



HORTON FIRE DEPARTMENT

2253 Johnston Road
Renfrew, ON K7V 3Z8
firechief@hortontownship.ca
(o) 613-432-6271 ext. 106
(f) 613-432-3658

Firefighter Job Description

Revised July 25, 2023

GENERAL NATURE OF WORK

Under general supervision and as part of a team to engage in fire suppression, prevention, and education activities; to protect life and property; to operate and maintain fire fighting apparatus and equipment; set up hoses, ladders and use equipment to fight fires; participate in fire training and drills; the study of fire fighting science and techniques; maintenance of facilities and equipment and other related work as required by the Fire Chief or designate.

ESSENTIAL JOB FUNCTIONS

Responds to all alarms for fire, accident and hazardous materials with designated equipment; connects and lays hose lines, enters burning structures with lines, operates nozzles, carries, raises and climbs ladders. As assigned, drives and/or operates fire apparatus, locating it at a fire; connects to fire hydrant or other water supplies, operates pumps to maintain desired pressures to support fire suppression activities. May be called upon to perform emergency first aid.

WORKING CONDITIONS

A variety of indoor and outdoor environments. Employees are subject to inclement weather, hazardous conditions, and strenuous physical exertion when responding to various types of emergencies.

PHYSICAL DEMANDS

Extreme physical, mental and emotional demands exist when fighting fires and high demands exist in station and training duties. The individual must be able to lift fifty to sixty pounds (22 to 27 Kg.) of gear while climbing ladders and pulling charged hoses through adverse conditions. Normal hearing and vision, or correctable to a normal level: possess physical strength, endurance, and agility. Ability to work while wearing protective gear and self-contained breathing apparatus.



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TYPICAL PHYSICAL ACTIVITIES

- Operate Township emergency vehicles.
- Communicates orally and in writing with Township staff, co-workers, volunteers and the public in face-to-face, one-on-one settings; regularly uses a telephone, radio or office equipment for operational purposes.
- Must be able to carry, push, pull, drag, reach and lift equipment and parts weighing up to 50 lbs. (22 kg.)
- Stoops, kneels, crouches, crawls and climbs during emergency work; stands and walks for extended time periods; works in an environment with exposure to smoke, dust, dirt and significant temperature changes between cold and heat; hearing and vision within normal ranges.
- Use self contained breathing apparatus, ladders and high-pressure hoses.

The Firefighter will require the following skills to properly execute his/her duties:

- Physical stamina and strength to sit, stand, walk, kneel, crouch, stoop, squat, twist upper body, climb and lift moderate weight.
- Mental alertness and comprehension involved in carrying out essential duties.

KNOWLEDGE OF/OR PROOF OF CERTIFICATION OF:

- Current firefighting operations, principles and practices.
- Township residential, commercial, industrial and geographical features including unusual fire risk occupancies, water sources and other relevant features.
- Methods and techniques used in modern firefighting for protection of life and property.
- NFPA 1001 Firefighter Level 1 and Level 2
- NFPA 1072 Hazardous Materials awareness and practices
- Fire Protection and Prevention Act 1997
- Ontario Fire Code
- Federal and provincial regulations regarding the fire service and safety in the workplace
- First Aid and CPR techniques



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ABILITY TO:

- Work harmoniously as a team member with other employees
- Make decisions independently in accordance with established policy.
- Use initiative and judgment in the completion of tasks and responsibilities with only general instruction and guidance.
- Use tact and judgment when dealing with the public.
- Communicate effectively orally and in writing.
- Learn the location of streets, addresses, hydrants and other water supplies.
- Learn and maintain proficiency in basic first aid and CPR techniques.
- Demonstrate physical endurance, agility, dexterity, and strength necessary to perform required duties.
- Understand and act in accordance with department rules, policies and operational guidelines (OG's) and demonstrate skill in applying these toward specific situations.
- Analyze fire and driving situations and adopt effective courses of action for them.
- Establish and maintain effective working relationships with others.
- Understand and carry out both verbal and written directions in emergency and non-emergency situations.
- Demonstrate the ability to perform in a manner that protects the interests of the community, the Township and Fire Department
- Produce extreme effort and energy for periods of time in highly stressful situations.
- Retain presence of mind in normal and emergency situations

The Firefighter will be expected to participate in the Fire Service by:

- Always acting in a safe, responsible, professional and efficient manner
- Fully participating in authorized firefighting, training, maintenance, public education and emergency operations
- Communicating effectively verbally and in writing at all levels of the organization, with the public and other organizations.
- Utilizing the required and appropriate Personal Protective Equipment and working in compliance with Health and Safety Guidelines
- Complying with all Department, Township, Provincial and Federal Legislation and Regulations
- Learning, retaining and applying technical information, terminology, equipment and guidelines.
- Analyzing problems and making recommendations for resolution.
- Adapting to changing times and technologies.



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- Maintaining effective working relationships with civic and official groups and the general public, as well as commanding and holding the respect of co-workers.
- Dealing effectively with people.
- Dealing with confidential material in a discrete manner
- Ensuring all vehicle and equipment deficiencies and problems are recorded and reported to an officer in a timely manner.
- Representing the fire department in relationships with the general-public and with other public and private agencies to promote and increase public awareness of fire department activities.
 - Other duties as required by the Fire Chief

Firefighter Job Description:

- **Original Draft and Acceptance**
- **March 2010**
- **Revision #1 Adopted March 2014-06-09**
- **Revision #2 Adopted September 16, 2018**
- **Revision #3 Adopted July 9, 2020**
- **Revision #4 Adopted June 14, 2022**
- **Revision #5 Adopted July 25, 2023**

Signed as revised this day July 25, 2023

J. Allan Cole
Fire Chief / Chief Fire Inspector
Horton Fire Department