



## MUNICIPALITY OF MIDDLESEX CENTRE / FIRE SERVICES

### Probationary Volunteer Firefighter

The Municipality of Middlesex Centre Fire Services is searching for highly motivated, adaptable and communicative team players. Our ideal firefighter will value integrity, honesty and demonstrate pride in being efficient, reliable and accountable in the utilization of his or her unique skill set.

Reporting to their respective station District Chief, the Probationary Volunteer Firefighter is responsible for suppression, rescue, tiered medical response and public education and prevention duties.

#### Minimum Requirements for this position include:

- Be 18 years of age or older and legally entitled to work in Canada;
- Possess an Ontario High School Graduation Diploma or equivalent;
- In possession of a valid and unrestricted Ontario Class “G” Driver’s License;
- Willingness to successfully attain an Ontario “D” driver’s license with “Z” endorsement within one (1) year
- Willingness to attend and successfully complete the NFPA 1001 Level 1 and 2 program within one (1) year (Costs assumed by Municipality)
- If selected, must complete the Ontario Fire - Firefighter Services of Ontario clinical and medical assessments including an acrophobia and claustrophobia skills test; (Costs assumed by Municipality)
- Must provide a clear Criminal Record/Vulnerable Sector Check;
- Proof of immunization from Red Measles, Mumps, Rubella (German Measles), Tetanus/Diphtheria and Hepatitis B (within the last 10-12 years);
- Minimum of one-year work experience in the field of construction and/or various skilled trades, emergency medicine, large vehicle operation, fire prevention, firefighting or equivalent;
- Past and/or current community involvement. (i.e.) Volunteering, mentoring etc.;
- Possess superior interpersonal skills and the ability to work cooperatively as a member of an effective and professional team;
- Have a strong desire to serve the community, possess a strong work ethic, sense of loyalty and duty, coupled with the ability and willingness to follow instructions promptly and efficiently.

(For a detailed synopsis for this position, please visit our website at [www.middlesexcentre.on.ca](http://www.middlesexcentre.on.ca))

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To apply for this position, please submit a resume with cover letter outlining qualifications and experience no later than 4:30pm on September 8<sup>th</sup>, 2017 to:

Colin Toth

Director of Fire Services - Fire Chief

Municipality of Middlesex Centre

10227 Ilderton Road, RR2

Ilderton, ON N0M 2A0

[toth@middlesexcentre.on.ca](mailto:toth@middlesexcentre.on.ca)

Middlesex Centre is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise us of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for candidate selection purposes only.



### Position Synopsis and Purpose

(A position overview and how it connects to the big picture)

Firefighters respond to emergency situations and protect people, the environment and property from all types of incidents and situations. This position is of a hazardous nature involving fighting of fires, rescue and patient care performed under the direction and supervision of fire officers. They also work closely with the local community to increase fire safety awareness aiding in the prevention of fires and incidents. Lectures, static displays at community events, practical drills, and core training are all integral and ongoing parts of this position.



### Major Responsibilities

(What this position does and how they allocate their time)

Description	Approx. Time Spent (%)
<p><b>Emergency Duties</b></p> <ul style="list-style-type: none"> <li>• Available to respond safely to emergency calls and calls for assistance 24 hours per day, 7 days per week in accordance with attendance guidelines - may involve working on weekends, holidays and in all types of weather conditions.</li> <li>• Drives and operates and maintains emergency equipment, as well as personal vehicles, safely and in accordance with policies, guidelines and applicable legislation.</li> <li>• Enters burning or contaminated structures, and other areas to perform rescues and/or fight fires while wearing appropriate personal protective equipment (PPE)</li> <li>• Applies proper firefighting and/or rescue techniques needed to control and/or extinguish fires and extricate people.</li> <li>• Minimizes distress and suffering, including the provision of first aid/CPR prior to EMS arrival; safeguarding their own and other people's personal safety at all times.</li> <li>• Wears, maintains and properly uses all appropriate PPE as supplied by Middlesex Centre Fire Service (MCFS).</li> <li>• Communicates appropriately in accordance with established guidelines.</li> <li>• Attends training sessions to maintain and upgrade firefighting skills in accordance with established policies and operational guidelines. Meets attendance requirements.</li> </ul>	<p>80%</p>

Description	Approx. Time Spent (%)
<p><b>Other Duties:</b></p> <ul style="list-style-type: none"> <li>• The Volunteer Firefighter 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.</li> <li>• The Volunteer Firefighter must be able to cope with a high level of stress and perform all duties efficiently during an emergency situation.</li> <li>• The Volunteer Firefighter must be able to speak in a clear, articulate manner.</li> <li>• There may be times when Firefighters will be required to make decisions and work without supervision until an officer arrives on scene.</li> <li>• Maintain links with local community and educate and inform the public to help promote fire safety, (i.e.) station tours, assisting in fire safety education programs, etc.</li> <li>• Notify District Chief of Fire Code and life safety concerns.</li> <li>• Must maintain a high degree of confidentiality at all times.</li> <li>• Refrains from disclosing information to the news media or other persons without authorization from the Fire Chief.</li> <li>• May act in the capacity of a Captain as assigned when qualified as an Officer Candidate through the promotional policy.</li> <li>• Cooperates with OPP (police), EMS and other agencies as required.</li> <li>• Performs other duties when assigned.</li> </ul>	20%
<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Will respect and follow the chain of command, complying with orders from ranking department officers.</li> <li>• The Volunteer Firefighter is encouraged to make recommendations through the chain of command regarding operational procedures, equipment maintenance etc.</li> <li>• Works in accordance with established policies, operational guidelines and the Occupational Health and Safety Act inclusive of any other relevant legislation or orders.</li> <li>• Stays away from any fire service operations/activities while under the influence of alcohol, illegal substances and/or prescription drugs which cause impairment.</li> <li>• Ability to obtain within one (1) year from the date of employment and maintain a valid Ontario Class “D” driver’s license with air brake endorsement.</li> <li>• Maintain a level of physical fitness necessary to carry out all the duties of firefighter.</li> <li>• All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.</li> </ul>	



## Minimum Qualifications (Absolutely cannot do without)

- Be 18 years of age or older;
- Be legally entitled to work in Canada;
- Possess an Ontario High School Graduation Diploma or equivalent;
- In possession of a valid and unrestricted Ontario Class “G” Driver’s License;
- Willingness to successfully attain an Ontario “D” driver’s licence with “Z” endorsement within one (1) year following successful employment;
- Willingness to attend and successfully complete the NFPA 1001 Level 1 and 2 program within one (1) year of employment; (Costs assumed by Municipality)
- If selected, must complete the Firefighter Services of Ontario clinical and medical assessments including an acrophobia and claustrophobia skills test; (Costs assumed by Municipality)
- Must provide a clear Criminal Record/Vulnerable Sector Check;
- Proof of immunization from Red Measles, Mumps, Rubella (German Measles), Tetanus/Diphtheria and Hepatitis B (within the last 10-12 years);
- Minimum of one-year work experience in the field of construction and/or various skilled trades, emergency medicine, large vehicle operation, fire prevention, fire fighting or equivalent;
- Past and/or current community involvement. (i.e.) Volunteering, mentoring etc.;
- Possess superior interpersonal skills and the ability to work cooperatively as a member of an effective and professional team;
- Have a strong desire to serve the community, possess a strong work ethic, sense of loyalty and duty, coupled with the ability and willingness to follow instructions promptly and efficiently.



## Preferred Qualifications (The Ideal Candidate)

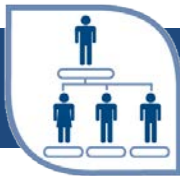
- University Degree, College Diploma, and/or Trade Certification recognized by the Ontario College of Trades in any discipline;
- National Fire Protection Association (NFPA) certification in 1001 Fire Fighter I and II, 1002 Apparatus Driver/Operator, 1031 Fire Inspector 1 and 2, 1035 Public Fire Educator, 1041 Fire Service Instructor and 1006 Technical Rescue - attained through an accredited program;
- In possession of valid testing certificate(s) from the Ontario Fire Administration Inc. (OFAI) Candidate testing program, Stages 1 and 2 and 3 or Ontario Fire - Firefighter Services of Ontario;
- Possess a valid and current standard first aid and Cardiopulmonary Resuscitation (CPR) certificate (Level C) including Automated External Defibrillator (AED) certification or greater;
- In possession of a valid Ontario “D” driver’s licence with “Z” endorsement;
- Minimum of one-year work experience in the field of construction and/or various skilled trades, emergency medicine, large vehicle operation, fire prevention, fire fighting or equivalent;
- Developed administrative and enhanced computer skills.



## Corporate Values

(Operating principles that guide all staff conduct)

- **Openness** – Middlesex Centre is a large and diverse community. In order to respect this diversity, constant and respectful communication between community members is necessary.
- **Cooperation** – Middlesex Centre is a growing municipality. The council and citizens must work together to ensure that their community grows into the place they want it to be.
- **Trust** – The trust between community members is what makes Middlesex Centre an inclusive community. Community trust is built through sensible planning, reliable service and public engagement.
- **Respect** – The residents of Middlesex Centre come from diverse backgrounds. It is only through respect for the varied backgrounds and experiences of residents that common ground can be achieved.
- **Tradition** – As a diverse municipality, Middlesex Centre is home to many proud histories and varied traditions. The actions of community must value those existing traditions while continuing to forge new traditions moving forward.
- **Innovation** – Middlesex Centre must be a community that embraces changes. It must remain open to all ideas to become a flexible, progressive municipality which can successfully anticipate and adapt to changing conditions.



### Position Classification

<b>Position Title:</b> Probationary Volunteer Firefighter	<b>Division:</b> Suppression/Operations - Station as Assigned
<b>Department:</b> Fire Services	<b>Classification:</b> Non-Unionized
<b>Effective Date:</b> August 18 <sup>th</sup> , 2017	<b>Reports to (Direct):</b> Respective Station District Chief
<b>Revision Date:</b> June 27 <sup>th</sup> , 2017	<b>Hours per week:</b> As required