

**POSITION TITLE:**

**VOLUNTEER FIREFIGHTER**

**PERFORMANCE CRITERIA AND JOB DESCRIPTION**

**STATEMENT:**

Protects life and property by performing firefighting duties, emergency medical services and all other emergency rescues and extrication.

**REPORTS TO:**

Captain and in his/her absence the Lieutenant

**PERSON REPORTING TO INCUMBENT:**

None

**RESPONSIBILITIES:**

- a) Responds to emergency calls, lays out and connects hose, controls nozzles to direct water streams, raises and climbs ladders, uses extinguishers and other equipment;
- b) Performs search and rescue at fire scenes and other incidents;
- c) Responds to emergency medical and hazardous materials calls;
- d) Responds to non-emergency calls, as required;
- e) Operates and maintains Fire Department equipment as required;
- f) Assists with fire prevention inspections and in public education programs as required;
- g) Completes reports for fire prevention inspections and emergency incident reports and maintain vital incident information for investigative and record keeping purposes;
- h) Attends training sessions and off-site training courses as schedules;
- i) Maintains equipment in good repair in accordance with organizational policies and procedures;
- j) Is responsible for workplace safety as outlined in the Occupational Health & Safety Act and organizational policies, procedures and guidelines;
- k) Functions within the Chain of Command within the Fire and Emergency Services Department;
- l) Conducts themselves in a professional manner;
- m) Performs to the criteria as established Standard Operating Guidelines;
- n) Communicates and enlists the co-operation and support of fellow firefighters fostering a feeling of pride and loyalty to the Corporation and the Public. Exhibits a positive attitude towards the Department, other Firefighters and the Community;
- o) Performs other duties and special projects as assigned.

## Volunteer Firefighter

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### **COMMUNICATION:**

- a) Excellent oral and written communications skills, including documentation skills;
- b) Deals in a professional, courteous and tactful manner with the general public, regulatory bodies, staff and other service groups or agencies;
- c) Keen sense of accuracy, urgency thoroughness and sound judgment;
- d) Possess a good understanding of Department related problems and have an appreciation of Township/Department policies, practices and responsibilities;
- e) Communicate and enlist the co-operation and support of fellow employees and to foster a feeling of pride and loyalty to the corporation and the public with a positive attitude.

### **KNOWLEDGE:**

- a) Grade 12 High School diploma or equivalent;
- b) Must be a minimum of eighteen (18) years of age;
- c) Must hold & maintain First Aid/CPR/Defibrillation;
- d) Must hold & maintain DZ license;
- e) Thorough knowledge of the operation and maintenance of all apparatus and equipment, including considerable knowledge of hydraulics and the water supply system within the Township;
- f) Must have knowledge in the methods in combating, extinguishing and preventing fires;
- g) Thorough knowledge and understanding of Health and Safety standards governing fire and emergency services and other departments within the Municipality;
- h) Must be available to respond to alarms and emergencies , requiring occasional work during days, evenings, weekends and holidays;
- i) Ability to lift and/or move a minimum of 40 lbs. and occasionally lift and/or move up to 100 lbs.;
- j) No Criminal convictions for which a pardon has not been granted;
- k) Must be physically fit for fire fighting and medical assist activities, emergency response and be able to pass and maintain fitness standards as determined by department evaluation.
- l) Maintain confidentiality in accordance with the applicable legislation and municipal policies.

**PERFORMANCE STANDARDS:**

The Volunteer Firefighter shall meet the level of satisfactory performance in each of his/her responsibilities:

**Quality of Work**

- a) Based on measurable volume and compared against meaningful standards, taking into account any unusual conditions which affect output.

**Quality of Performance**

- b) Frequency of errors, efficient use of resources, excellence of workmanship.

**Attitude**

- c) Convey a positive influence towards the Fire Department, Department Management Team, Officers, Volunteer Firefighters and the Public.

**Dependability**

- d) Shall assure one's own reliability, punctuality and attendance.

**Initiative**

- e) To work conscientiously, using resourcefulness, ingenuity and suggestions for improvement of the Department.