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TOWNSHIP OF MACDONALD, MEREDITH & ADBERDEEN ADDITIONAL

POSITION DESCRIPTION

POSITION: Volunteer Fire Fighter

RESPONSIBLE TO: Volunteer Fire Chief

SUMMARY OF FUNCTION:

The Volunteer Fire Fighter reports to the Volunteer Fire Chief. The Fire Fighter is responsible for fire fighting and for assisting in dealing with motor vehicle accidents. The Fire Fighter abides by all policies and procedures concerning fire fighting in accordance with the municipal bylaw, legislation and policies and in accordance with the Office of the Fire Marshall.

ORGANIZATIONAL RESPONSIBILITIES:

COMPETENCY 1: Responsible for fire fighting and assisting with motor vehicles accidents.

Demonstrated by:

Fire fighting:

- Responding to fires and fighting fires in a safe and appropriate manner
- Assisting with cleaning of equipment and the fire hall as required
- Performing other duties as assigned

Training:

- Attending all required training sessions
- Ensuring up to date knowledge in use of all required equipment for fire fighting and assisting at the scene of an accident

Assisting with Motor Vehicle Accidents:

- Providing required assistance and support at the scene of an accident including extricating victims, first aid and CPR
- Assisting with traffic control
- Performing other duties as assigned

Other:

- Assisting with search and rescue

Outcomes:

- Township provides required fire services in appropriate manner

- Residents safety maintained and there is prevention of unnecessary injury, loss of life or damage or destruction of property as a result of a fire

COMPETENCY 2:

Promote and ensure a safe workplace environment.

Demonstrated By:

- Maintenance of knowledge and compliance with the provisions of the Occupational Health and Safety Act and regulations and all workplace health and safety policies, programs and practices;
- Wearing all required safety equipment; using all equipment including fire fighting equipment(boots, helmet, gloves, protective gear, SCBA) and tools in a safe manner and working in a safe manner
- Reporting immediately any contravention of the Occupational Health and Safety Act or any workplace hazard, the absence or defect of any protective device of which the employee is aware which may endanger self or others, including other employees, to Mayor and Council or the Clerk Administrator as appropriate

Outcome:

- Workplace injuries are minimized.

COMPETENCY 3:

Effective communication and relationships with other employees, and other including outside contractors and residents.

Demonstrated By:

- Communicating all matters of importance to appropriate members of the Township in an accurate and timely fashion
- Listening carefully to others
- Responding appropriately to general inquiries
- Communicating in a polite and respectful manner at all times

Outcome:

- Effective relationships are established and maintained

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Minimum High School diploma; and
- Agreement to undertake on an ongoing basis all training as required at Ontario Fire College, regional fire schools or educational seminars
- First Aid and CPR certified
- Must be able to demonstrate skills in the following areas:
 - Analytical and problem solving skills
 - Decision making skills
 - Negotiations skills
 - Effective verbal and listening communications skills
 - Ability to deal effectively with people in difficult situations
 - Stress management skills
 - Time management skills
- Must demonstrate the following personal attributes:
 - Maintain standards of conduct
 - Be respectful
 - Be flexible
 - Demonstrate sound work ethics
 - Be consistent and fair
- Knowledge and ability to use computer software program such as MS Word, Power point, Internet skills
- Valid Class DZ drivers license as required to operate Township vehicles

LANGUAGE SKILLS:

- Be able to read and interpret documents such as operating and maintenance instructions, and procedure manuals
- Be able to write routine reports and correspondence

REASONING ABILITY:

- Ability to apply good sense understanding to carry out instructions furnished in written, oral, or diagram form
- Will require extreme levels of concentration during a firefighting situation

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Working independent of others and with moderate direction
- Working collaboratively as a member of a group/team

- Working at all hours may be required given the nature of the volunteer position and very high levels of mental and emotional stress will be caused by the requirement to fight fires in an effective manner, the requirement to maintain absolute control in dangerous and hectic situations and by the possibility of loss of life, injury and property

CONDITIONS FOR PERFORMING ESSENTIAL DUTIES:

- Manual dexterity – use of hands, arms, legs in the operation of Township vehicles and equipment
- May be involved in physically draining and exhausting activities which may include taking command of a fire scene, participating in emergency response situations and being involved in physically dangerous situations
- Will have to carry heavy fire fighting equipment while climbing ladders and going through buildings
- Will regularly be exposed to water in extreme weather conditions and have to deal with resulting ice build-up in winter months
- Will be exposed to noxious smoke and fumes as a result of fire
- Will have to manage a number of people and projects at one time, and may be interrupted frequently to meet the needs and requests of residents
- Will be exposed to environments that are dangerous, busy, noisy
- Will be exposed to smoke and fire that will adversely affect each of the senses including smell, touch, taste, hearing and sight

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