



Douro-Dummer Fire and Emergency Services

Job Description

This Job Description forms part of Employment Guidelines under the Authority of By-Law 2019-28

Position Title: Firefighter

Department: Fire and Emergency Services

Reports to: Captain of Assigned Station Area

Supervises: None

Position Summary

Carry out assigned duties, required work, attend required level of training and maintenance. Will carry out the Divisional responsibilities as per the Townships E&R By-law, primarily a), b) & f) in the Fire Operations Division and i) in the Division of Fire Prevention.

Statement of Duties (including but not limited to):

1. Respond and participate in the delivery of approved fire protection services.
2. Operate in a manner consistent with established procedures and accepted firefighting methods;
3. Assist in determining the causes of fires in conjunction with other officers.
4. Advise a Captain or District Chief at your station of any required repairs and maintenance items pertaining to apparatus, equipment and stations;
5. Responsible for the care, maintenance and cleaning of the assigned apparatus within the station, including the apparatus bays and the interior & exterior of the building
6. Attend training and meetings as scheduled and/or requested;
7. Work in compliance with, and ensure staff is knowledgeable and compliant with, the *Occupational Health and Safety Act*, WHMIS, applicable legislation, regulations, statutes, departmental policies/procedures/practices, operational guidelines, and perform safe work practices;
8. Represent the Department in a professional manner

Distinguishing Features of the Rank

This is manual work of a hazardous nature involving the delivery of approved fire protection services, including, but not limited to fighting of fires, salvage, rescue work, medical emergencies, water and ice rescue; generally under the direct supervision of an Officer. Regular training and some maintenance work on the fire station and vehicles are required. Shall understand and adhere to the command structure and policies of the department. A Firefighter may assume command in accordance with Policies and Best Practices until relieved.



Douro-Dummer Fire and Emergency Services

Experience and Training

Should have completed recruit level training for Firefighter I & II as well as required medical first aid training. Must have achieved all recruit requirements and probationary period.

Knowledge, Skills and Abilities

1. Mental alertness, mechanical aptitude, ability to get along with others, willingness to perform any task assigned, conscientious and dependable, good physical condition, holder of a valid Class "D" license complete with "Z" endorsement or able to acquire license within two years of joining the department or within 1 year of being promoted to the rank of Firefighter
2. Working knowledge of modern firefighting and fire prevention methods, rescue and first aid procedures rules and equipment.
3. Possesses knowledge and skill in safe operation of all types of fire and emergency vehicles, equipment, and safety and protective devices.
4. Thorough knowledge of the Municipality, types of buildings within the Municipality, and surrounding areas protected by agreement.
5. Working knowledge of rescue and first aid procedures, rules and equipment.
6. Must be aware of organizational goals, policies, safety issues, and all department operations and functions.
7. Knowledge of the Fire Protection and Prevention Act, 1997; Ontario Fire Code; Municipal Freedom of Information and Protection of Privacy Act (MFIPPA); Occupational Health & Safety Act; WHMIS; Ministry of Labour Safety Guidelines (Section 21); Fire Marshal's Guidelines and pertinent Municipal By-Laws and Services in general.
8. Possess a strong sense of public service; strong interpersonal and public relations skills.
9. Ability to quickly assess and strategically take control and respond to emergency situations; to deal effectively and courteously in all aspects of the position; to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature and to maintain confidentiality.



Douro-Dummer Fire and Emergency Services

Examples of Work (including but not limited to):

- Responds to fire, rescue, hazardous materials emergencies, medical emergencies, water and ice rescue, and other emergencies assigned to his/her station.
- Lays and connects hose lines, nozzles and other related appliances, turns water on and off
- Holds fire hose and directs fire streams
- Operates a pressure pump as assigned
- Drives fire apparatus as assigned
- Carries, puts up and climbs ladders
- Operates rescue equipment
- Performs salvage work at fire and emergency scenes using salvage covers, vacuums, mops, squeegees, etc.
- Performs ventilation by making openings in buildings, using exhaust fans or fog streams
- Enters burning or contaminated buildings, structures and other areas to fight fires and/or perform rescues while wearing required clothing and safety equipment.
- Assists in giving medical aid to the injured
- Assists in cleaning firefighting equipment upon return to the station after an emergency call or a practice.
- Attends regular training sessions to practice new firefighting and rescue methods
- Cleans and maintains areas of the fire station used by members, as scheduled
- Assists in water and ice rescue operations
- Assists with the fire prevention program
- Other duties as assigned by Officers

Working Conditions

The Firefighter, may be required to work in all types of weather, and less than ideal conditions both from natural and man-made elements. He/she may have to respond to hazardous atmospheres and areas, and will be expected to work in a safe manner.