



## TOWN OF REDCLIFF POSITION DESCRIPTION

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**Title:** Paid On Call Firefighter

**Pay Grid:** Policy 51

**Position Requirements:**

- Canadian Class 5 Drivers License (minimum)
- Minimum 18 years of age
- Physical ability to perform tasks/duties related to the position
- No conviction of a criminal offence related to the job duties of a firefighter
- Have or be willing to obtain and maintain valid First Aid /BLS/CPR, and AED certification
- Have or be willing to obtain a defined level of training, knowledge and skills relating to firefighting- NFPA 1001 Level I & II within a 24- 36-month period
- Have or be willing to get an air brake (Q) endorsement for your driver's license
- Acceptable driver's abstract and police records check, including a vulnerable sector check
- Must meet attendance and training requirements as outlined in Policy No. 140
- Possess the ability to and stamina sufficient to perform all functions of this position in extremely adverse conditions
- Live and/or work in the response area (Town of Redcliff)
- Ability to understand and communicate in English (written and oral)
- Be a community role model
- Always maintain a high degree of confidentiality

**Relationships and Contacts:**

Supervisor: Fire Chief

Subordinate: N/A

**Responsibilities:**

- Respond safely to emergency situations and calls for assistance 24 hours per day, 7 days per week
- Work in accordance with established policies, operational guidelines (such as the Occupational Health and Safety Act), and any other relevant legislation or orders
- Preventing and Extinguishing fires
- Execute rescues
- Work as a team to respond to emergency situations
- Drive and/or operate any vehicle or piece of equipment as assigned
- Prepares citizens to prevent fire damage by developing and conducting educational and training programs
- Minimizes fire damage by responding to alarms, driving, and operating equipment, regulating water pressure, combating, and extinguishing fires
- Ensures operation of equipment by completing preventive maintenance requirements, following manufacturer's instructions, and troubleshooting malfunctions



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- Maintain operations by following policies and procedures and reporting needed changes
- Provides information by completing reports
- Attend training sessions to maintain and upgrade firefighting skills in accordance with established policies and operational guidelines and meet attendance requirements
- Maintain an adequate level of physical fitness to perform all required duties continuously, including, but not limited to, excellent cardiovascular fitness and capacity to bend, lift, and carry as required
- Contributes to team effort by accomplishing related results as needed
- Participate in community-related projects as directed
- Other related duties and tasks as specified in by the Fire Chief

Link to Policy No. 140 (Volunteer Firefighter Attendance, Training and Competency): [The Town of Redcliff - Document Center \(civicweb.net\)](#)

Approved:   
Municipal Manager

Approved/Revision Date: July 23, 2024