



RELIEF FIREFIGHTER

NATURE OF WORK: This position requires work in all areas of firefighting and other emergency related services in accordance with Fire Department Procedures and Standard Operating Guidelines.

This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

The confidentiality of City affairs shall be respected and practiced at all times.

ORGANIZATIONAL RELATIONSHIPS:

- Acts under the authority and direction of the Fire Chief and their designates.
- Reports to and is accountable to the Deputy Fire Chief and their designates in regard to the day to-day operation of the fire station and care and maintenance of Fire Department apparatus and equipment.
- Develops and maintains working relationships with career firefighters, volunteers, and City employees to achieve Fire Department related goals.
- Deals with the public with integrity and in a professional and courteous manner.

PRIMARY FUNCTIONS AND ACCOUNTABILITES:

- Responds to many types of emergency and traumatic situations, deals with high levels of stress and physical exertion under hazardous and potentially perilous conditions in hostile environments carrying out fire suppression duties, conducting rescue operations, advancing hose lines, conducting forcible entry, carrying out ventilation and salvage work, conducting auto accident extrication, ice and water rescue, technical rescues, control of hazardous materials releases and providing emergency medical care for injured victims.
- Maintains cleanliness and performs routine maintenance in and around the fire station and completes department checklist and reports.
- Maintains equipment such as ladder, hose, rope, breathing apparatus, extinguishers, personal protective equipment and associated rescue equipment of the department in proper state of repair and readiness.
- Receives and records emergency calls, transmits emergency alarms, collects and records emergency response information, completes and logs computer data.

- Ability to follow oral and written instructions and communicate using the same.
- Must participate in scheduled department training, drills and education programs as required to meet recognized national standards.
- Provides assistance in fire prevention and inspection programs conducted by the Fire Department.
- Interacts with the general public during station tours, Department safety promotions, community events and school presentations.
- Perform cleanup and overhaul work and protects investigative evidence at a fire or emergency scene.
- Must be available to report to work on short notice to backfill all manner of career firefighter absences. Twenty-four (24) hour shift work, rotating shifts and movement to various work sights is required.
- Performs other related duties, responsibilities and functions as assigned.

REQUIRED COMPETENCIES:

- Displays the personal characteristics associated with the Fire Service including, ethical behavior, accountability, trust, dedication, integrity, caring and diversity and maintains a level of professionalism at all times.
- Must obtain and maintain the level of physical fitness necessary to safely perform the strenuous tasks required of this position by successfully passing the CFD Pre-Entry Fitness Evaluation and annually successfully passing the CFD Incumbent Fitness Evaluation.
- Able to safely drive and operate all department apparatus under emergency conditions, including pumpers, aerial ladders, and other specialized vehicles and boats.
- Is highly motivated and is a team player able to work harmoniously with coworkers, supervisors, and the general public.
- Familiar with, and able to operate within, a paramilitary working environment.
- A thorough knowledge of and extensive experience in modern firefighting operations.
- An excellent working knowledge of and experience in technical rescue operations.
- A thorough knowledge of general fire hazards, portable fire extinguishers, fire alarm systems and automatic sprinkler systems.
- Knowledge of current fire prevention and safety practices.
- Have an extensive knowledge of the location of streets, water supplies and special hazards in the City of Charlottetown.
- Working knowledge of the policies, procedures, and the standard operating guidelines of the Department.
- Able to understand and effectively carry out orders, to react quickly and calmly under emergency conditions.

REQUIRED QUALIFICATIONS:

- Grade XII graduation certificate or recognized GED equivalent.
- Must possess a PEIFFA Pump Operators course certificate (or equivalent).
- Must have a valid driver's license (Class 3A) to operate heavy firefighting vehicles with air brakes.
- Must have a current Workplace Hazardous Materials Information System (WHMIS) certification.
- Must have successfully completed (and maintain certification) in CPR & Medical First Responder from an accredited training organization.
- Must possess certification from an accredited organization for NFPA 1001 or Pro Board Firefighter Level 1 and NFPA 472 HazMat Awareness and obtain from an accredited organization NFPA 1001 or Pro Board Level II and NFPA 472 Hazmat Operations within 12 months of hiring date to maintain eligibility.

Salary assigned: As per the terms of the Collective Agreement between IAFF, Local 5219 and the City of Charlottetown.

***As the new Collective Agreement between IAFF, Local 5219 and the City of Charlottetown has not yet been ratified, the current wage for this position is **\$16.65/hr**. Upon ratification of the Collective Agreement, this wage will be adjusted.

How to Apply:

Please submit a cover letter and detailed resume by e-mail to jobs@charlottetown.ca Your application must be clearly marked “**Application for Relief Firefighter**” and submitted by **September 5, 2024, at 4:00 PM**.

Please ensure your application clearly demonstrates how you meet the noted qualifications as applications will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

The City of Charlottetown is committed to equity, diversity, inclusion, and reconciliation and believes in providing a positive working environment where every person feels empowered to contribute. The City encourages applications from underrepresented groups including all designated equity groups with the skills and knowledge to productively engage with diverse communities. If you require an accommodation in any part of the recruitment process, please direct your inquiries, in confidence, to jobs@charlottetown.ca or by calling 902-629-4160.