

**TWEED FIRE DEPARTMENT
JOB DESCRIPTION**

**POSITION
VOLUNTEER FIRE FIGHTER
MALE/FEMALE**

1.0 PURPOSE OR MAIN FUNCTION OF THIS POSITION

- 1.2** Under the direction of a Officer or Career Fire Fighter, the volunteer is responsible for assisting with:
- a) Extinguishing and preventing fires.
 - b) Providing emergency medical care in a pre-hospital setting
 - c) Providing manpower for Rescue/Hazmat Incidents
 - d) Performing all duties required in accordance with the standard operating procedures of the department

2.0 MAJOR DUTIES:

2.1 PERFORMS FIRE FIGHTING DUTIES:

- a) By responding to fire emergencies.
- b) By driving vehicles with discretion, including personal vehicles, during an emergency.
- c) By applying proper fire fighting techniques needed to control and/or extinguish fires.
- d) By **STAYING AWAY** from any fire department operations while under the influence of alcohol or prescription drugs which may cause impairment,
- e) By following the Privacy Act in relation to personal information found or witnessed on scene.
- f) By assisting in the clean up and returning equipment to service after an incident.
- g) By keeping equipment issued in good condition.
- h) By turning out regularly for Fire Practice (minimum 70% attendance required)
- i) When requested to assist with an investigation to determine the cause of fires causing loss of life or property.
- j) By following orders and co-operating with the RCMP and Ambulance (EMS) Service.
- k) By refraining from giving out information to the news media, or other persons, about emergencies without authorization from the Fire Chief.

3.0 FURTHER DETAILS OF JOB

- 3.1 The Volunteer Fire Fighter 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.
- 3.2 The Volunteer Fire Fighter should be able to cope with a high level of stress and perform all duties efficiently in an emergency situation.
- 3.3 The Volunteer Fire Fighter should be able to speak clear, articulate manner.
- 3.4 The Volunteer Fire Fighter must hold a valid drivers license and to be able to attain a DZ license (with air endorsement) with training we will provided.
- 3.5 The Volunteer Fire Fighter must have, or be able to qualify for, a valid First Aide and CPR Certificate, training will be provided.
- 3.6 Criminal References Checks will be required, prior to hiring at a cost to the Fire Department.
- 3.7 **Recommendation and input into Department** Operations – The Volunteer Fire Fighter may make recommendations to his senior Officers regarding operational procedures and equipment maintenance.
- 3.8 **Directives, Manuals, Regulations** – As set out by the department, will be followed and used by the Volunteer Fire Fighter
- 3.9 **Assignment of Work:**
 - a) During training, or an emergency response, he/she will follow all orders of superior ranking Department Officers or career fire fighters.
 - b) Other specific tasks within the job description may be given by a written memo or verbally.