

**JOB DESCRIPTION**  
**VOLUNTEER FIREFIGHTER**  
Killaloe, Hagarty and Richards Fire Department

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**GENERAL DESCRIPTION**

As an employee of Killaloe, Hagarty and Richards Township, reporting to a Fire Captain, undertakes the following duties and performs or assigns related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**01. PERFORMS FIRE GROUND OPERATIONS**

**GENERAL PERFORMANCE OBJECTIVE**

Performs fire ground operations within an incident management system, so that lives are protected and property loss and damage to the environment is minimized.

**SKILLS SPECIFIC PERFORMANCE OBJECTIVES**

Dons firefighter personal protective equipment, so that they are correctly adjusted or fitted to provide optimal protection during fire ground operations and ensures that equipment selected matches incident or function.

Sizes up the incident to assist in operational decision making by using supplied information and observations so that the fire can be quickly and effectively extinguished.

Recognizes types of construction and building materials employed so that fire hazards such as rate of fire spread, noxious fumes or structure stability are identified and injuries to victims or rescuers can be minimized.

Functions within an incident management system so that strategies and tactics are implemented in a systematic and sequenced manner and firefighters are aware of their roles and responsibilities within the system.

Secures water supply for the fire ground apparatus from a pressurized or non-pressurized source so that fire ground pump operations can be carried out safely and effectively.

Operates Self-Contained Breathing Apparatus (SCBA) so that optimum respiratory protection is provided in a hostile environment.

Advances attack and exposure protection lines so that efficient advancement and effective placement of hose lines are achieved.

Extends existing hose lines including using proper shutdown methods and attachment procedures so that adequate hose length is achieved to extinguish the fire, water pressure is maintained and connections have minimal leakage.

Selects nozzles, nozzle patterns, flow rates and additives for extinguishment, so that the desired fire stream is attained.



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Operates portable pump to supply hand lines, pumpers and tankers so that water is supplied as required at correct flow and safe pressures.

Recognizes and reports evidence of cause and origin of fire so that evidence can be preserved for further investigation by appropriate agencies.

Gains access to a secured area using forcible entry techniques so that entry can be achieved quickly with the minimum amount of damage to the structure.

Conducts primary/secondary searches for occupants so that the search is systematic, planned and comprehensive and victims are located as quickly as possible.

Communicates with and/or evacuates occupants and exposed persons from areas of possible danger using communications and mechanical equipment so that individuals are directed to areas where the possibility of personal injury is reduced.

Secures the fire scene so that a controlled, safe working area is maintained and uninvolved personnel are cleared from the fire scene.

Isolates utilities using appropriate hand tools when directed so that the scene is safe for ongoing operations.

Selects ground ladders to gain access to upper or lower elevations, so that a safe means of access, egress and/or a working platform can be established.

Carries, positions and raises ground ladders individually or as a member of a team so that actions are coordinated, the ladders are located to enhance the rescue of individuals and they provide a means of egress or enhance the firefighting activity.

Climbs ladders so that firefighter equipment can be advanced and access to the structure and/or victim(s) is enabled.

Raises and lowers firefighting equipment safely without injury to the firefighter or damage to the equipment.

Ventilates structures as directed using natural or mechanical means so that a controlled release of heat, smoke, and gases is achieved.

Locates the seat of a fire in a burning structure so that the main body of the fire can be confined and extinguished.

Selects the method of extinguishment and the rate of application so that the fire can be contained and effectively extinguished.

Protects exposures by reducing the potential for fire, heat and smoke propagation so that fire does not spread to unaffected interior areas or external structures.

Assesses and communicates progress of assigned fire ground operations so that incident command is made aware of status of fire and benchmarks that have been achieved.



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Extinguishes vehicle fires by identifying the type of vehicle, the fuel and cargo and selecting the appropriate extinguishing method so that injuries are prevented and damage to property and the environment is minimized.

Extinguishes ground fires such as grass, bush, or forest by confining the fire using the appropriate methods so that damage to property and the environment is minimized.

Provides illumination by proper placement and operation of electrical lighting equipment so that visibility is enhanced and operations can be performed effectively.

Conducts salvage operations by protecting contents from heat, smoke, water, and fire so that property loss is minimized and good public relations are maintained.

Overhauls the fire area so that the fire is completely extinguished, the building is secure and air quality is monitored.

Secures scene for investigating authority so that the continuity of evidence of fire cause is maintained.

Returns equipment to fire apparatus and takes inventory, so that the equipment is in the proper location, secured to prevent damage during transit and the equipment can be accounted for and properly maintained.

Performs fire watch to maintain security and safety of building and continuity of evidence so that the integrity of the fire scene is maintained.

Returns fire apparatus to service so that apparatus is ready to respond and all pre-operational checks have been completed.

Participates in post-incident analysis and review to communicate the firefighter's perception of the chain of events that took place at the incident so that a critique of the incident can be completed.

## **02. PERFORMS RESCUE OPERATIONS**

### **GENERAL PERFORMANCE OBJECTIVE**

Performs rescue operations within an incident management system so that the victim is removed from an area of danger to an area of safety while preventing injury to the rescuer or victim.

### **GENERIC RESCUE SKILLS**

Sizes up the incident noting hazards and environmental conditions so that duties can be initiated quickly, safely and effectively.

Stabilizes the scene by taking necessary safety precautions including crowd or traffic control, and isolating hazards using warning devices, adequate lighting and scene stabilization procedures so that a safe working area is ensured.

Conducts a search for victims using appropriate equipment and rescue procedures so that the search is systematic and comprehensive.



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Stabilizes entrapping mechanism by using stabilization tools, equipment and procedures so that during the extrication the entrapping mechanism remains stationary and minimizes the potential for injuries to rescuer or victim.

Assesses and stabilizes the victims by utilizing patient care supplies and equipment so that life threatening conditions are identified and treated, the victims are reassured and properly secured and removed from the entrapping mechanism with minimum risk of further injury.

Provides means of egress from the entrapping mechanism by using rescue specific equipment so that the victim can be safely and expediently removed.

Removes stabilized victim from the scene to a safe area or to transport so that additional injuries to the victim are minimized during the removal process.

Communicates with rescue team members using communications systems and terminology so that rescue evolutions are carried out safely and effectively.

Functions as or supports members of specialty rescue teams so that special hazards are identified, scene is secure, primary and secondary search for casualties and victims is systematically and comprehensively conducted, a means of egress is provided and casualties/victims are transported to an area of safety while preventing further injury to rescuer or victim.

Recognizes and defines hazardous conditions related to specialty rescues so that responding crews are aware of departmental capabilities and limitations at awareness level and firefighter safety is ensured.

### **VEHICLE EXTRICATION RESCUE**

Assesses vehicle design and safety feature components so that potential dangers/hazards can be identified and injuries to victims or rescuers can be prevented.

### **CONFINED SPACE RESCUE**

Wears supplied air-breathing apparatus in accordance with applicable legislation so that respiratory protection is provided in a hostile environment.

Operates air monitoring devices so that necessary protective/corrective measures can be taken such as the utilization of breathing apparatus and/or the implementation of ventilation.

Ventilates confined space using appropriate ventilation techniques and ventilation equipment so that safe atmospheres are maintained within the confined space.

Secures victim using equipment such as harness, stretcher or basket so that further injury to the victim is minimized during removal from the rescue site.

Raises/lowers victim or rescuer using equipment such as ropes, ladder or elevated platforms so that all strapping and rigging is secure, raising or lowering is conducted in a safe manner and further injury to the victim or rescuer is minimized.



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**ELECTRICAL HAZARD RESCUE**

Sizes up hazards involving electrically charged wire(s) so that the rescuers take the necessary precautions to prevent further injury to themselves and/or victims and the requirement for support from electric company personnel is determined.

Provides crowd and/or traffic control so that additional injuries resulting from contact with electrically charged objects or wires can be avoided.

**03. FIREFIGHTER SAFETY PRACTICES**

**GENERAL PERFORMANCE OBJECTIVE**

Performs firefighter safety practices so that safety of firefighters is maintained according to applicable legislation, standards, and fire department operating guidelines.

**SKILLS SPECIFIC PERFORMANCE OBJECTIVES**

Performs task level activities within the incident management system so that the safest possible work environment can be maintained.

Participates in emergency scene personnel accountability and entry control so that all personnel on scene are accounted for.

Implements entry control system in high hazard areas so that a record of individuals exposed to a hazardous environment and their exposure times is maintained and long-term chronic effects of contamination can be documented.

Performs search and rescue for lost/injured/trapped firefighters as a member of a rescue team so that lost/injured/trapped firefighters can be quickly rescued.

Evacuates hazardous locations in response to an emergency evacuation signal so that firefighters can quickly withdraw from an unsafe situation.

Assesses the need for rehabilitation and utilizes resources available so that personnel injuries, personal limits and safety issues are considered and addressed.

Recognizes personal needs of peers and self for critical incident stress intervention so that firefighter physical and mental health is maintained.

Maintains safe and secure workplaces so that injuries are prevented and guidelines associated with the Ontario Occupational Health and Safety legislation and fire department operating guidelines are met.

Employs firefighter self-rescue techniques such as entrapment and entanglement prevention and self-evacuation techniques so that personal safety is maximized and fire department operating guidelines are followed.



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## **04. OPERATES AND MAINTAINS FIRE APPARATUS**

### GENERAL PERFORMANCE OBJECTIVE

Operates and maintains fire apparatus such as pumpers, tankers, rescue vans and support vehicles as required by the Ontario Highway Traffic Act and within the vehicle's design parameters so that the apparatus is used safely and effectively and that preventable mechanical breakdowns are avoided.

### SKILLS SPECIFIC PERFORMANCE OBJECTIVES

Conducts operational checks and post emergency inspections of vehicles to ensure that all apparatus, equipment and systems are in functional condition.

Maintains and operates fire apparatus in accordance with recognized standards, legislation and manufacturer's supplied information so that apparatus and equipment are maintained and operated in a safe manner.

Drives fire apparatus in compliance with the Ontario Highway Traffic Act and other applicable legislation using defensive driving strategies so that fire service personnel, the public and equipment are not placed in unnecessary danger.

Positions and immobilizes pumpers taking into consideration traffic, wind direction and potential fire ground hazards so that position provides optimum safety and effectiveness and unexpected motion is prevented.

Engages apparatus pumps ensuring that apparatus is in proper transmission gear, pump drive is activated and indicator lights and/or gauges verify operation so that the apparatus is able to pump correct volumes of water at correct pressures.

Drafts water with pumper using hard suction hose so that adequate water supply from a static source is ensured.

Pumps from on-board water tank so that water is transferred from the tank to the pump and can be discharged immediately.

Changes from one water supply source to another such as water tank to hydrant or static source so that water supply is not interrupted and pressures do not deviate excessively.

Pumps from a pressurized source so that an adequate water supply is ensured.

Performs relay pumping by using two or more pumps, supply lines and water sources so that an adequate volume of water is supplied over long distances.

Pumps water to master stream devices so that the maximum potential of the particular device is achieved.

Pumps water through hand lines to nozzles so that nozzles are provided with correct and safe flows and pressures.



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Pumps water to sprinkler and stand-pipe systems so that the potential of the system is achieved and an appropriate flow rate is applied.

Operates foam and agent dispersal systems so that appropriate foam or agent concentration is supplied at proper eductor pressure and firefighting foam or agent may be applied to suppress fires and vapours.

Sets, monitors and regulates safety pressure control devices on pumper so that safe and constant pressures are maintained at all nozzles.

Sets, monitors and regulates ancillary pumper devices such as engine or pump coolers, gauge drains and gauge heaters by using appropriate control devices, gauges and/or indicators so that the apparatus operates efficiently and unnecessary mechanical breakdown is prevented.

Stows and secures equipment on/in apparatus so that equipment is in its proper location, is ready for immediate use and is not lost or damaged.

Cleans fire apparatus such as cab interiors, body panels, windows and other areas so that the vehicle presents a positive public image and vehicle life is extended.

Performs light vehicle maintenance as required so that out-of-service time is minimized and the apparatus is maintained.

Fills tanker from pressurized and non-pressurized sources so that the tanker is reloaded as quickly as possible and accepted fire service safety procedures are observed.

Discharges water from tanker into a drafting reservoir so that a static water supply is maintained for a pumper.

Operates tankers in compliance with applicable legislation and using defensive driving strategies so that fire service personnel, the public and vehicle are not placed in unnecessary danger and tanker load and potential instability are taken into consideration.

## **05. MAINTAINS FIRE EQUIPMENT**

### **GENERAL PERFORMANGE OBJECTIVE**

Maintains fire equipment to ensure a level of operational readiness so that equipment life is extended, safety is ensured and equipment operates properly.

### **SKILLS SPECIFIC PERFORMANGE OBJECTIVES**

Checks and reports mechanical condition of equipment such as portable pumps and generators using department checklists and schedules so that equipment will function properly and problems identified are corrected.

Checks and replenishes fluid level on portable power equipment using manufacturer's recommended replacement fluids so that premature wear or damage to equipment is prevented and equipment is operational.



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Checks all equipment for physical damage and/or defective parts and lubricates when necessary so that the integrity and safe operation of the equipment are ensured.

Inspects and maintains Self-Contained Breathing Apparatus (SCBA) by physically examining and testing components, cleaning, changing cylinders, servicing and completing records so that any defects are identified and corrected before use and maintenance is in accordance with manufacturer's recommendations, applicable safety standards and fire department operating guidelines.

Cleans and paints equipment by removing rust, dirt, or grime using appropriate cleaning agents and paint so that equipment is safe to use and life is prolonged.

Cleans and maintains hoses according to fire department policies and procedures so that premature deterioration of hoses is prevented.

Inspects and tests hoses for trueness of couplings, condition of gaskets and damage to outer jacket by visual inspection and pressure testing so that damaged or deteriorating hose can be identified, repaired and/or replaced.

Inspects for damage such as heat discolouration, cracks, burns, frayed lanyards and warped structural members, cleans and lubricates ground ladders so that ladders are maintained in a safe and proper operating condition.

Inspects, cleans and dries utility ropes and salvage covers so that premature deterioration, rope failure or salvage cover leakage is prevented.

Inspects, operates and tests electrical equipment so that damaged equipment is reported and repaired and equipment is restored to operational condition.

Inspects and cleans turnout gear so that necessary repairs are made and integrity of turnout gear is maintained.

Inspects fire extinguishers and reports those needing servicing so that extinguishers are safe and fully charged.

Refills air cylinders using an air refilling station according to manufacturer's recommendations, applicable legislation and fire department operating guidelines so that air cylinders are filled to the proper pressure safely and effectively.

Inspects and cleans hose appliances so that all moving parts operate freely and gaskets and threads are in acceptable operating condition, connections are easily made and appliances operate smoothly.

Cleans, sharpens, removes burrs and lubricates cutting tools so that tools are sharp or identified as requiring replacement.

Replaces, repairs or reports damaged tool handles on equipment such as axes, pike poles and hammers so handles are free of splinters and can be used safely.



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Records any maintenance or inspection results for fire equipment so that proper corrective measures will be taken and accurate records are maintained.

## **06. PARTICIPATES IN FIRE SAFETY INSPECTIONS**

### GENERAL PERFORMANCE OBJECTIVE

Participates in fire safety inspections and refers fire safety infractions/violations so that the premises meet an acceptable degree of life safety as specified by the authority having jurisdiction and property protection is achieved.

### SKILLS SPECIFIC PERFORMANCE OBJECTIVES

Checks premises for compliance with provincial regulations, municipal bylaws and standards for fire safety so that conformance and consistency is maintained.

Checks premises for hazardous materials so that proper labelling, storage, handling and fire protection has been provided and the fire department has been informed as required by legislation.

Recognizes fire detection systems defects in devices such as heat/smoke detectors and fire alarm systems ensuring their presence, integrity and proper function using the Ontario Fire Code and other applicable standards so that fire safety is maintained.

Inspects location of, and access to, building services such as natural gas, electricity and water shutoffs so that utility locations are readily accessible and protected against damage.

Inspects for means of egress and access to exits such as corridors and stairwells using visual inspection and the Ontario Fire Code so that, in the event of an emergency, safe exit from the facility can be accomplished.

Checks test records of sprinkler, alarm and fixed systems and visually inspects to ensure compliance with the Ontario Fire Code.

Submits report to the Fire Prevention Division for follow-up using the Ontario Fire Code and municipal by-laws as reference so that proper corrective measures will be taken and records maintained.

## **07. PERFORMS PUBLIC EDUCATION AND PUBLIC RELATIONS ACTIVITIES**

### GENERAL PERFORMANCE OBJECTIVE

Performs public education and public relations activities so that community public fire and life safety is promoted and the public's understanding of the fire service is enhanced.



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**SKILLS SPECIFIC PERFORMANCE OBJECTIVES**

Provides public assistance such as greeting visitors, responding to inquiries and giving directions or general information to citizens so that the requested assistance is provided.

Delivers training, as assigned, to individuals or groups in workplace settings so that the training activity is effective, efficient and meets the established training objectives.

Makes presentations to community groups using appropriate teaching aids and equipment so that fire and life safety are increased in the community.

Instructs students including pre-school and elementary level students using audio-visual aids and/or handouts so that fire safety is promoted in the home and at school at an early age.

Participates in parades and special occasions using fire department apparatus so that the public is aware of the fire department's presence in the community.

Participates in fire service related demonstrations for the public such as controlled burns, auto extrication or rappelling using required equipment such as extinguishers, ladders and extrication equipment, so that the public is aware of the fire department's diverse functions.

Provides fire safety services at public events using appropriate personnel and equipment so that emergency response times are reduced and public safety is preserved.

Conducts fire safety awareness programs in private dwellings and in the community providing literature on items such as fire escape planning, wood-burning stoves and smoke alarms so that fire and life safety issues are brought to the attention of the homeowner and the public in a professional manner.

Refers personal inquiries for privileged information concerning the fire department or fire incidents in a manner which is courteous, professional and takes into consideration the confidentiality of the information requested.

Projects a professional image to the public by practicing proper conduct, maintaining appropriate dress and deportment, and using appropriate language on and off duty so that the image of the fire service is upheld.

Participates in open houses using appropriate equipment and apparatus so that the public is allowed access to the fire department and the fire department is provided the opportunity to interact with the public on a non-emergency basis.

Co-operates with other municipal fire departments or organizations to promote fire safety using available programs and material, fire service personnel and radio or television advertisements so that a large number of people are educated on fire and life safety.

Participates in community fund-raising activities and projects using fire service personnel and media so that the fire department is a contributing member of the community.



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## **08. PERFORMS COMMUNICATION DUTIES**

### GENERAL PERFORMANCE OBJECTIVE

Performs communication duties so that required information is transmitted or received through the communications systems.

### SKILLS SPECIFIC PERFORMANCE OBJECTIVES

Operates mobile and portable radios to transmit and receive messages using fire department operating guidelines so that messages are clear and concise.

Dispatches apparatus by assessing the requirements of the incoming alarm using fire department operating guidelines so that the correct apparatus responds to the incident.

Updates situation using communications equipment in accordance with fire department communication operating guidelines so that incoming information is assessed and appropriate persons are informed.

Maintains incident documentation by entering appropriate information such as call numbers, time out and return time into the records system so that fire department operating guidelines are adhered to.

Accesses resource and agency information using facsimile, computer, radio and/or telephones so that the correct agency is contacted and relayed accurate facts, and received information is forwarded to the incident commander.

Co-ordinates communications at an on-site command post by receiving, logging and relaying information to appropriate authorities using communication equipment so that relevant information is transmitted in a clear and concise manner.

Conducts radio checks by transmitting and receiving a message on a mobile or portable radio to determine that the radio is functioning, batteries are charged and the radio is ready for fire ground use.

Conducts minor maintenance such as surface cleaning and replacing and recharging batteries so that communication equipment functions to fire service standards.

Activates emergency button on communication devices so that incident command is aware of the individual affected, the location of emergency and the potential requirement for rescue.

Operates ancillary communications equipment such as GPS, head sets and ear pieces so that these devices are correctly adjusted or fitted to provide optimal communications capability.



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## **09. DEVELOPS PRE-INCIDENT PLANS**

### GENERAL PERFORMANCE OBJECTIVE

Develops pre-incident plans so that all pertinent information is available to fire suppression personnel for determining initial response and establishing incident management requirements.

### SKILLS SPECIFIC PERFORMANCE OBJECTIVES

Performs a perimeter survey by visually inspecting the exterior of the structure(s) so that an overview of the premises can be established for determining apparatus placement, exposures, openings, access to the structure(s) and location of fire department connections and water supplies.

Prepares a building plan with measurements of the structure(s) indicating such items as size of structure(s), number of stories, type of construction, interior arrangement, firewalls and fire separations, roof construction and hazards such as elevator shafts, high fire loads and plant processing areas so that a plan can be drafted.

Recognizes types of construction and building materials employed so that potential fire hazards such as rate of fire spread, noxious fumes or structure stability are identified in developing Pre-incident Plans.

Determines type and location of hazardous materials such as toxic, flammable, and reactive substances using material safety data sheets and visual inspection so that fire suppression personnel can prepare to take special measures to ensure personal safety and to apply appropriate extinguishing methods.

Identifies location of fire safety and suppression equipment so that firefighters can readily locate the available on-site fire protection and suppression equipment and are aware of their operation and capabilities.

Identifies utility shutoffs and mechanical and elevator controls and shut-offs so that fire suppression personnel are able to quickly locate shutoffs during fire ground operations.

Identifies type of occupancy such as apartment blocks, hospital, industrial or manufacturing and determines the normal number of occupants as well as current occupancy status using supplied information, both verbal and written, so that life hazards can be determined and evacuation plan can be assessed.

## **10. PERFORMS ADMINISTRATIVE DUTIES**

### GENERAL PERFORMANCE OBJECTIVE

Performs administrative duties to ensure overall efficient operation of the organization in accordance with all relevant legislation and fire department operating guidelines.



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**SKILLS SPECIFIC PERFORMANCE OBJECTIVES**

Conducts inventory of station supplies and completes requisition requests using appropriate department forms and/or procedures so that new equipment and supplies can be budgeted for, purchased and received and supplies are kept at an appropriate level and accounted for.

Receives station's supplies including supplies for fire apparatus and equipment, stationery and cleaning materials using bills of lading and packing slips so that supplies are counted, verified and stored, ready for use.

Completes accident/incident reports using the appropriate forms so that an accurate account of the incident is provided and a permanent record is maintained.

Completes forms and records such as exposure reports or Worker Safety and Insurance Board forms so that accurate records can be maintained.

Provides evidence at trials, inquests, litigations and investigations using appropriate courtroom decorum and well-prepared notes so that information is given in an accurate, dignified and truthful fashion.

Reads and understands the collective agreement so that there is an awareness of the formal arrangements between the municipality and the bargaining unit including benefits, salary and conditions of employment.

Complies with fire department policies, rules, regulations, operating guidelines and job descriptions so that consistency of application is maintained.

Complies with Federal and Provincial legislation and municipal bylaws relevant to the fire department so that there is an awareness of the effect of the legislation on the operation of a fire department.

Utilizes information technology to create reports and statistics so that an accurate and up-to-date record of crew activity can be produced and the report format allows data to be readily retrieved and analyzed.

Maintains open channels of communication with fire department staff so that the chain of command is followed and information is communicated accurately and concisely.

**11. DEMONSTRATES A COMMITMENT TO PERSONAL AND PROFESSIONAL DEVELOPMENT**

**GENERAL PERFORMANCE OBJECTIVE**

Demonstrates a commitment to personal and professional development so that the firefighter remains current with new legislation, standards, techniques and procedures, personal development is enhanced, departmental fire safety standards are met and professional competency is maintained.



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**SKILLS SPECIFIC PERFORMANCE OBJECTIVES**

Attends educational courses, seminars, workshops and demonstrations so that innovations in firefighting, rescue, prevention, training and public education administration techniques, procedures and equipment are reviewed and personal technical expertise is maintained.

Reads journals, legislation, standards and publications so that firefighters remain up-to-date with current developments, equipment, procedures and techniques and informed recommendations can be made.

Participates in professional organizations and/or in-house committees so that the opportunity to interact with peers is provided, a support network is developed and an exchange of ideas, approaches and techniques for firefighting is afforded.

Reviews department fire, rescue, prevention and public education related policies, memos, notices and training manuals so that firefighters remain up-to-date on current fire service practices.

Follows training schedule for firefighters so that all firefighters receive the training prescribed as per the schedule, proficiency on equipment operation and fire department procedures is maintained and response incident scenarios are practiced.

Develops an informal network with other firefighters and fire services so that information regarding programmes procedures and techniques may be shared and peer support provided.

Participates in site tours such as schools, hospitals, complexes and industrial complexes so that firefighters remain current about changes in the community.

Actively engages in continuing and formal education so that personal skills and knowledge are improved and fire job performance standards are met.

