



JOB DESCRIPTION

VOLUNTEER / PART-TIME FIREFIGHTER

Reports To:	Fire Chief and when applicable Deputy-Chief & Company Officers
Supervises:	Nil
Department:	Fire Department
Division:	Suppression & Operations
Classification:	Non-Union

Position Overview:

Under the direction of Senior Officers, a Volunteer / Part-time Firefighter serves the residents of North Dumfries by responding to a wide variety of situations, ranging from emergencies that immediately threaten life or property to routine citizen requests for information or assistance. Fire personnel perform within the scope of the policies and procedures of the Township, and, Fire Department operating practices and standard operating guidelines. Firefighters perform duties in the following general categories: fire suppression, emergency medical aid or rescue, hazardous material responses, vehicle extrication, training, vehicle & equipment maintenance, fire inspections and public education.

A. KEY ROLES AND RESPONSIBILITIES

1. Respond to emergency calls, which may include fire, rescue, hazardous materials incidents, medical emergencies and other emergencies

Fire and emergency response

- Undertake suppression duties necessary to save life and property
- Combat, extinguish and/or prevent fires by rapidly and efficiently performing varied duties as required under emergency conditions
- Lay and connect hose, hold nozzles and direct high-pressure water streams
- Raise, climb and work from ladders
- Use and/or operate all equipment associated with fire extinguishment and incident control
- Use SCBA and full protective clothing while working in noxious and/or smoke-filled environments

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- Ventilate buildings or areas to release heat, smoke or fumes
- Perform salvage operations to protect property and prevent water damage
- Perform overhaul operations to ensure complete fire extinguishment

Medical emergency response

- Provide emergency medical response and aid to injured persons using advanced techniques to restore cardio-pulmonary functions
- Perform rescue/extrication operations where necessary
- Secure immediate area and transport required medical equipment
- Assess situation/victim for medical history, visual and vital signs
- Perform appropriate intervention (e.g. first aid, CPR, defibrillation)
- Provide assistance to medical personnel (information transfer, lift/carry patients, etc.)

Other emergency response

- Perform a variety of rescue-related duties to protect the public and lessen severity of injuries, including: auto extrication, water/ice rescue, low angle/rope rescue, HAZMAT response, etc.
- Provide service assistance with respect to (but not limited to) police, ambulance, other fire departments and the public
- Manage crowd, bystanders, victim's relatives, etc.

Non-emergency response

- Perform general maintenance work in the up-keep of the fire department property including equipment, apparatus, buildings and grounds
- Participate in training programs (internal and external) offered through the Department to maintain and upgrade skills, knowledge and proficiency
- Participate in public relations projects and perform duties at events for the public including station tours, visits, demonstrations, parades, etc., as assigned
- Conduct or assist in training of other fire personnel
- Perform inspections and assessments related to fire prevention
- Perform other duties related to public education as assigned
- Adhere to and comply with applicable legislative requirements, departmental policies, procedures and guidelines, and Section 21 Committee Health and Safety Guidelines; and,
- Other duties or specialized assignments as assigned.

2. Performs other duties as assigned, in accordance with Departmental, Divisional or Corporate objectives.

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3. Participates, as required, during the enactment of the Township's Emergency Management Plan.
4. Other duties as assigned.

B. SKILLS AND QUALIFICATIONS

1. Firefighters must be able to handle periods of intense and sustained physical, mental and emotional stress.
2. Firefighters must work together as members of a well-honed team. Extended periods of time are spent working together, whether in emergency situations or performing duties around the fire station or in the community.
3. Firefighters provide service 24 hours a day, seven days a week. There is an expectation that Fire personnel will make themselves available and attend training sessions and respond to emergency incidents when practical.
4. Minimum of a High School Diploma (or equivalent);
5. Possession of a Valid Driver's License and availability of a vehicle to respond to page out calls for incidents and training;
6. Effective communication skills to understand and carry out verbal instructions;
7. Ability to learn of the operation of all apparatus, equipment and methods used in combating, extinguishing, and preventing fires and in rescue work;
8. Ability to successfully pass and maintain first aid/C.P.R. certification training. For probationary Firefighters, the appropriate certification training must be completed within the first year of service;
9. Ability to obtain a Valid Class DZ Driver's License and to maintain the DZ license. For probationary Firefighters, the appropriate training and obtaining a Valid Class DZ License must be completed within the first year of service;
10. Ability to successfully complete and maintain NFPA 1001 Level I and Level II training and certification. For probationary Firefighters, the appropriate certification training must be completed within the first year of service;
11. Sound judgement, excellent analytical and decision-making skills.

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C. WORKING CONDITIONS

1. Volunteer / Part-time Firefighters are available to respond and attend emergency incidents on a moments notice. It is the expectation that when available, personnel will attend and participate in support of the incident regardless of the hour of the day or the day of the week. As such there is no routine hours or schedule – personnel are always on-call. As such, Fire personnel are available 7 days a week, 24 hours a day.
2. Regularly work in emergency situations with distressed, emotional or excited members of the public
3. In recognition of the varied scope of responsibilities and situations, Fire personnel will find that aspects of tasks can be emotional, physically and mentally demanding and stressful
4. Perform work in all weather conditions and all four seasons, day or night.
5. Exposure to hazardous contaminants and environments. Exposure to sounds and noise levels that may be distracting and uncomfortable;
6. Exposure to cramped work places that require getting into awkward positions. Working from ladders at height. Working on uneven ground and terrain;
7. Firefighters often have to physically assist individuals when escaping a dangerous situation and as such physical endurance forms part of the work environment.

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The Township of North Dumfries reserves the right to amend this position's job description any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.

Salary Grade: As per Firefighter Hourly Fee Schedule

Regular Work Week: Monday to Sunday, 24 hours a day availability

Prepared & Approved By:


Andrew McNeely,
Chief Administrative Officer

Date:

