



Job Description

Part-time (Volunteer) Fire Fighter

TITLE: PART-TIME (VOLUNTEER) FIRE FIGHTER

DEPARTMENT: COBOURG FIRE DEPARTMENT

DIVISION: EMERGENCY SERVICES

PURPOSE OF JOB:

Under the direction of the Fire Captain, the Part-time (Volunteer) Fire Fighter is responsible to perform all Emergency and Non-Emergency duties while always understanding and following the chain of command.

Fire fighters are the first line of response to fires and other emergencies. Their duties include responding to various emergencies, protecting people and their properties from fires, and providing emergency medical aid.

Firefighters promote and enforce fire safety legislation and standards by advising and acting on all issues relating to the protection of lives and property as well as other potential hazards and risks.

REPORTS TO: FIRE CAPTAIN

RESPONSIBILITIES:

Emergency Related:

- Respond in a timely fashion and deal with fire, medical, rescue and other emergency and non-emergency related calls as required.
- Perform all emergency scene duties assigned such as, but not limited to, firefighting, forcible entry, search, and rescue, carrying hoses, climbing ladders, connecting hoses up to hydrants, breaking through walls and ceilings, protecting those in danger due to a fire, overhaul, technical rescues, emergency medical treatment and secures emergency scene for the safety of the public and other Firefighters.
- Drive/operate any apparatus/vehicles in accordance with policy and Highway Traffic Act (HTA).
- Operate all equipment utilized by the Cobourg Fire Department such as pumps, hoses, manual ladders, mechanical ladders, generators, automobile extrication equipment, etc.
- Conduct inspections and help ensure an emergency scene is in compliance with fire/life safety legislation guidelines, prior to leaving the scene.
- Clean, inspect, account for, and return all equipment used to a state of readiness after returning from emergency scene.
- Work effectively as a team player with their crew and with other first responders, such as police and paramedics, maintaining a high standard of professionalism.

Non-Emergency Related:

- Clean, inspect and maintain equipment and apparatus.
- Complete all required training and retraining as assigned within the prescribed time periods.
- Participate in preplanning to familiarize themselves with immediate response areas and new or unusual buildings in the station's district, and with streets and roads under construction.
- Educate the public about fire prevention and fire safety practices.
- Communicate effectively, respectfully, and inclusively with members of the public.
- Participate in Pre-Incident Fire Planning.



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General:

- Must understand and follow the chain of command at all times.
- Must live and work within a reasonable distance of the fire station
- Must be in compliance with uniform SOGs including being well-groomed, professional and presentable to the public.

EDUCATION/EXPERIENCE/SKILLS:

- A Secondary School Diploma or High School Equivalency Certificate is required
- Successful completion of NFPA 1001 Level 1 & 2, Hazardous Materials within 2 years of hire date.
- Ability to work effectively under stressful conditions.
- Will obtain valid First Aid, CPR and AED certification.
- Must be proficient in the use of Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Will obtain a valid DZ driver's license within 2 years of hire date.
- Must have a satisfactory driver's abstract as determined by the Corporation of the Town of Cobourg.
- Ability to effectively prioritize tasks/demands, as appropriate.
- Ability to work within a team environment.
- Ability to work independently with minimum supervision.
- Ability to work and positively interact within a diverse work environment.
- Must obtain a Satisfactory Vulnerable Sector Check and Level 4 Check upon hiring.

WORKING RELATIONSHIPS AND CONDITIONS:

- This position will work a rotating shift which includes working weekends and holidays as per the Memorandum of Understanding
- Continually maintain a high standard of professionalism, integrity, reliability and credibility, which are fundamental requirements for this position.
- Function as an integral member of the Cobourg Fire Department emergency response team to deliver and support Division specific goals of emergency response and preparedness.
- Willingness and ability to work in extremely adverse and potentially dangerous situations.
- Mechanical aptitude.
- Must be familiar with the Occupational Health and Safety Act and the regulations that apply to this work.
- Ability to work effectively under stressful conditions.

TECHNICAL AND PROFESSIONAL SKILLS REQUIRED:

- Excellent interpersonal and customer services skills.
- Ability to work within a team environment.
- Ability to work independently with minimum supervision.
- Ability to use respiratory protection as required.