



REGIONAL TRAINING OFFICER PERMANENT - FULL-TIME

The Cariboo Regional District invites qualified applicants to apply for the permanent, full-time position of Regional Training Officer located in Williams Lake, BC.

Position Summary: Reporting directly to the Regional Fire Chief, the Regional Training Officer will be responsible for supporting Cariboo Regional District Volunteer Fire Departments including but not limited to coordinating, conducting, and monitoring minimum training standards, procurement standards and procedures, agency services communications, documentation, and legal liability.

The Regional Fire Training Officer will oversee the development and maintenance of operational guidelines, development and delivery of training programs, mutual aid and other agency agreements and contracts, volunteer fire department recruitment and retention, and departmental health and safety programming to support the activities necessary for the ongoing operation of the Regional District's fire services functions, including related emergency planning and other associated programs.

Education, Experience and Qualifications Required:

- Post-secondary degree, diploma, or equivalent fire services and local government administration experience and related training.
- NFPA 1001 Level 2 Firefighter, 1002 Driver/Operator, 1021 Level 2 Fire Officer, 1041 Level 1 Fire Service Instructor, 1033 Investigator, and 1521 Incident Safety Officer. May consider similar certifications.
- Minimum of 7 years direct fire service experience.
- Experience working with volunteers.
- Budget management experience required.
- Must maintain a valid Driver's License.
- Proficient in the use of computers and relevant software programs.

Wage: This is a full-time BCGEU position. The current rate of pay is \$48.01 per hour plus benefits. A standard 90-day probationary period will apply.

Work Site Location: The successful candidate will operate out of the Cariboo Regional District office located at Suite D, 180 Third Avenue North, Williams Lake, BC. Travel within the regional district will be required; the successful applicant must possess and maintain a valid driver's license.

Hours of Work: This position works a 9-day fortnight schedule, Monday - Friday 8:00 am to 4:30 pm with a 45-minute unpaid lunch break and every other Friday off. This position may work a non-standard schedule which will include evenings and weekends. Occasional overtime may be required.

Qualified candidates wishing to apply and looking for a detailed job description please visit www.cariboord.ca/careers. Applications will be accepted until **1:00 p.m. Friday, November 14, 2025**. Applications must be in the form of a resume with an accompanying letter detailing qualifications and experience relative to the position. To be considered for this position, all valid and current educational credentials pertaining to the position must be included in the package. ***When submitting an application via email, please quote Competition #25-21.***

We wish to thank all candidates for their interest; however, only those selected to participate in the interview process will be contacted.

Bernice Crowe, Manager of Human Resources
Cariboo Regional District
Suite D, 180 North Third Avenue
Williams Lake, BC V2G 2A4
www.cariboord.ca/careers

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Position Title: Regional Training Officer	Department: Protective Services
Date: October 2025	
Reporting Manager Title: Regional Fire Chief	
Reporting Supervisor Title (if applicable):	

Position Summary:

Reporting to the Regional Fire Chief, the Regional Training Officer is responsible for supporting Cariboo Regional District Volunteer Fire Departments (VFDs), including but not limited to coordinating, conducting, and monitoring minimum training standards, procurement standards and procedures, agency services communications, documentation, and legal liability.

The Regional Training Officer will assist in the development and maintenance of operational guidelines, development and delivery of training programs, volunteer fire department recruitment and retention, and departmental health and safety programming to support the activities necessary for the ongoing operation of the Regional District's fire services functions, including related emergency planning and other associated programs.

Essential Duties and Responsibilities:

Fire Department Operations and Support

- Work with CRD Volunteer Fire Chiefs to improve organizational structures, reporting tools, policies, and procedures for VFD operations, health and safety, and volunteer management.
- Ensure the maintenance of a records management system for VFD training, certifications, and licensing.
- Support Fire Chiefs and CRD in managing fire department personnel matters, including recruitment, retention, policy adherence, and documentation standards.
- Provide liaison services between fire departments and regulatory agencies, maintaining awareness of standards, best practices, and industry changes.
- Assist with the development and revision of policies and resource requirements related to VFD training, operations and emergency response.

Training and Skills Development

- Develop, implement, and monitor minimum training standards for volunteer fire departments.
- Coordinate and deliver fire services training programs in collaboration with Fire Chiefs and Training Officers.
- Organize and support training opportunities for VFD members.
- Maintain up-to-date knowledge of fire protection standards, safety regulations, and emerging training methodologies.

Equipment and Procurement Management

- Provide recommendations to the Regional Fire Chief and the Manager of Procurement, as requested, regarding standardized design, cost, and suitability of equipment acquisitions for fire departments.
- Be familiar with procurement standards and procedures to ensure consistency and compliance across VFDs.

Public Education and Community Outreach

- Establish and attend regular Fire Chiefs' meetings and other community engagement events to support department objectives.

Stakeholder and Partnership Development

- Support the development of partnerships to ensure the successful operation of CRD VFDs by maintaining appropriate contacts within rural communities, local governments, provincial ministries, the private sector, and other agencies as it relates to training.
- Provide reports, information, and recommendations to the Regional Fire Chief to ensure alignment with district-wide objectives.

Supervisory Responsibility

- Provide day-to-day support to all Cariboo Regional District Volunteer Fire Chiefs and to the volunteers within the CRD volunteer fire departments on an on-going basis to maintain positive and supportive working relationships with all other fire departments within the regional district.

Financial Resources:

- Assist in the preparation and monitoring of VFD budgets and program expenditures where required.
- Order supplies as required.
- Check invoices from contractors for accuracy and completeness.
- Monitor credit card expenses, reconciliation and reporting functions and timelines.

Technical Expertise:

Knowledge

- In-depth understanding of fire services operations, procedures, and equipment.
- Knowledge of local government legislation, regulatory requirements, and legal principles relevant to fire protection services.
- Familiarity with fire protection standards and rating systems from agencies such as the National Fire Protection Association and the Underwriters Laboratory of Canada.

Skills

- **Leadership and Supervision:** Strong ability to oversee volunteer fire departments and provide day-to-day support to Fire Chiefs.

- **Training and Development:** Expertise in developing and delivering fire protection training programs.
- **Communication:** Superior written and verbal communication skills for policy development, stakeholder engagement, and training facilitation.
- **Problem-Solving:** Ability to assess training challenges and implement solutions.
- **Public Speaking:** Confidence in delivering training sessions, public presentations, and fire safety awareness initiatives.

Abilities

- **Policy Development:** Ability to draft and revise complex policies and explain legal implications.
- **Collaboration:** Strong interpersonal skills to work with various stakeholders, including emergency agencies and local government officials.
- **Adaptability:** Ability to adjust to changing priorities, emergency situations, and evolving fire service needs.

Education, Experience, and Qualifications Required:

- Post-secondary degree or diploma in fire services, local government administration, or a related field; or an equivalent combination of education, training, and experience.
- NFPA 1001 Level 2 Firefighter, 1002 Driver/Operator, 1021 Level 2 Fire Officer, 1041 Level 1 Fire Service Instructor, and 1521 Incident Safety Officer certifications.
- Minimum of 7 years of fire service experience, with increasing levels of responsibility.
- Experience working with volunteers.
- Must maintain a valid Driver's Licence.
- Successful completion of a criminal record check is required.
- Proficiency in computer applications and relevant software programs.

Working Conditions:

Work Environment:

- Combination of office-based work and field operations, including fire department site visits and training exercises.
- Frequent travel within the regional district to attend meetings, training sessions, and emergency response activities.
- Participation in Emergency Operations Centre (EOC) activations when required.
- Use of appropriate Personal Protective Equipment (PPE) may be required during training sessions.

Physical Requirements:

- Regular use of computers, office equipment, and digital communication tools.

- Active participation in fire training exercises, requiring the ability to lift equipment, stand for extended periods, and perform physical tasks in outdoor environments.
- May involve working in inclement weather and hazardous conditions during emergency response situations.

Work Schedule:

- You must be able to work a flexible work schedule of 70 hours bi-weekly, including evenings and weekends, to accommodate training and operational needs.
- Occasional overtime may be required during emergency incidents or special projects.

Stress and Responsibility:

- Moderate to high stress related to managing multiple fire services programs, ensuring compliance with safety regulations, and responding to emergency situations.
- High responsibility for ensuring fire departments operate safely, efficiently, and in compliance with industry standards.
- Frequent interaction with volunteer personnel, requiring strong leadership, conflict resolution, and decision-making abilities.

Core Competencies Required for the Job:

This position requires proficiency in core competencies, as defined by the Cariboo Regional District's Core Competency Framework (refer to Appendix A for detailed descriptions).

Disclaimer:

This job description outlines the primary responsibilities and qualifications of the role. Additional tasks and duties may be assigned as needed to support team and organizational objectives.



Appendix A – For All Employees

Core Competency Framework for the Cariboo Regional District:

All employees of the Cariboo Regional District require proficiency in core competencies, as defined by the Cariboo Regional District's Core Competency Framework.

Community and Service Orientation

- Dedication to delivering high-quality, accessible services for all communities
- Providing responsive, respectful service that reflects the Cariboo Regional District's values and meets resident needs
- Demonstrating empathy, patience, and commitment to improving the quality of life for residents

Clear Communication

- Effectively conveying information to diverse audiences, including public presentations and written reports
- Actively listening to understand community concerns and respond with integrity
- Maintaining transparency in all interactions, ensuring clear, honest communication

Team Collaboration and Partnership Building

- Working effectively within and across teams to achieve shared goals
- Fostering cooperative relationships with municipal partners and community organizations
- Respecting and supporting diverse perspectives

Problem Solving and Accountability

- Identifying practical solutions to challenges with transparency and fiscal responsibility
- Using data and analysis to make informed, effective decisions
- Taking responsibility for actions and decisions, maintaining integrity and accountability

Project Management and Organization

- Planning and executing projects with a focus on community impact and resource efficiency
- Managing time and resources effectively, meeting deadlines and maintaining detailed records
- Adapting project plans to accommodate the needs of varied communities and changing priorities

Adaptability and Responsiveness

- Responding to changing needs and priorities across the Cariboo Regional District with resilience and flexibility
- Embracing continuous learning to stay relevant and effective in a dynamic regional context
- Demonstrating openness to feedback and willingness to improve

Cultural Sensitivity and Inclusivity

- Respecting and valuing the diversity within the Cariboo Chilcotin, including indigenous and rural communities
- Fostering inclusivity and cultural awareness in interactions with residents and colleagues
- Demonstrating empathy and understanding for diverse community needs and values

Health and Safety Awareness

- Promoting a safety-conscious environment for both staff and residents
- Staying informed of relevant health and safety regulations
- Committing to safe practices in various settings, from urban to remote areas

Environmental Sustainability

- Advocating for environmentally responsible practices in all Cariboo Regional District projects
- Demonstrating commitment to conservation and sustainable use of natural resources
- Supporting initiatives that promote long-term environmental stewardship in the Cariboo Chilcotin



Emergency Preparedness and Crisis Management

- Coordinating effectively during emergencies, supporting community resilience
- Collaborating with local agencies and indigenous communities for comprehensive crisis response
- Being prepared for quick, informed action in response to emergencies and natural disasters within the Cariboo Regional District

Leadership and Integrity

- Leading by example with honesty, ethical behavior, and commitment to the Cariboo Regional District values
- Inspiring and motivating others while fostering a culture of accountability and respect
- Acting as a positive role model, upholding high standards of professional conduct

Strategic Thinking and Regional Vision

- Aligning actions and goals with the Cariboo Regional District's mission to build vibrant, sustainable communities
- Anticipating future community needs and adapting strategies to address long-term goals
- Understanding broader trends that impact regional development, from social to environmental