



### Job Description

This Job Description forms part of Personnel Management Policy PM 3.00, having authority under By-Law 2010-49

- Position Title:** Recruit
- Department:** Fire and Emergency Services
- Reports to:** Captain (assigned by District Chief)
- Supervises:** None

### Position Summary

The Recruit is responsible for ensuring that they work in the safest manner possible, be it in training or on scene. Recruits shall attend all mandatory training during their probationary period to ensure that they achieve the appropriate level of knowledge and practical application to be assessed as a firefighter upon the completion of their probationary period.

The Recruit role is a supportive role until such time as the recruit status is removed. No tasks shall be taken on unless advised to do so by a senior officer.

### Statement of Duties (including but not limited to):

1. Operate in a manner consistent with established procedures and accepted firefighting methods.
2. Advise assigned Captain or District Chief of any noted deficiencies pertaining to apparatus, equipment, and stations.
3. Attend training and meetings as scheduled and/or requested.
4. Work in compliance with the *Occupational Health and Safety Act*, WHMIS, applicable legislation, regulations, statutes, departmental policies/procedures/practices, operational guidelines, and perform safe work practices.
5. Represent the Department in a professional manner with individual citizens, community groups/associations, commercial interests, and the written and electronic media.

### Distinguishing Features of the Rank

This is labour intensive work, operating in a team environment under the direction of supervisory staff members. The work is done in accordance with established policies, operational guidelines, Occupational Health and Safety (OH&S) Act and requires the exercise of good judgment in emergency situations.

The Recruit shall only respond to emergencies after approval to do so has been given by the District Chief of the Recruits' assigned district area. The Recruit will then only carry out supportive roles at an emergency and only if directed to do so by a supervisor on scene.



## **Experience and Training**

Must actively attend required training sessions and be a member in good standing. Shall understand and adhere to the Department command structure.

## **Knowledge, Skills, and Abilities**

1. To be assessed through the hiring process (Policy 2.00).
2. Assignments to be given based on achieved training levels.
3. Good knowledge of rescue and first aid procedures.
4. Working knowledge of modern firefighting and fire prevention methods, rescue and first aid procedures rules and equipment.
5. Possesses knowledge and skill in safe operation of all types of fire and emergency vehicles, equipment, and safety and protective devices.
6. Working knowledge of rescue and first aid procedures, rules, and equipment.
7. Knowledge of the Fire Protection and Prevention Act, 1997; Ontario Fire Code; Municipal Freedom of Information and Protection of Privacy Act (MFIPPA); Occupational Health & Safety Act; WHMIS; Ministry of Labour Safety Guidelines (Section 21); Fire Marshal's Guidelines and pertinent Municipal By-Laws and Services in general.
8. Possess a strong sense of public service, strong interpersonal and public relations skills.

## **Examples of Work (including but not limited to):**

1. Attend all necessary training to obtain the knowledge and practical experience to successfully carry out the duties of a firefighter.
2. Respond to alarms after approval has been granted.
3. Carry out duties assigned by supervisory staff.
4. Carry out support roles only.
5. Operate in a safe and courteous manner.
6. Any other duties as assigned by Fire Chief, Deputy Fire Chief, District Chief or Captain.

## **Working Conditions**

The Recruit, upon certification, may be required to work in all types of weather and less than ideal conditions both from natural and man-made elements. He/she may have to respond to hazardous atmospheres and areas and will be expected to work in a safe manner.