CITY of TRAVERSE CITY MICHIGAN

JOB POSTING

The City of Traverse City Office of Human Resources

Announcement No. 26-016 November 3, 2026

LIEUTENANT TRAINING OFFICER
FIRE DEPARTMENT

Under the general direction of the Fire Chief and Fire Marshal, the Training Officer coordinates all department training activities, serving as the primary instructor for drills, recruit academies, and continuing education. The Training Officer is responsible for supporting and enforcing the policies, rules, and regulations of the Traverse City Fire Department, along with performing other duties as assigned by the Fire Chief. Represented bargaining unit position (IAFF). May qualify for an assigned take-home department vehicle.

Base starting salary is $96,847.78. Competitive benefits package: Defined benefit pension (Act 345). IAFF MERP retiree medical expense plan. 12 paid holidays, paid time off, health, dental, & vision insurance, health savings account, tuition reimbursement, annual education stipend, life insurance, disability coverage & other benefits.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Education, Training and Experience:

- Must have 3-5 years of firefighting experience.
- Possess the ability to comprehend, interpret, and apply the policies, procedures, and methods of the department.
- Possess the ability to comprehend, interpret, and apply local, state, and national ordinances, codes, and laws relating to the fire department and its employees.
- Possess the ability to communicate complex verbal and written explanations to all personnel as well as the general public.

Licensing and Other Requirements:

- Have achieved Michigan Fire Fighter I and II Certification.
- Have achieved Company Officer I and II Certification.
- Have achieved Fire Instructor I or higher (Pro Board or IFSAC).
- Possess, at minimum, an active EMT-B certification.
- Complete the firefighter probationary program, including physical agility, within 6 months of hire.
- Obtain Blue Card certification within 12 months of hire.
- Obtain a Paramedic license within 36 months of hire.
- The selected candidate must pass a written Fire Training Officer exam based on three texts: Fire and Emergency Services Instructor (3rd ed.), Firefighting Strategies and Tactics (4th ed.), and Fire Department Incident Safety Officer (4th ed.) during the application process.
- Have a valid Michigan Driver's License.
- Must reside and maintain principal residence within 30 miles from the nearest city limit within twelve months of the date of hire.

TO BE CONSIDERED, CANDIDATES MUST SUBMIT RESUME, COVER LETTER, AND COMPLETED APPLICATION to the City of Traverse City, Human Resources Office, 400 Boardman Avenue, Traverse City, MI 49684 or via email to jobs@traversecitymi.gov Position is open until filled.

Traverse City is an Equal Opportunity Employer