

CITY OF TERRACE FIRE RESCUE
JOB DESCRIPTION

POSITION: VOLUNTEER FIRE FIGHTER	SUPERVISOR: COMPANY OFFICER
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1.0 PURPOSE OR MAIN FUNCTION OF THIS POSITION:

- 1.2 Under the direction of an Officer/Career Fire Fighter, the volunteer is responsible for assisting with:
- a) Extinguishing and preventing fires.
 - b) Providing emergency medical care in a pre-hospital setting.
 - c) Providing manpower for Rescue/Hazmat Incidents.
 - d) Performing all duties in accordance with standing orders and other department regulations.

2.0 MAJOR DUTIES:

2.1 PERFORMS FIRE FIGHTING DUTIES:

- a) By responding to fire emergencies.
- b) By driving vehicles with discretion, including personal vehicles, during an emergency.
- c) By applying proper Fire fighting techniques needed to control and/or extinguish fires.
- d) By **STAYING AWAY** from any Fire Department operations while under the influence of alcohol and/or prescription drugs which may cause impairment.
- e) By assisting in cleaning up and returning equipment to service after an emergency.
- f) By keeping any equipment issued in good condition.
- g) By causing the return of Fire Department apparatus and equipment to their proper places in the Fire Hall.
- h) By turning out regularly for Fire Practice (minimum 70% attendance required).
- i) When requested assist with the investigation to determine the cause of fires causing loss of life or property.
- j) By following orders and co-operating with the RCMP and Ambulance (EHS) Service.
- k) By refraining from giving out information to the news media, or other persons, about emergencies without authorization from the Fire Chief.

3.0 FURTHER DETAILS OF JOB :

- 3.1 The Volunteer Fire Fighter 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.
- 3.2 The Volunteer Fire Fighter should be able to cope with a high level of stress and perform all duties efficiently in an emergency situation.
- 3.3 The Volunteer Fire Fighter should be able to speak in a clear, articulate manner.
- 3.4 The Volunteer Fire Fighter must have, or be able to qualify for, a B.C. Class 5

Driver's Licence (with air endorsement).

- 3.5 The Volunteer Fire Fighter must have, or be able to qualify annually for, a valid CPR Certificate.
- 3.6 The Volunteer Fire Fighter must have, or be able to qualify for, a valid St. John Ambulance Standard First Aid Certificate (minimum requirement).
- 3.7 **Recommendation & Input Into Department Operations** - The Volunteer Fire Fighter may make recommendations to his/her Company Officer regarding operational procedures and equipment maintenance.
- 3.8 **Directives, Manuals, Regulations** - The Volunteer Fire Fighter will use and follow Fire Department Policies, Standard Operating Guidelines and written memos located in the following areas:
 - a) *Operational Guideline (O.G.) Binder* – Dispatch Office;
 - b) *Reading File Binder* – Dispatch Office;
 - c) *First Aid Log* – Filing Cabinet – Main Office.
- 3.9 **Assignment of Work:**
 - a) During training, or an emergency response, he/she will follow all orders of superior ranking Department Officers or career fire fighters.
 - b) Other specific tasks within the job description may be give by written memo or verb or verbally.

I _____ have read and understand this job description. My supervisor has informed me that it is a general description of the duties, responsibilities and qualifications required of my position.

Volunteer's Signature Date

Supervisor's Signature Date

Fire Chief's Signature Date