

Job Description

Probationary Volunteer Firefighter



Position Synopsis and Purpose

Firefighters respond to emergency situations and protect people, the environment and property from all types of incidents and situations. The position is of a hazardous nature involving fire fighting, rescue, and patient care performed under the direction and supervision of fire officers. Firefighters also work closely with the local community to increase fire safety awareness to aid in the prevention of fires and incidents. Lectures, static displays at community events, practical drills, and core training are all integral and ongoing parts of a firefighter position.



Responsibilities

Description	Approx. Time Spent
<p>Emergency Duties</p> <ul style="list-style-type: none"> • Available to respond safely to emergency calls and calls for assistance 24 hours per day, 7 days per week in accordance with attendance guidelines - may involve working on weekends, holidays and in all types of weather conditions. • Drives and operates and maintains emergency equipment, as well as personal vehicles, safely and in accordance with policies, guidelines and applicable legislation. • Enters burning or contaminated structures, and other areas to perform rescues and/or fight fires while wearing appropriate personal protective equipment (PPE) • Applies proper firefighting and/or rescue techniques needed to control and/or extinguish fires and extricate people. • Minimizes distress and suffering, including the provision of first aid/CPR prior to EMS arrival; safeguarding their own and other people's personal safety at all times. • Wears, maintains and properly uses all appropriate PPE as supplied by Middlesex Centre Fire Service (MCFS). • Communicates appropriately in accordance with established guidelines. • Attends training sessions to maintain and upgrade firefighting skills in accordance with established policies and operational guidelines. Meets attendance requirements. 	80%

Description	Approx. Time Spent
<p>Other Duties:</p> <ul style="list-style-type: none"> • The Volunteer Firefighter must have the ability to deal with the public in a polite, sympathetic and efficient manner, regardless of how frustrating or unnerving the situation may be. • The Volunteer Firefighter must be able to cope with a high level of stress and perform all duties efficiently during an emergency situation. • The Volunteer Firefighter must be able to speak in a clear, articulate manner. • There may be times when Firefighters will be required to make decisions and work without supervision until an officer arrives on scene. • Maintain links with local community and educate and inform the public to help promote fire safety, (i.e.) station tours, assisting in fire safety education programs, etc. • Notify District Chief of Fire Code and life safety concerns. • Must maintain a high degree of confidentiality at all times. • Refrains from disclosing information to the news media or other persons without authorization from the Fire Chief. • May act in the capacity of a Captain as assigned when qualified as an Officer Candidate through the promotional policy. • Cooperates with OPP (police), EMS and others. 	20%
<p>Responsibilities:</p> <ul style="list-style-type: none"> • Will respect and follow the chain of command, complying with orders from ranking department officers. • The Volunteer Firefighter is encouraged to make recommendations through the chain of command regarding operational procedures, equipment maintenance, etc. • Works in accordance with established policies, operational guidelines and the Occupational Health and Safety Act inclusive of any other relevant legislation or orders. • Stays away from any fire service operations/activities while under the influence of alcohol, illegal substances and/or prescription drugs which cause impairment. • Maintain a level of physical fitness necessary to carry out all the duties of firefighter. • All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition. 	

Note: All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Minimum Qualifications

Education (degree/diploma/certifications)

- Possess an Ontario High School Graduation Diploma or equivalent;
- Willingness to attend and successfully complete the NFPA 1001 Level 1 and 2 program within one (1) year of employment; (Costs assumed by Municipality)

Experience

- Minimum of one-year work experience in the field of construction and/or various skilled trades, emergency medicine, large vehicle operation, fire prevention, fire fighting or equivalent;
- Past and/or current community involvement (i.e., Volunteering, mentoring etc.).

Knowledge/Skill/Ability

- Posses of a valid and unrestricted Ontario Class “G” Driver’s License;
- Willingness to successfully attain an Ontario “D” driver’s licence with “Z” endorsement within one (1) year following successful employment (Course costs assumed by Municipality, Employee assumes costs to maintain license and medical review/s);
- Possess superior interpersonal skills and the ability to work cooperatively as a member of an effective and professional team;
- Have a strong desire to serve the community, possess a strong work ethic, sense of loyalty and duty, coupled with the ability and willingness to follow instructions promptly and efficiently.

Other

- If selected, must complete the Firefighter Services of Ontario clinical and medical assessments including an acrophobia and claustrophobia skills test (Costs assumed by Municipality);
- Must provide a clear Criminal Record/Vulnerable Sector Check;
- Must provide proof of immunization from Red Measles, Mumps, Rubella (German Measles), Tetanus/Diphtheria and Hepatitis B (within the last 10-12 years);
- Must be 18 years of age or older;
- Must be legally entitled to work in Canada;
- Must live in proximity to one of Middlesex Centre’s five (5) fire stations.

Note: As a condition of employment, the incumbent must provide a successful criminal and vulnerable persons screening and background check while showing a clean driver’s abstract.



Preferred Qualifications

Education (degree/diploma/certifications)

- University Degree, College Diploma, and/or Trade Certification recognized by the Ontario College of Trades in any discipline;
- National Fire Protection Association (NFPA) certification in 1001 Fire Fighter I and II, 1002 Apparatus Driver/Operator, 1031 Fire Inspector 1 and 2, 1035 Public Fire Educator, 1041 Fire Service Instructor and 1006 Technical Rescue - attained through an accredited program;
- Possess valid testing certificate(s) from the Ontario Fire Administration Inc. (OFAI) Candidate testing program, Stages 1 and 2 and 3 or Ontario Fire - Firefighter Services of Ontario;
- Possess a valid and current standard first aid and Cardiopulmonary Resuscitation (CPR) certificate (Level C) including Automated External Defibrillator (AED) certification or greater;
- Possess a valid Ontario “D” driver’s licence with “Z” endorsement;
- Minimum of one-year work experience in the field of construction and/or various skilled trades, emergency medicine, large vehicle operation, fire prevention, fire fighting or equivalent;
- Developed administrative and enhanced computer skills.



Work Setting

Contacts

Contact	Frequency	Nature of Interaction
Public	Regular – weekly	Public inquiries
Fire Chief / CTO / Captain / Lieutenant	Frequent – daily	Assignment of duties, review, discussion
Contractor / Consultants	Regular – weekly	Monitor work performed
Municipal Departments	Rare – once in a while	Provide staff and equipment assistance



Corporate Values

- **Respect** – We are an open, courteous and inclusive workplace that values and celebrates the varied backgrounds and experiences of our community. We ensure every resident can participate in our community and engage with our municipal government.
- **Cooperation** – We work in a spirit of trust, collaboration and partnership across departments and with our community to achieve our shared goals.
- **Innovation** – We embrace innovation to improve our delivery of services. We take initiative, and are flexible and creative in anticipating and adapting to changing conditions.

Integrity - We take accountability for our actions and deliver what we promise. We are truthful and honest in how we do our job. We inspire public confidence and trust in our municipal government.



Position Classification

Position Title	Probationary Volunteer Firefighter
Division	Suppression/Operations – Station as assigned
Department	Fire Services
Classification	Non-Union
Branch	N.A.
Reports to (Direct)	Station Officers
Equivalency Code	N/A
Hours per Week	As required
Effective Date	September 18, 2019
Revision Date	April 1, 2021