



**Douro-Dummer
Fire Services**

Appendix "A"

Township of Douro-Dummer

894 South Street, Box 92

Warsaw, ON K0L 3A0

T (705) 652-8392 x 207

F (705) 652-5044

www.dourodummer.on.ca

Whole & Complete Applications must be received by **4:00pm on November 5, 2020.**

Applications can be submitted to the above address or e-mailed to jessykam@dourodummer.on.ca

Recruitment Open for Stations 1, 2 and 5

Information and Requirements for Applicants

1. Applications shall be completed in full, signed and may include a resume
2. Preference may be given to those applicants who live closest to the appropriate Fire Station
3. Selected applicants will be required to participate in an interview conducted by the Department Officers
4. Candidates who qualify on the interview may be given a physical ability test
5. Applicants selected for the position must agree to comply with the training requirements of the Department
6. Selected candidates will have two medical criteria expectations:
 - i) Medical Clearance Form – Due before recruit course begins, up to \$25 reimbursement is available
 - ii) MTO medical to obtain a DZ license at their own expense
7. Successful candidates will be on probation for a period up to 100 emergency call hours and one year of service; review within one year. During this period the probationary firefighter will perform only specified duties and will receive reduced remuneration for services rendered
8. In order to successfully complete the probation period, the candidate must complete the following requirements:
 - a) Complete and pass the firefighters recruit training program (payable by the Township). Relevant certificate, experience or diploma may be considered as equivalency
 - b) Obtain at minimum a class DZ license – opportunity within the Department will be available
 - c) Obtain Department level of first aid requirements (available through the Fire Department)
9. During probation candidates will be subject to evaluation by the Department Officers
10. The candidate must comply with the Establishing and Regulation By-Law, Operation Guidelines / Policies and follow the instructions of the Department Officers
11. Selected candidates will be required to obtain a satisfactory Police Record Check
12. Failing any requirement may result in the candidate dismissal
13. CSA approved work boots are required (not supplied)



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Job Description

This Job Description forms part of Employment Guidelines under the Authority of By-Law 2019-28.

Position Title: Recruit
Department: Fire and Emergency Services
Reports to: Captain of Assigned Station Area
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 that would exceed the level of completed training, under the direction of a supervisor, unless approved by an Officer.

Statement of Duties (including but not limited to):

1. Operate in a manner consistent with established procedures and accepted firefighting methods;
2. Respond and participate as assigned to the level trained and in the delivery of approved fire protection services;
3. Advise assigned Captain or District Chief of any noted deficiencies pertaining to apparatus, equipment and stations;
4. Responsible to assist in the care, maintenance and cleaning of the assigned apparatus within the station, including the apparatus bays and the interior & exterior of the building;
5. Attend training and meetings as scheduled and/or requested;
6. Work in compliance the *Occupational Health and Safety Act*, WHMIS, applicable legislation, regulations, statutes, departmental policies/procedures/practices, operational guidelines, and perform safe work practices; and
7. Represent the Department in a professional manner.



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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, Best Practices, 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

Be engaged in recruit level training for Firefighter I & II as well as required medical first aid 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 (Hiring of New Recruits' policy).
2. Assignments to be given based on achieved training levels.
3. Learn and obtain knowledge of modern firefighting and fire prevention methods, rescue and first aid procedures rules and equipment.
4. Learn & obtain knowledge and skill in the safe operation of all types of fire and emergency vehicles, equipment, and safety and protective devices.
5. Learn & obtain 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.
6. Possess a strong sense of public service; strong interpersonal and public relations skills.



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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, may be required to work in all types of weather and less than ideal conditions both from natural and man-made elements. The recruit may have to respond to hazardous atmospheres and areas dependent on the level of training and approval of their District Chief and will be expected to work in a safe manner.



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Application for the position of
VOLUNTEER FIREFIGHTER

(Please Print)

Closest fire station to your residence:

1 (Donwood) **2** (Douro) **4** (Warsaw) **5** (White Lake)

Name: _____
Last
First
Initial

Address: _____ Postal Code: _____

Length of time at this address: _____ years Are you 18 yrs. of age or older? _____

Phone: Home _____ Business _____

Emergency Contact Name and Number: _____

Current Employer:

Company Name: _____

Supervisor: _____

Address: _____

Phone: _____

Employed: From _____ To: _____

Are you on shift work? Yes No

Will your Employer allow you to attend fire calls during work hours?



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Previous Employer:

Company Name: _____

Supervisor: _____

Address: _____

Phone: _____

Employed: From _____ To: _____

Reason for Leaving: _____

Previous Firefighting experience: Yes No Length of time: _____ years

Details: _____

Experience as a Medical worker: Yes No Length of time: _____ years

Details: _____

Experience in Military or Police service: Yes No Length of time: _____ years

Details: _____



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EDUCATION

Level	List pertinent information (eg. Course/Diploma/Degree)	Completed Y/N
Secondary:		
College:		
University:		
Other:		
Other relevant courses:		

State any skills/experiences which would be helpful to the organization if you became a member of Douro-Dummer Fire Services:

Hobbies/Interests: _____



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Related Skills

Please complete this section even if a resume is attached. Check the appropriate level of skill.

- 1 = Some familiarity and competence
- 2 = Advance amateur or post-secondary courses
- 3 = Certificates or professional experience

<u>Skill</u>	<u>Level</u>		
	1	2	3
Automotive Mechanic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teacher/coaching skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radio Communications Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rescue Procedures - Canadian Red Cross OR St. Johns Ambulance, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Firefighting Practices and Terminology - Ontario Fire College OR Community College, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pumps, Valves, Sprinkler Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Trades or Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building design/Read Blueprints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Athletic or Sports Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scuba Diving/ Swimming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

First Aid Course - Hold current certificate? Yes No

Cardio-Pulmonary Resuscitation - Hold current certificate? Yes No

Driver's License - Identify Class A D F G
 Other _____ Z Endorsement

If selected, a Driver's Abstract will be required (at applicant's expense). **(Not required for initial application.)**

Driver/Operator Experience: _____



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References

Please name three references, including contact number

All sections of this Application must be filled out completely. A resume is welcomed, but not necessary with this Application.

Please attach photocopies of all diplomas, certificates and relevant documents with this application.

I have read and agree:

That the information provided is correct and that any false statements or deliberate omission of material made by myself is cause for cancellation of application and/or immediate dismissal from Douro-Dummer Fire Services.

I authorize the Township to make enquiries respecting the foregoing information as it may be deemed necessary.

THIS APPLICATION IS CONFIDENTIAL WHEN COMPLETED

Signature of Applicant _____

Name of Witness: _____

Signature of Witness: _____

Date: _____

***Douro-Dummer Fire Services appreciates your interest in helping your community,
only those that will be invited to participate in the process will be contacted.
Thank you.***