

# **NORFOLK COUNTY FIRE & RESCUE SERVICES DIVISION**

## **Job Description for the Position of VOLUNTEER FIREFIGHTER**

### **Summary of Duties**

Firefighters respond to emergency situations and primarily protect people, the environment and property from all types of accidents and emergencies. The position is manual work of a hazardous nature involving the fighting of fires, rescue work and patient care generally performed under the direct supervision of fire officers. They work closely with the local community to increase their level of fire safety awareness in order to help prevent fires and accidents from occurring. Lectures, exercises, practice drills and other forms of training are an integral and ongoing part of the job.

### **Emergency Duties**

**Performs firefighting and emergency response duties under the broad supervision of the Captains, Deputy District and District Chiefs.**

- Respond safely to emergency calls and calls for assistance 24 hours per day, 7 days per week in accordance with attendance policies. May involve working on weekends, holidays and in all types of weather conditions.
- Drives and operates firefighting and emergency equipment, as well as personal vehicles, safely and in accordance with policies and applicable legislation.
- Enters burning or contaminated buildings, structures, and other areas to perform rescues and/or fight fires while wearing appropriate firefighting equipment as supplied by the fire service, and as directed by Incident Command.
- Applies proper firefighting and/or rescue techniques needed to control and/or extinguish fires and extricate/remove people.
- Minimizes distress and suffering, including giving first aid/CPR before ambulance crews arrive; safeguarding their own and other people's personal safety at all times.
- Wears and properly uses all appropriate equipment as supplied by the Norfolk County Fire & Rescue Services (NCFRS).
- Operates and maintains all Norfolk County Fire & Rescue Services (NCFRS) equipment.
- 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.

## **Other Duties:**

- 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 should be able to cope with a high level of stress and perform all duties efficiently in an emergency situation.
- The volunteer firefighter should be able to speak in a clear, articulate manner.
- There may be times when firefighters may be required to make decisions and work without supervision until an officer arrives on scene.
- Maintain links with the local community and educating and informing the public to help promote fire safety, e.g. hall tours, assisting in fire safety education program, smoke alarm program.
- Notify district chief of fire code and life safety matters.
- 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 captain promotional policy.
- Co-operates with OPP (Police), EMS and other agencies when required.
- Performs other related duties as assigned.

## **Responsibilities**

- During training, emergency response, or station activities will respect and follow the chain of command and he/she will follow all orders of superior ranking department officers.
- The volunteer firefighter may make recommendations to his/her company officer regarding operational procedures and equipment maintenance.
- Works in accordance with established policies, operational guidelines and the Occupational Health and Safety Act and any other relevant legislation or orders.
- Shall not participate in any fire service operations/activity while under the influence of alcohol, illegal substances and/or prescription drugs which cause impairment.
- Ability to obtain within 2 years of successfully completing probation, then maintain a valid Ontario Class "D" drivers licence with the airbrake endorsement (Z).
- Ability to obtain and maintain a valid CPR (HCP level) and standard first-aid qualification.
- Maintain a level of physical fitness necessary to carry out all the duties of a firefighter.