



JOB DESCRIPTION

TITLE: FIRE FIGHTER

DEPARTMENT: Nanaimo Fire Rescue

Job Desc. Last Updated: Nov 2025

JOB SUMMARY

Reporting to the Assistant Fire Chief, Operations, the Deputy Fire Chief, 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.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

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 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 (e.g. Outlook, Word, Excel, PowerPoint) and other City used applications.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Grade 12 or equivalent.

NFPA 1001 or 1010 Firefighter Level I and II Certification.

Emergency Medical Responder (EMR) License.

REQUIRED LICENCES, CERTIFICATES, AND REGISTRATIONS

Valid Class 3 BC Driver's Licence with air endorsement and a driving record that shows responsible and safe driving behaviour with less than 6 points in the past 3 years.

Satisfactory Criminal Record Check.

DESIRABLE AND BENEFICIAL TRAINING OR EXPERIENCE

Public education and community volunteering experience.

University/College diploma or degree in a relevant discipline.

NFPA 1002 or 1010, Driver/Operator.

Fire Service Instructor.

Experience and/or training in 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 & Safety (OH&S) 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.

Adheres to City policies and objectives.