



## Fire Service Role Descriptions

The following are brief descriptions of the many and different roles that are available within the fire service. At the local discretion, they may be enhanced to provide more information.

**Fire Chief.** A fire chief is the person who is ultimately responsible to the council of a municipality that appointed him or her for the delivery of fire protection services. A fire chief provides leadership to the fire department, ensures the development of personnel, establishes and implements departmental planning. The fire chief is also responsible to ensure that codes, legislation and bylaws are correctly interpreted, promotes fire prevention and education, contributes to the overall senior management of the municipality and acts as the incident commander at major emergency scenes.

**Deputy Fire Chief.** In the absence of the fire chief, the deputy fire chief assumes all the roles and responsibilities of the fire chief. Further, the deputy fire chief evaluates emergency operations, acts as the incident commander at emergencies, may manage personnel and divisions, ensures compliance with health and safety legislation and any other duties as determined by the fire chief.

**Senior Officer.** The title of senior officer may include the ranks of assistant chief, district chief, platoon chief or division chief. Generally, the senior officer role is to control and coordinate emergency response operations, fire ground operations, manage districts, platoons and divisions. They may also be responsible for performing administrative duties, perform public relations and assisting in investigations.

**Company Officer.** The company officer is a fire line officer. This may include personnel with the rank of captain, lieutenant or those acting in those positions. The company officer is a supervisor who directs and controls a limited number of personnel at the scenes of emergencies or training. They may have responsibilities regarding fire prevention and education as well as station and vehicle maintenance.

**Fire Fighter.** The fire fighter is a front line emergency fire service worker. Operational in nature, the fire fighter provides the manual work required to respond and mitigate emergencies. Often placed directly in the way of danger, the fire fighter is under the direct supervision of department officers. Fire fighters are actively involved in training and may have responsibilities for fire prevention and education activities.

**Fire Department Instructors.** Often termed training officers, instructors may be operational staff or not. Generally they have extensive knowledge in training methods and techniques. They are responsible to ensure that fire department personnel have the knowledge and skills to perform their duties. Instructors who are operational members of the department may have the role as safety officer at emergency scenes.

**Fire Prevention Personnel.** Fire prevention personnel are generally responsible to ensure compliance with codes and regulations and fire prevention and public education activities. Some fire prevention personnel may be operational staff and required to perform duties associated with emergency response and investigation. Duties usually include plan reviews, pre-planning, fire inspections, public education, station tours, public displays and be part of special teams such as smoke alarm teams.

**Apparatus and Equipment Maintenance Personnel.** These fire department members may be either operational or non operational. It is the responsibility of these personnel to ensure that all fire apparatus and equipment is maintained in fully operational condition. Other duties can include and are not limited to developing and carrying out maintenance programs, reviewing and providing advise on specifications for new equipment, accident investigation and station maintenance.

**Communication Personnel.** Often the first contact with the fire department, communications personnel must have traits and characteristics demonstrating a high level of professionalism and empathy. Communication personnel must ensure that they have the correct information in order to send the appropriate response. They may provide logistical support, must maintain radio communications, be able to process incident documentation, keep current and have sound knowledge on the use of communication devices, perform public relations and public education duties along with technical and administrative duties.

**Administrative / Clerical Personnel.** The duties assigned to administrative / clerical personnel are extremely varied and encompassing. Record keeping, filing, research, note taking, accounting, budgeting, answering telephone inquires are just some of the tasks that may be assigned. Organization and public relation skills are necessary for these positions as interaction with the public may be frequent. Consideration should be given to those with proficiency with computers and business equipment.

**IT Support Personnel.** Technological skills are essential for these support personnel. Creating and maintaining websites, inter and intra net sites, repairs, specifying and repairing computers, pagers, radio and telecommunications equipment are all areas that would be included in the duties assigned.

**Photographers.** Emergency scene photographs, staff photos, event and assisting in creating public displays would be areas assigned to department photographers. As well, photographers may be assigned to assist with investigations and compiling material for web pages, newsletters and archives.

**Chaplain.** Religious cleric members may be assigned to support fire department personnel as chaplains. Duties generally associated include spiritual counseling, emotional counseling, aid and support to members of the department and the public as necessary.

**Special Events Coordinator.** The role of the special events coordinator is to develop, plan and coordinate activities of the fire department. These activities may include fund raising, social events, fire prevention and public education events, retirements, graduation ceremonies and funerals. Usually the personnel assigned to these roles are well organized and can work under significant pressure.

**Public Relations Personnel.** As an aide to the fire chief or prevention / education staff, persons assigned to these duties will have a strong understanding of the fire service and the duties performed locally. They may be required to prepare press releases, coordinate interviews, prepares statements, contact local media sources and be available on short notice. Those personnel assigned to this role require strong writing and communications skills.

**Archivist / Historian.** The recordings of the events of the fire department are critical to understanding the past and leading in the direction of tomorrow. Personnel assigned to archives and history generally work with others in the department to ensure photographs, newspaper articles and important documents are retained and recorded. They may work with staff in prevention / education as well as special events in assisting in the developing of displays and educational information.

**Fire Ground Support / Rehabilitation.** Personnel assigned to these duties may or may not be operational staff. Duties can include, air cylinder exchange, medical monitoring, refreshment supply, crowd control, staging, entry control and accountability. Some of the tasks may require involvement in close proximity to dangerous situations.

**Newsletter Editor.** Providing a vital communication link to the members of the department through hard copy newsletters or inter / intra net communications, personnel assigned to these positions work with other staff to ensure accurate information is delivered in a timely manner. Researching material, providing timely updates along with compiling and maintaining members lists are components of this position.

**Emergency Medical Services/ Emergency Patient Care Responders.** EMS first responders play a vital role in the continuum of care at emergency scenes. This is a particularly important role in areas where there may be a delay in the arrival of paramedics. They would be expected to have the minimum level of training as deemed by the Ministry of Health or applicable fire service standards.



**Dear Physician;**

\_\_\_\_\_ has applied as to the Matachewan Volunteer Fire Department for the position of firefighter.

Please complete the following questionnaire with regard to the applicant's ability to meet the physical, emotional and psychological demands of this position. For your reference, a role description of the position is attached.

**Applicant Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Physician Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Assessment:**

Please review the role description carefully.

1. Is the applicant medically fit to perform the duties described? Yes  No
2. Is the applicant prescribed any medication that may affect his or her ability to perform the duties described? Yes  No
3. Are there any other medical concerns that may impact on the individual's ability to perform the duties described? Yes  No

Comments: \_\_\_\_\_

I, the undersigned, am a legally qualified medical practitioner, licensed to practice in the Province of Ontario. This report confirms my evaluation and medical opinion of the applicant.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

cc. Personnel file



MATACHEWAN VOLUNTEER FIRE DEPARTMENT

PHYSICAL AGILITY TEST FORM

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Candidate's Name \_\_\_\_\_

Signature \_\_\_\_\_

TEST

CHECK ONE

SIGN OFF

BALANCE BEAM WALK

P \_\_\_ F \_\_\_

HOSE HOIST

p \_\_\_ F \_\_\_

LADDER CLIMB

P \_\_\_ F \_\_\_

MANUAL DEXTERITY

P \_\_\_ F \_\_\_

STAIR CLIMB

P \_\_\_ F \_\_\_

SEARCH & RESCUE

P \_\_\_ F \_\_\_

CHARGED HOSE ADVANCE

P \_\_\_ F \_\_\_

DRY HOSE DRAG

P \_\_\_ F \_\_\_

"NOTE"

1. CANDIDATES MUST SUCCESSFULLY COMPLETE TASK TO OBTAIN A PASS MARK.
2. BUNKER COATS AND HELMETS WILL BE WORN BY THE CANDIDATES DURING ALL ACTIVITIES.

## Agility Test Descriptions

Balance Beam Walk. Walk to the end of a 12-foot beam placed on the floor. Without leaving the beam, turn around and walk back.

Hose Hoist. With a hand over hand method, pull to the top of the hose tower, one (1) length of bundled two and one half inch (2 ½) fire hose. Once at the top, lower the bundle with the hand under hand method. The bundle must be kept under control at all times.

Ladder Climb. Wearing a Self Contained Breathing Apparatus, in a smooth and consistent manner, climb to the top of the raised ladder and touch designated object. Return to the ground must be smooth and continuous.

Manual Dexterity. After being demonstrated, assemble a two and one half inch (2 ½) inch fire hose, a one and one half inch (1 ½) fire hose and a nozzle to a gated wye.

Stair Climb. Wearing a Self Contained Breathing Apparatus, climb and descend the equivalent of five (5) flights of stairs while carrying a bundled length of one and one half inch (1 ½) fire hose on the shoulder. The candidate may not stop at any time during the ascent or descent.

Search and Rescue. Wearing a Self Contained Breathing Apparatus and a blackened or covered face piece. The candidate will search for and return an inanimate object.

Charged Hose Advance. The candidate will advance three sections of a charged one and one half inch (1 ½) fire hose, seventy five feet (75) in a forward direction then seventy five feet (75) around a bend in a different direction.

Dry Hose Drag. The candidate will drag three (3) lengths of hi - vol hose a distance of one hundred feet (100).

*Bunker coats and helmets will be worn by the candidates during all activities.*



**Application Form**  
**Please Print**

<b>Personal Information</b> Confidential when completed		
<b>Last Name</b>	<b>Given Name</b>	<b>Initial</b>
<b>Address</b>		
<b>Telephone</b>	<b>Cell Phone</b>	<b>Business</b>
<b>Emergency Contact</b>		<b>Emergency Contact Telephone</b>
<b>What position did you apply for?</b>		
<b>Volunteer Eligibility Requirements</b>		
<b>What hours would you be available?</b> <input type="checkbox"/> Weekdays <input type="checkbox"/> Weekends <input type="checkbox"/> Weeknights <input type="checkbox"/> Other?	<b>Are you legally eligible to work in Canada?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Do you meet Eligibility Requirements?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you able to understand oral and written English?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Are you able to understand oral and written French?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Other Languages?</b> Describe:
<b>Have you ever been convicted of a criminal offence for which you have not received a pardon?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Describe:		

<b>Employment Experience</b>	
<b>Present Employer:</b> Name: Address: Telephone: May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Position:</b> How long have you been employed there?  <b>Duties:</b>
<b>Previous Employer:</b> Name: Address: Telephone: May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Position:</b> How long were you employed there?  <b>Duties:</b>
<b>Previous Employer:</b> Name: Address: Telephone: May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Position:</b> How long were you employed there?  <b>Duties:</b>
<b>Volunteer Experience</b>	
<b>Present Volunteer Organization:</b> Name: Address: Telephone: May we contact this organization? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Position:</b> How long have you volunteered there?  <b>Duties:</b>



Previous Volunteer Organization:  Name:  Address:  Telephone:  May we contact this organization? <input type="checkbox"/> Yes <input type="checkbox"/> No	Position:  How long did you volunteer there?  Duties:
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<b>Related Skills or Experience</b>
Previous firefighting or emergency response experience? <input type="checkbox"/> Yes <input type="checkbox"/> No    Describe:
Previous military or police experience? <input type="checkbox"/> Yes <input type="checkbox"/> No    Describe:
Other experiences that may apply to this position? <input type="checkbox"/> Yes <input type="checkbox"/> No    Describe:

**Related Skills**  
 Indicate skill level by circling the appropriate number and providing explanation.  
 1 - A trade, licence, recognized certificate or extensive experience.  
 2 - Advanced skills level and/or post secondary courses or apprenticeships.  
 3 - Familiarity acquired through personal experience, high school courses or related training.

Mechanics	1	2	3	
Pumps, valves or sprinklers	1	2	3	
Electrical systems	1	2	3	
Electronic systems	1	2	3	
Computer technology	1	2	3	
Breathing apparatus or scuba diving	1	2	3	

Building construction or design	1	2	3	
Blueprint reading	1	2	3	
Fire fighting tasks	1	2	3	
Rescue procedures	1	2	3	
Athletic sports or skills	1	2	3	
Languages	1	2	3	
Occupational health and safety	1	2	3	
Photography	1	2	3	
Fundraising	1	2	3	
Office equipment	1	2	3	
Typing, filing or telephones	1	2	3	
Public speaking	1	2	3	
Teaching, facilitation or coaching	1	2	3	
Events coordination	1	2	3	
Radio communication	1	2	3	
Medical or health sciences	1	2	3	
Professional driver	1	2	3	
Heavy equipment operation	1	2	3	

<b>Other Licences and Certificates</b>	
CPR	Expiry Date:
First Aid	Expiry Date:
Defibrillation	Expiry Date:
Ontario Driver's Licence Class <input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> Z <input type="checkbox"/> F <input type="checkbox"/> G	Expiry Date:
Description	Date
Description	Date
Description	Date
<b>Education Background</b>	
Elementary School Name:	
Highest grade/level completed	
Secondary School Name:	
Highest grade/level completed	
Post Secondary Education:	
Major or Specialization:	
Level or Degree Achieved	
Post Secondary Education:	
Major or Specialization:	
Level or Degree Achieved	

Please provide an accompanying resume and copies of all licences, diplomas or certificates.

**Conditions of Acceptance:**

I affirm and certify that the information given on, or attached to, this application is true and correct. I understand that any falsification of statements, misrepresentation, deliberate omission or concealment of information may be considered just cause for immediate dismissal.

I authorize the Matachewan Volunteer Fire department to contact my references or previous employers as indicated and to obtain and review my medical assessment.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

Personal information is collected under the authority of the *Municipal Freedom of Information and Privacy Act* and will be used for candidate selection purposes only. This application form complies with the *Ontario Human Rights Code*.