

 Job Description	Position: Firefighter	Page: 1 of 5
	Dept.: Fire Grade: As per department current pay grid	Reports to: Fire Chief/CEMC
	Effective: June 1, 2003	Revision Date: June 15, 2026

PRIMARY FOCUS

A Township of Cramahe Firefighter is responsible for protecting life, property, and the environment by responding promptly and effectively to emergency and non-emergency incidents. This role involves fire suppression, rescue operations, medical response, while working as part of a coordinated team. Firefighters are expected to maintain a high level of preparedness through ongoing training, uphold safety standards, and support public education and fire prevention initiatives within the community.

SCOPE	
<u>Supervisory Accountability</u> <i>Direct Reports:</i> • Fire Officer • Station Chief/Deputy Chief • Fire Chief <i>Indirect Reports:</i> • N/A <u>Key Contacts</u> <i>Internal:</i> • All levels of municipal employees, up and including CAO • Council Members <i>External:</i> • Fire Personnel • General Public • External Emergency Services	<u>Budget & Asset Accountability</u> <i>Material Resources:</i> • Ensuring that resources used in own job are not mislaid, damaged or used improperly • Use of emergency response system application (ie. Who's Responding) on a personal device with data, where incident response and availability is documented <i>Information Resources:</i> • May have access to and be responsible for records containing confidential or personal information, which must hold such information confidential while exercising the highest level of discretion (except as may be legally required). <u>Working Conditions</u> • Exposure to physical and fatal hazards including but not limited to fire and smoke,

Agencies Ontario Fire Marshal's Office	traffic accidents, hazardous materials, and contact with persons experiencing adverse trauma - Expected to work in all types of weather conditions and challenging environments, may be required to enter hazardous atmospheres and environments from time to time, as well as extreme and adverse outdoor weather including unfavorable conditions such as noise, dirt, odors, physical hazards and/or health and safety risks - Ability to be on call days, evenings, nights, weekends, holidays with the unforeseen potential for extended durations above and beyond
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CORE JOB REQUIREMENTS	
<u>Minimum Qualifications</u> - Must be at least 18 years of age - Valid Vulnerable Sector Screening and Criminal Background Check - Must have the ability to obtain mandatory certification and/or meet the equivalent standards of the following: - NFPA 1001 (Firefighter Professional Qualifications) - Level II NFPA 1002 (Firefighter Apparatus Driver/Operator Professional Qualifications) - NFPA 472 (Professional Competence of Responders to Hazardous Materials Incidents/ Operations) - Standard First Aid/CPR - Possess and maintain a valid Ontario Class "G" Driver's License in good standing with an acceptable driver's abstract. "DZ" license is required within one (1) year from date of or as scheduling will allow and be	<u>Technical skill requirements</u> - Thorough knowledge of the operation and maintenance of Fire Department apparatus and equipment - Thorough knowledge of strategy and tactics used to combat and extinguish all types of fires - Extensive knowledge of rescue and hazardous materials principles and practices - In depth knowledge of the geography of Township of Cramahe area including the location of industrial, commercial and institutional buildings, roads and other physical features and landmarks - Thorough knowledge of the Township of Cramahe policies and operational guidelines - Considerable knowledge of building construction - Considerable knowledge of fire service hydraulics and firefighting water supply - Considerable knowledge of public education and related codes, regulations and bylaws - Considerable knowledge of the Incident Command System

approved by the Fire Chief <u>Educational requirements</u> - Valid Secondary School Graduation Diploma or equivalent <u>Interpersonal skill requirements</u> - Excellent verbal communication skills - Good written communication skills - Detail oriented and analytical - Customer –service oriented - Strong organizational and prioritization skills - Collaborative, team player - Ability to work under pressure to meet deadlines, and multi-task - Ability to interact with all levels both inside and outside the organization - Ability to act with patience, diplomacy, discretion and confidentiality - Positive, professional and enthusiastic demeanor	- Must be medically and physically fit to do prolonged and arduous work under adverse conditions - Ability to react quickly and remain calm under pressure and strain - Ability to deal with the public courteously, tactfully, and authoritatively in both emergencies and routine situations - Ability to complete a variety of records and reports related to the work - Ability to perform the cleanliness, service, maintenance and repair of the assigned fire hall, equipment and fire apparatus - Ability to establish and maintain effective working relationships with superior officers and peers - Ability to effectively use the fire department's computer hardware and software (Microsoft Word and Fire Pro); and - Perform other related duties as assigned
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JOB RESPONSIBILITIES

I. Managerial/Supervisory Responsibilities:

- N/A

II. Functional Responsibilities:

i. Emergency Response and Training

- Performs firefighting, rescue, medical and other related services as required
- There is moderate degree of physical skills, coordination and speed required. Occasionally performs intricate or repetitive tasks. Typical activities include lifting (minimum of 50 lbs), reaching, sitting, standing, walking, climbing ladders, considerable visual attention to details, and movement of average weight materials. Moderate physical and visual strain causing fatigue over sustained periods
- Must maintain a good attendance record as outlined in the fire department attendance policy (50% scheduled training nights and 25 % response calls)

- Ability to successfully obtain Emergency Medical Responder and BLS with AED qualification annually and maintain a good standing with the base hospital medical program
- Participate in training, drills and meetings as scheduled and/or requested
- Ability to wear self-contained breathing apparatus, bunker gear, structural firefighting boots, helmet, and any additional required personal protective equipment for a prolonged period
- Subject to annual performance evaluations from date of hire and or position awarded

ii. Administration, Fire Prevention and Public Education

- Required to complete and submit all reports and other documents in a timely manner
- Thorough knowledge of the Fire Protection and Prevention Act and bylaws and advise the public of fire regulations, and otherwise promotes and maintains effective public relations in support of the Fire Department
- Participates in approved public education programs, preplanning and inspections as assigned
- Attend court as a witness in firefighting, response matters as required
- Meets department standards of performance
- Assists and carries out public safety inspections as assigned
- Completes special assignments, as requested by the Fire Chief

iii. Health and Safety

- Understand and work in compliance with the Occupational Health and Safety Act, Section 21 Guidance Notes, Fire Marshal's Guidelines, Highway Traffic Act, WHMIS, Municipal by-laws, applicable legislation, regulations, and perform safe work practices
- Understand and operate in compliance with the Fire Departments E & R Bylaw and Standard Operating Procedures, Guidelines and Policies
- Responsible for the care, maintenance, and cleaning of all fire assets including but not limited to apparatus, equipment, and station
- Advise the Fire Officer(s) of any required repairs and maintenance items pertaining to apparatus, equipment, and stations

APPROVALS

Position

Date

I acknowledge that I have read and understand the contents of this job description and agree to perform the responsibilities as described herein.

Position

Date