

Job Title: Volunteer Firefighter

Department: Community Services

Reports To: Captain/Lieutenant

Directly Supervises: None

Indirectly Supervises: None

Standard Hours: 24/7 Response to Emergencies

Approximate Training Hours: 120 hours annually

Date Last Reviewed: May 11, 2026

Position Summary

This position must maintain a constant state of readiness and is responsible for executing assigned tasks related to an all-hazards response capability. We provide an exceptional level of customer service to the public through emergency response, fire safety education and in support of local charitable events.

Role Specific Duties and Responsibilities

1. Volunteer Firefighters must reside within 5 km of the Fire Station to ensure that we meet our designated assembly & response times.
2. Ensure compliance with and perform all duties in accordance with Provincial legislation and related regulations (i.e. Fire Protection and Prevention Act, Municipal Act, Occupational Health and Safety Act) as well as municipal policies, procedures and guidelines, established operational work plans, and directives provided by supervisor or designate.
3. 100% attendance and participation in scheduled training sessions are ideal.
4. Proficiently and safely operates all apparatus and equipment associated with the required tasks of saving lives and property.
5. Responding to 25% or more of fire department emergencies is ideal as described by NFPA 1001 I and II and conduct all duties as assigned and or ordered.
6. Perform such emergency response duties as fire suppression, tiered medical response, motor vehicle collisions, technical rescue and general hazard mitigation.
7. Ensure that the station, all apparatus and equipment are maintained to the highest standard of efficiency and cleanliness.
8. Actively participate in Fire Prevention and Public Education opportunities.
9. Attend and participate in scheduled meetings (departmental or other) and community charity events.

General Accountabilities

1. Demonstrates the highest standards of integrity, professionalism and commitment.
2. Always maintains confidentiality and security of information.

3. Maintain effective, professional, courteous and respectful communications with supervisors, other staff, and the public.

Required Certifications and/or Health and Safety Requirements

1. Criminal Records Check and Vulnerable Sector Screening that is less than six (6) months old at time of hire.
2. Standard First Aid and CPR Certification.
3. NFPA 1001 I and II at time of hire or commitment to attain within the first year of employment.
4. NFPA 1072 HAZMAT Awareness, Operations at time of hire or commitment to attain within the first year of employment.
5. DZ licence at time of hire or commitment to attain within the first year of employment.

Education, Skills and Experience

1. OSSD and possess, or willing to complete, related courses offered from the Ontario Fire College, regional fire schools or educational seminars.
2. Thorough knowledge of the Municipality, surrounding areas and types of buildings in the Municipality.
3. Knowledge of firefighting and emergency response, first aid and first response medical procedures, and health and safety.
4. Knowledge of general building maintenance and construction an asset
5. Ability to operate and maintain all fire apparatus equipment, mobile radios, operate small tools/equipment and light duty vehicles.
6. Possess a strong sense of public service; strong interpersonal and communication skills; numerical and analytical abilities; public relations and highly developed collaborative skills.
7. Ability to receive and comprehend instructions; work in a team environment; interact positively with supervisor, other staff and the public.
8. Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature, and to maintain confidentiality.
9. Willingness to participate in continuous upgrading, training, and professional development.
10. Ability to deal effectively with complaints from the public and the skill to direct their concerns to a member of the municipal personnel who is best able to respond to the inquiry.
11. Must be willing and able to wear all required uniform clothing and/or personal protective equipment as assigned/required.

Physical Demands and Working Conditions

- Psychological/cognitive demands include exposure to emotional situations, emergency scene trauma including witnessing people in distress and severe injury or death.
- Physical ability to lift and carry equipment and supplies weighing up to 50 kg, push and pull equipment and parts weighing up to 100 kg, independently or assisted; to walk, stand, sit, lift from floor to waist, lift from waist to shoulder, climb stairs, and climb ladders and any other physical ability required to perform assigned duties including the use of self-contained breathing apparatus, working in confined spaces and in extreme heat or weather conditions.
- Hours of work include responding to emergency calls 24/7 as available, and scheduled training hours.

Contacts and Interactions

- Communicates regularly with fire and emergency response personnel, paramedics, police, health care practitioners, individual citizens, community groups/associations, and the public.

Review and Approval

Current Incumbent:
Date:

Direct Supervisor:
Date:

Human Resources:
Date: