

**THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT  
FIRE DEPARTMENTS**

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| Policies and Procedures No.                        | Effective Date:            |
| Title: Recruitment/Hiring Policy for a Firefighter | Approved by Resolution No. |

**HIRING POLICIES for a Firefighter:**

- All departments should have a hiring policy.
- The Township of South Stormont is an equal opportunity employer.
- If the singular, masculine or feminine is used, it should be considered as if the plural, feminine or masculine has been used where the context so requires.
- All individuals applying may be short listed and all applicants may not be interviewed.

**Method of Recruiting:**

The Fire Management Committee recommends, as a method of advertising, the hiring policy is that the (updated) application/resume on file be accepted in conjunction with the advertisement for the required position.

**Qualifications:**

- Able to accept direction within management framework.
- Immediate area of fire department.
- Availability.
- Ability to train.
- Good health.
- Good team worker.

**Pay Policy:**

- Fight fires.
  - Training and attending organized meetings, minimum of 2 hours.
  - Performing scheduled maintenance and testing of equipment.
  - Approved fire prevention and public education.
- Expected Volunteerism (unpaid)
- Fund raising activities.
  - Additional training to meet standard.
  - Public relations activities.
  - Special clean up duties to improve appearance (of property).
1. All applicants will receive the job description of a Firefighter.
  2. All applicants will receive the pay scale including general duties that are strictly volunteer.

**Minimum Capabilities of a (Probationary) Firefighter:**

- SCBA
- Basic interior rescue
- Ladder
- Ventilation
- Pump operator
- Lay line and operate a nozzle
- D Z license
- CPR, First Aid
- Defibrillator Certification.

**CODE OF ETHICS FOR VOLUNTEER FIREFIGHTERS:**

- I fully realize and accept the responsibility of being a volunteer Firefighter, and I shall perform the duties assigned to me.
- I shall respond promptly to all alarms of fire.
- I will obey the orders of the officer in charge.
- I shall do my share of the work that is required in loading hose, cleaning apparatus and equipment.
- I shall report to the fire hall immediately after each call in order to help put the equipment and apparatus in shape for the next call.
- I shall do my work at fires and drills in a quick, orderly manner.
- I shall refrain from using profane or immoral language while working at fires and in and around the fire hall.
- I shall report for drills, practice earnestly and do my part in making our fire department an efficient fire fighting organization.
- I shall be loyal to my officers and my department and shall conduct myself at all times in a manner that is in keeping with the responsibilities of a Firefighter.
- I shall remember that I am in the eyes of the public on and off duty, and shall conduct myself accordingly.
- If at any time I feel that I cannot comply with the rules and regulations of the department, I shall voluntarily resign.

## **JOB DESCRIPTION**

|                                    |  |
|------------------------------------|--|
| <b>DEPARTMENT: Fire Department</b> | <b>JOB TITLE: Probationary Firefighter</b> |
| <b>RESPONSIBLE TO: Fire Chief</b>  |  |

### **FUNCTION:**

The Probationary period is twelve months during which time the recruit is introduced into the routine operation of the Fire Department. However, at the discretion of the Fire Chief, this probationary period may be extended. During this period of time, he/she is under constant supervision while firefighting and his/her routine is thoroughly checked.

### **DUTIES:**

1. Under direction, the Firefighter responds for fire entailing the combatting, extinguishing and prevention of fires, and the saving of life and property. A Firefighter is required to rapidly and efficiently perform various duties under emergency conditions frequently involving considerable hazards.
2. The Firefighter's work includes routine duties in the maintenance of firefighting equipment and Fire Department property.
3. The Probationary Firefighter duties are similar in nature to that of a higher rank, however supervision is maintained while performing assigned work.
4. The Firefighter shall devote to self study and practical handling of equipment as directed.
5.
  - a) The Firefighter shall participate and receive training instruction on a continuing basis. The Fire Department shall provide 60 hours of training per year; 48 hours fire fighting and the balance on specialized training.
  - b) On an annual basis, members of the departments are expected to attend 60% of the meetings and practices of their fire department.
  - c) Probationary Firefighters must successfully complete the South Stormont Rookie Training Program.
6. The Probationer must be capable of learning and be very understanding of other members of the Department. As a member of a platoon or shift, involved in all aspects of firefighting, including and responding to fire alarms, lay and connect hoses, hold nozzles and direct water streams, raise and climb ladders, uses chemical extinguishers, bars hooks, lines and equipment, wear and properly use of self contained breathing apparatus.
7. Places salvage covers to prevent water damage and prevents fire from rekindling.

**UNDER DIRECTION AND SUPERVISION:**

- If qualified - drives and operates motor driven firefighting equipment. As assigned, receives and records proper apparatus and equipment.
- Performs various maintenance tasks on apparatus and equipment.
- As assigned, applies first aid to the injured.
- Performs related work as required.

**REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:**

- A Firefighter shall become knowledgeable in the operation of all apparatus and equipment and methods used in combatting, extinguishing and preventing of fires and in rescue work with the least amount of delay.
- Agility and strength to do prolonged and arduous work under adverse conditions.
- Ability to remain calm under duress and strain.
- Ability to understand and follow oral instructions.
- Interest and willingness to assist in community efforts throughout the Municipality.
- At the end of the twelve months probationary period and having qualified will be recommended for appointment as Firefighter by the Fire Chief.

**DESIREABLE TRAINING AND SKILLS:**

- Graduation from standard senior high school or technical school, or any equivalent combination of experience and training sufficient to indicate ability to do the work.

**Working Conditions:**

The Firefighter will be expected to respond and work in all types of weather and less than ideal conditions. He could have to enter hazardous atmospheres and areas and will be expected to work in a safe manner.