



## **JOB DESCRIPTION**

**TITLE:** FIRE FIGHTER  
**DEPARTMENT:** Nanaimo Fire Rescue

Job Desc Last Updated: Feb 2019

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### **JOB SUMMARY**

Reporting to the Assistant Chief of Operations, the Deputy Fire Chief of Operations and ultimately the Fire Chief, a Fire Fighter is responsible for improving public safety through emergency response, fire prevention, public education and responding to a variety of incidents such as medical, motor vehicle, fire and technical rescue. This involves safely and efficiently performing a variety of duties under emergency conditions frequently involving considerable hazards. A Fire Fighter performs routine duties in training, fire prevention, public service events, pre-planning and the maintenance of equipment and Fire Department property. While specific orders and directions come from a superior officer in the normal course of work duties, considerable independence of judgment and action is required in circumstances of extreme urgency where referral to a superior for instruction is not possible.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

While a significant portion of the Fire Fighter's duties and responsibilities relate to emergency response, Fire Fighters also spend substantial time working in prevention and public education; Fire Fighters must act as ambassadors for the community through honest and ethical behavior.

Work evaluation focuses on a Fire Fighter's ability to perform the required duties to the minimum company standard, knowledge of operational guidelines and department procedures as well as personal quality of work, ethical conduct and the ability to perform under pressure as a member of the team.

#### **Emergency Response**

1. Responds to fire, medical, rescue and other emergency incidents and performs all duties and tasks related to those emergencies as directed by a superior officer or senior Fire Fighter.
2. Drives, operates and maintains various pieces of apparatus as assigned; maintains equipment in good repair in accordance with operational policies and guidelines.
3. Performs a variety of duties as directed by a superior officer or senior Fire Fighter.

4. Trains with Nanaimo Fire Rescue on-call Fire Fighters in joint training scenarios and may have the opportunity to instruct training sessions with on-call Fire Fighters.
5. Responsible for working safely; proactively protecting own health and safety and the health and safety of other persons by following health and safety requirements affecting their job and encouraging co-workers to do the same and correcting or reporting all unsafe conditions to a superior.
6. Participates in training initiatives to build and maintain skills; identifies personal training needs and requests training if unfamiliar or unskilled at the work and duties expected to perform.
7. In the event of a large scale emergency, may be required to perform functions under the Incident Command System and the City's Emergency Program.
8. Other duties as assigned.

### **Community Safety**

1. Exemplifies and actively promotes a culture of public safety, which includes extensive responsibility in preventing emergency incidents and educating the community in public safety matters.
2. Responsible for performing a variety of incident prevention duties such as fire and life safety inspections of buildings and pre-incident planning.
3. Community education including delivering a variety of services intended to enhance public safety and reduce the number of emergency responses or minimize their impact on customers and their property. Such duties include, but are not limited to, fire station educational tours for members of the community, conducting public education programs in schools and local businesses and educating members of the community in methods for preparing themselves and their families for emergency incidents.
4. Other duties as assigned.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Ability to deal sensitively and respectfully with citizens, co-workers and members of mutual aid agencies.

Ability to communicate with tact and diplomacy to handle communications and contacts of a difficult or specialized nature including dealing appropriately with individuals who may be vulnerable and/or have mental health issues.

Considerable knowledge of the operation of Fire Department apparatus and equipment and in methods used in combating, extinguishing and preventing fires.

Considerable knowledge of emergency response practices and emergency first responder medical work.

Knowledge of building construction practices and ability to demonstrate mechanical aptitude.

Agility, strength, and physical stamina to perform arduous and prolonged work under adverse conditions.

Ability to exercise good judgment within an emotionally challenging environment and act calmly and methodically in an emergency situation.

Ability to understand written and verbal instructions and orders. Ability to articulate ideas and information both orally and in writing including delivering public education presentations in both formal and informal settings.

Ability to work with others in a team effort to complete tasks.

Good computer skills including proficient keyboarding and the ability to use and navigate Microsoft Office applications (i.e. Outlook, Word, Excel, Power Point) and other City used applications.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED**

Grade 12 or equivalent

NFPA – 1001, Level I and II Certification

First Responder, OFA 3, or equivalent

CPR for Health Care Providers (HCP)

### **REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS**

Valid Class 3 BC Driver's License with air endorsement and a driving record that shows no more than 6 points

Satisfactory Criminal Record Check

### **DESIRABLE AND BENEFICIAL TRAINING OR EXPERIENCE**

Emergency Medical Responder

Public education and community volunteering experience

University/College diploma or degree in a relevant discipline

NFPA 1002

Fire Service Instructor

Experience and/or training in the construction, mechanical trades or machinery operation

Experience with menu-driven computer software programs

Certificates or training related to emergency services such as hazardous materials, high angle rescue, confined space entry

Pleasure Craft Operator's Card

Fluency in a second language

**GENERAL STANDARDS**

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe and supportive work environment that embraces diversity and inclusivity and where everyone is treated with courtesy, dignity and fairness.

Takes responsibility for reducing energy consumption within the scope of the job duties.

Meets the City's core competencies in the areas of Building Relationships, Developing Self & Others, Focusing on Customer, Communicating Effectively, Thinking Strategically and Collaborating for Results.

Adheres to City policies and objectives.