



**Hastings Highlands Fire Department
33011 Hwy 62 North, P.O. Box 130
Maynooth, ON K0L 2S0**

Volunteer Firefighter Job Description

GENERAL NATURE OF WORK

Under general supervision, and as part of a team: to engage in fire suppression, prevention, and education activities; to protect life and property; to operate and maintain firefighting apparatus and equipment; to set up hoses, ladders and use equipment to fight fires; to participate in fire training and drills; to engage in the study of firefighting science and techniques; to maintain facilities and equipment; and to perform other related work as required by the Fire Chief or designate.

ESSENTIAL JOB FUNCTIONS

Responds to all alarms for fire, accident and hazardous materials with designated equipment; connects and lays hose lines, enters burning structures with hose lines, operates nozzles, carries, raises and climbs ladders. As assigned, drives and/or operates fire apparatus, locating it at a fire; connects to water supplies and operates pumps to maintain desired pressures to support fire suppression activities. May be called upon to perform emergency first aid.

WORKING CONDITIONS

A variety of indoor and outdoor environments. Employees are subject to inclement weather, hazardous conditions, and strenuous physical exertion when responding to various types of emergencies.

PHYSICAL DEMANDS

Extreme physical, mental and emotional demands exist when fighting fires and high demands exist in station and training duties. The individual must be able to lift at least 30Kg. of gear while climbing ladders and pulling charged hoses through adverse conditions. The individual must have vision and hearing at normal levels (corrected or uncorrected) and possess physical strength, endurance, and agility. The individual must have the ability to work while wearing protective gear and self-contained breathing apparatus.

Typical Physical Activities

- Operate Municipal emergency vehicles;
- Communicate orally and in writing with Municipal staff, co-workers, volunteers and the public in face-to-face, one-on-one settings, through various forms including telephone, radio or office equipment;
- Carry, push, pull, drag, reach and lift equipment and parts weighing up to 30kg;
- Stoop, kneel, crouch, crawl and climb during emergency work;
- Stand and walk for extended time periods;
- Work in an environment with exposure to smoke, dust, dirt, with limited visibility and significant temperature changes between cold and heat;
- Wearing substantial personal protective equipment and using self-contained breathing apparatus, ladders and high-pressure hoses.

The Firefighter will require the following skills to properly execute their duties:

- Physical stamina and strength to sit, stand, walk, kneel, crouch, stoop, squat, twist upper body, climb and lift moderate weight; and
- Mental alertness and comprehension involved in carrying out essential duties.

KNOWLEDGE OF:

- Current firefighting operations, principles and practices;
- Municipal residential, commercial, industrial and geographical features including unusual fire risk occupancies, water sources and other relevant features;
- Methods and techniques used in modern firefighting for protection of life and property;
- Federal and Provincial regulations regarding the fire service and safety in the workplace; and
- First Aid and CPR.

ABILITY TO:

- Follow instructions, directions and orders from superiors;
- Work harmoniously as a team member with other employees;
- Make decisions independently in accordance with established policy;
- Use initiative and judgment in the completion of tasks and responsibilities with only general instruction and guidance;
- Use tact and judgment when dealing with the public;
- Communicate effectively orally and in writing;
- Learn the location of streets, addresses, water supplies;
- Learn and maintain proficiency in basic First Aid and CPR techniques;
- Demonstrate physical endurance, agility, dexterity, and strength necessary to perform required duties;
- Understand, and act in accordance with, operational guidelines, policies and standard operating procedures and demonstrate skill in applying these toward specific situations;
- Analyze fire and driving situations and adopt effective courses of action for them;
- Establish and maintain effective working relationships with others;
- Understand and carry out both verbal and written directions in emergency and non-emergency situations;
- Demonstrate the ability to perform in a manner that protects the interests of the community, Municipality and Fire Department;
- Produce extreme effort and energy for periods of time in highly stressful situations; and
- Retain presence of mind in normal and emergency situations.

The Firefighter will be expected to participate in the Fire Department by:

- Always acting in a safe, responsible, professional and efficient manner;
- Fully participating in authorized firefighting, training, maintenance, public education and emergency operations;
- Communicating effectively verbally and in writing at all levels of the organization, with the public and other organizations;
- Utilizing the required and appropriate Personal Protective Equipment and working in compliance with health and safety guidelines;
- Complying with all Department Operational Guidelines, Policies, Procedures; Municipal Policies, Procedures and Bylaws as well as Provincial and Federal Legislation and Regulations;
- Learning, retaining and applying technical information, terminology, equipment and guidelines;
- Analyzing problems and making recommendations for resolution;
- Adapting to changing times and technologies;
- Maintaining effective working relationships with civic and official groups and the general public, as well as holding the respect of co-workers;
- Dealing effectively with people;
- Dealing with confidential material in a discrete manner;
- Participating to ensure all vehicle and equipment deficiencies and problems are recorded and reported to an officer in a timely manner;
- Representing the fire department in relationships with the general public and with other public and private agencies to promote and increase public awareness of fire department activities; and
- Fulfilling other duties as required by the Fire Chief/Deputy Fire Chief.