies to reflect curriculum



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HOURLY RATES OF PAY

The FTC staff hourly rates of pay for 2026 are as follows.

<u>FTC Position</u>	<u>Rate Per Hour</u>
Fire Specialist	\$32.00
Lead Fire Specialist	\$36.00
Fire Instructor/Evaluator	\$43.00
Lead Instructor	\$50.00