**JOB DESCRIPTION**

| Job Title: | Fire Fighter |
| Reports To: | Captain |
| Affiliation: | IAFF Local 4841 |
| Hours: | As per Collective Agreement |
| Approval Date: | Dec 12, 2022 |

**Position Summary**

Reporting to the Captain through the chain of command, the Fire Fighter is responsible for combating, extinguishing, and preventing fires and the saving of life and property. The Fire Fighter is a multi-facet position requiring a flexible and organized approach. All employees shall possess a level of knowledge of all aspects of fire suppression, rescue, hazardous materials response, prevention, inspection duties with a mechanical aptitude to maintain and operate a variety of equipment. Safe driving of vehicles is essential. The Fire Fighter will participate in training as required by the department training program and participate in fire prevention or inspection programs.

**Nature and Scope of Work**

1. Receives and interprets communications clearly and accurately on the phone, in-person, or portable or mobile radio, and responds to emergencies.
2. Processes and acts on emergency information from emergency service units on the scene of an emergency or unplanned event and coordinates the exchange of information and advises between incident commander and assisting agencies.
3. Assesses the nature and extent of injuries to casualties on the emergency scene, initiates first aid treatment, and briefs emergency medical employees of conditions and treatment given to casualty upon transfer of casualty to their care.
4. Performs assigned tasks at emergency or non-emergency scenes and does so in a safe and proper manner according to departmental Operational Guidelines or District policy.
5. Operates a variety of equipment during training sessions and emergencies such as the laying and connecting of hoses, directing water streams, raising, and climbing ladders, using portable extinguishers, wearing self-contained breathing apparatus during stressful and physical situations, and the effective use of all other firefighting, rescue, safety tools and equipment.
6. Performs regular inspection maintenance and cleaning of apparatuses, hoses, tools, and fire station buildings to ensure proper condition and reports any deficiencies.
7. Assists in training and interacting with the civilian population of the district through lectures and demonstrations in order to encourage compliance with recommended fire safe practices as directed by the Captain and in conjunction with public programs initiated by the British Columbia Fire Commissioners Office.
8. Supports regular business inspections identifying potential fire and life safety hazards in a scheduled fashion as developed by Senior Officer(s). Records observations in an approved format and forwards to appropriate employee(s) for further action or filing.
9. Assists in conducting regular property inspections to support pre-incident planning in order to facilitate the best tactical objectives for firefighting on complex structures.
10. Conducts and documents tests to determine serviceability of department vehicles and equipment including, Hazardous Materials response equipment, Self-Contained Breathing Apparatus (SCBA), portable pumps and specialized equipment, and tools to ensure that vehicles and equipment are in a consistent state of readiness.
11. At the discretion of the Captain, conducts flow testing of District fire hydrants and records results, reporting general condition or access issues to the appropriate agency, for any fire flow and/or hydrant related concerns.
12. Assists with the proper and effective delivery of training of the department in a fashion prescribed within the overall training program and plans for the department. Participates fully in the regular training drill while on shift and available, as required.

13. Continues to further their education and upgrade their skills to stay current in the fire service and actively pursues fire officer development and skill sets as mutually agreed upon with the Fire Chief.

14. Supports the Bylaw Enforcement Officer(s) in non-compliance issues relating to the Fire Services Act and District Fire Services Bylaws.

15. Seeks opportunities for process improvement and optimization.

16. Wears issued apparel, presents a neat and professional uniformed appearance, and maintains the conduct of a gentle person.

17. Performs other related work or specific project tasks from time to time as required by the Fire Chief, or delegate.

Knowledge, Skills, and Abilities Requirements

1. Ability to function efficiently with limited direction, to establish and maintain effective working relationships with municipal officials and other employees, and to meet and successfully serve the public on a continuing basis.

2. Ability to maintain confidentiality of matters at all times.

3. Thorough knowledge of emergency and unplanned event tactics, theories of fire behavior and combustion, fire control, emergency scene and in-house fire suppression systems, fire detection systems, and building construction.

4. Thorough knowledge of fire stream applications, portable fire extinguisher operation, hazardous materials and dangerous goods identification and mitigation, water distribution systems, static water sources, and specialized extinguishing agents such as foam or chemical powders.

5. Thorough knowledge of search and rescue techniques and procedures, including auto extrication, building search and rescue, rope rescue and self-rescue techniques.

6. Thorough knowledge of all equipment and emergency response protocols, safe vehicle operation and response driving, operating and maintenance procedure and vehicle air brake systems.

7. Current certifications and thorough knowledge of emergency medical aid practices in accordance with the Emergency Medical Assistants Licensing Board (EMALB) scope of practice.

8. Working knowledge of fire alarm systems, and reporting procedures in order to accurately record and disseminate this information to the appropriate parties during routine, emergency, unplanned events and training exercises.

9. Thorough knowledge of driving and the operation and safety features unique to aerial fire apparatus and the proper procedures in order to ensure smooth and efficient operation during all types of suppression or rescue situations.

10. Ability to react and remain calm under duress for extended periods of time.

11. Thorough knowledge of business English.

12. Thorough familiarity and proficiency with Microsoft Office Online, land management application records management application, and the ability to learn other software systems as required.


14. Working knowledge of the operations and functions of other District departments.

15. Working knowledge of related municipal legislation, i.e. Operational Guidelines for the District of Sooke Fire Rescue, and District Bylaws and policies.

17. Familiarity with the Firefighters’ Occupational Disease Regulation.
18. Familiarity of Bylaw Enforcement and Fire Services Act non-compliance.
19. Thorough knowledge of provincially accepted fire safety programs as directed by the British Columbia Fire Commissioners office for delivery in the schools and the community.
20. Knowledge and understanding of mental health awareness with a proactive approach to mitigating risk.
21. Knowledge of routine, repairs, and preventative maintenance of small power tools and a variety of fire service equipment.
22. Strong written and verbal communication skills and the ability to work within deadlines.
23. Ability to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.
24. Excellent organizational, time management, and interpersonal skills, and demonstrated strong work ethic.
25. Ability to meet the physical demands of the position by being proactive with a personal conditioning regime.
26. Excellent teambuilding skills.

Training and Experience Requirements

1. A completion of Grade 12 or recognized equivalent.
2. A current Emergency Medical Assistants Licensing Board (EMALB) license to the scope of practice as determined by the Fire Chief, at a minimum First Responder level 3.
3. A completion of NFPA 1001 level II and including any changes to the Provincial playbook requirements as it relates to a full-service fire department/Fire Fighter that may be issued by the Office of the Fire Commissioner.
5. A completion of NFPA 1035 Public Educator I.
6. A completion of Incident Command System (ICS) 200.
7. Hazardous materials, rope rescue, or auto extrication training at a technician level.
8. Must be able to obtain and maintain CPR with AED certification.
9. Must be able to obtain and maintain a valid BC Class 3 Driver’s License with Air Brake endorsement, and a current Drivers Abstract.
10. Satisfactory completion of a Criminal Record Check and a current Driver’s Abstract.

The previous statements reflect the general duties considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all work requirements that are inherent in the job.

APPROVED BY:

Edward (Ted) Ruiter
Director of Community Safety/Fire Chief

Don Schaffer
Interim Chief Administrative Officer