



December 3, 2017

Duties and Responsibilities of Salaried Firefighter(s)

This position entails firefighting, rescue, emergency, medical and other related services. It also includes routine station duties and the daily maintenance of fire apparatus and equipment, as well as duties assigned by the chief as needed.

The firefighter will be a member in good standing of the Enfield Volunteer Fire Department Association.

The firefighter will be responsible for the rapid, efficient and safe performance of various duties under emergency conditions, frequently involving stress, and considerable hazards.

UNDER THE DIRECTION OF THE CHIEF OR THEIR DESIGNATE:

PART [A] Firefighting Duties

1. Project a strong public relations attitude while dealing with the citizens of the area served.
2. Undertake general maintenance and inspections of all department vehicles and equipment according to the portable equipment and truck sheets on the assigned days and the station duty sheets located in the labeled binders located in the radio room. In case of a holiday, missed inspections are to be completed on the first day of return to work.
3. Undertake and record in the monthly inspection binders, monthly inspections of the emergency exits, fire extinguishers, and emergency lights within the Enfield Volunteer Fire Department building.
4. Provide search and rescue in various forms.
5. Provide first responder action to emergency medical, fire, motor vehicle collisions and hazardous materials calls.
6. Respond to emergency calls, lay and connect hose, hold nozzles and direct water streams, raise and climb ladders, use extinguishers and other equipment.
7. Conduct Pre planning fire prevention inspections of area businesses and public education programs as assigned.
8. Complete inspection reports and maintain vital incident information for investigative and record keeping purposes.
9. Attend in house training sessions as described in Department Policy.
10. Be involved in a continuous learning process and be concerned with increasing personal knowledge of the Fire and Emergency Services.
11. Attend off site training courses as directed.
12. Maintain all department and personal protective equipment in accordance with department Policies and Guidelines.
13. Responsible for workplace safety as outlined in the NS *Occupational Health and Safety Act*, Department Policies and Guidelines.
14. Maintain, drive and operate vehicles and equipment under all conditions.

15. Have a thorough knowledge of the geography of the Fire District and a general knowledge of the Mutual Aid area.
16. Work at high levels of exertion under conditions of fire, smoke and water, in or around fire-damaged buildings.
17. Have and maintain the required physical fitness to undertake fire suppression and other emergency activities.
18. Complete the annual Fire Department SCBA fitness course in its entirety, as identified in Operational Guideline 238.
19. Be able to climb and descend ladders under all conditions, carrying rescued persons if necessary.
20. Have the self-control and endurance necessary to search out and assist victims of fire or other emergencies.
21. Be able to work harmoniously with fellow employees and volunteers.
22. Maintain self-discipline and accept group discipline willingly.
23. Responding to direction in a safe and prudent manner at all times.
24. Maintain Class 3 Drivers License with Air Brakes endorsement and qualifications necessary to operate Department vehicles.
25. Maintain proper qualifications to perform required inspections.
26. Career personnel will only respond to Emergency Calls outside the Enfield Fire District while on Duty, if the Engine is requested.
 - After a Third Page, one Career Firefighter may respond to a Mutual Aid Call accompanying a Volunteer Member.
27. Salaried Firefighters are required to conform to the Department Firefighter Attendance Policy 115.
28. Train and supervise student Firefighters.

UNDER THE DIRECTION OF THE CHIEF:

PART [B] STATION DUTIES

1. Undertake general maintenance and housekeeping duties at the department facilities.
2. Sweeping, washing and or waxing the floors, in the hall, apparatus bay and upstairs.
3. Cleaning walls and windows, in the hall, apparatus bay and upstairs.
4. Painting when directed.
5. Salt all entranceways when needed.
6. Snow removal when needed in areas where the snow removal contractor cannot reach, including but not limited to access doors and propane tanks.
7. Clean all washrooms within the facilities paying particular attention to the hall rental schedule and ensuring the hall washrooms are cleaned prior to Bingo, and rental events, and Tuesday Nights.
8. Maintain Community Hall bookings, as required.
9. Set up the hall for bingo before noon on Friday for Monday and Thursday for Thursday, provided the hall rental schedule does not conflict with the act of doing so.
10. Set up the Hall for Weight Watchers for Wednesday.
11. The removal of all garbage, recyclables and organics, if and when needed, and depositing them in the appropriate bins.
12. Take orders for and manufacture civic signs, as well as receive payment for said signs, with the proceeds to be placed in the appropriate location as deemed by the Treasurer.
13. Ensure the canteen and kitchen areas are kept clean and organized. This includes cleaning of refrigerators, removal of foodstuffs after a rental, and maintenance of all equipment within the kitchen areas.

14. Undertake basic lawn care of the outside property and dry hydrant areas including mowing, trimming, and debris removal.
15. Clean and maintain the upstairs lounge, kitchen, and meeting room, as well as around the chief's office and photo copier.
16. Ensure the area under the stairs and over the kitchen is kept free from accumulations of debris.

PART [C] BENEFITS

BEREAVMENT LEAVE

Employees will suffer no loss of pay for time taken as leave during;

- The five working days immediately following the death of their wife, husband, son, daughter, mother, father, brother, sister.
- The three days immediately following the death of grandparents, mother-in-law or father-in-law.
- One day for the funeral for other in-laws, aunts or uncles provided that such day is a normal working day.

HOLIDAYS

The following days are holidays at the current pay level for full time employee(s) who have worked their scheduled work day prior to and scheduled work day following the holidays:

- The February Family Day,
- Good Friday
- Victoria Day,
- Canada Day,
- the Civic Holiday,
- Labour Day,
- Thanksgiving Day,
- Remembrance Day,
- Christmas Day,
- Boxing Day.
- News Years Day,

If a holiday falls on a normal day of rest, the following working day shall be taken instead.

VACATION

- During the Probationary period, the employee is entitled to 10 days of vacation per year.
- Each full time employee will be entitled to 15 days' vacation per year;
 - This will increase to 20 days' vacation per year after ten years of employment.
 - Ten of these days must be chosen by March 31st of each year,
 - 15 days for those with 20 days' vacation.

- The other five days may be taken as individual days throughout the year provided a request is received and approved by the Chief at least 72 h before the requested time off.
- There shall only be one employee off at any one time,
 - In case of disagreement, seniority will prevail.
- Should the employee not choose their leave prior to March 31, the Chief shall choose, at his discretion.

ISSUED CLOTHING

Full time employee(s) will be supplied annually:

- Station uniforms consisting of 3 pairs of pants, 3 shirts and two T-shirts.
 - All issuing of clothing will be handled through the Material Management Committee.
- The employers will issue safety boots as necessary.
 - Safety boots must be worn at all times when on duty.
- One pair of shop coveralls.

HOURS OF WORK & DAYS OFF

Hours of work and days off may be changed at the discretion of the Chief.

The current hours of work will be from 0700 – 1600 hours Monday through Friday. The second, third, and fourth Tuesday each month the employee(s) must attend training from 19:30 to 21:30.

All full time employee(s) will work 45 – 47 hours per week with at least two consecutive days off each week.

There will be

- a paid 15 minute break midway in the first half of the shift,
- a paid 1/2hr lunch break halfway through the shift and
- a paid 15 minute break midway through the end of the shift.

During their Paid Breaks the employee(s) are expected to remain at the work place in case of an emergency call.

Any missed breaks because of emergencies shall be taken after their return, once apparatus and equipment is put back in service.

SICK LEAVE

Full time employee(s) shall be given sick leave to a maximum of 6 days per year. Any use of sick time, more than three days in a row, will require a doctor's medical certificate. Employee(s) are required to advise the Chief of their inability to work prior to their scheduled work shift, or if they must leave work due to an illness. Misuse of the sick leave policy will result in disciplinary action as described in the Departmental Policy. Sick leave will not carry over from one year to the next.

PART [D] STATION DUTY SHEETS

The salary firefighter(s) will be responsible to complete and sign off on their duties using the Enfield Volunteer Fire Departments Station Duty sheets.

- The sheets must be kept on file in the Radio Room and available to the Chief for inspection, and evaluation for performance reviews and signatures.
- In addition to assigned duties, the station duty sheets must be filled out and signed daily to signify the duties required for that day have been completed.
- A reason for not completing these sheets must be provided in the comments area when the situation arises.

PERFORMANCE REVIEW

The Career Personnel Committee of the Department shall document quarterly performance reviews as to the employee's performance and work ethics. An annual performance evaluation will be documented and initialled by the employee to acknowledgement that they have read it.

WAGES AND SALARIES

Subject to the outcomes of performance and annual reviews, rate of pay will be as follows:

- For Probationary / Full time Firefighters, the annual salary will be \$41,000, with Medical Insurance starting 3 months after commencement of the Probationary Period.
 - an RRSP¹ contribution of \$100.00 bi-weekly.
 - Medical Insurance paid at 50% by the Department and 50% by the employee and

Subsequent year's salary will be at the discretion of the Career Personnel Committee.

PART [E] MEDICAL CERTIFICATION

All Career Firefighters will be required to submit a medical review and fitness form supplied by this department at the beginning of each calendar year. This will verify that they are physically capable of conducting the tasks required by the job description. The form will conform to the NFPA 1582 Standard (Hearing)/(vision). Any cost entailed in receiving the required examinations will be covered by the Department.

PART [F] TRAINING AND CERTIFICATION

Maintain current Firefighter Level I certification in accordance with NFPA standards, as well as qualifications for:

- Current certification as a Medical First Responder,
- Pump operators course NSFFS,
- Class 3 Driver's License with air brake endorsement,
- SCBA bottle inspection certification.
- And any other Certification or training deemed necessary.

¹The employee may wish to make similar contribution to the RRSP but that will be their decision.

This document will be reviewed and signed at each Annual Review.

ACKNOWLEDGEMENT

I, _____ have read and understand the above job description and benefits of Employment, and accept and acknowledge its content.

_____ Date: _____

Firefighter (employee) Signature

_____ Date: _____

President Signature

_____ Date: _____

Department Chief Signature

_____ Date: _____

Personnel Committee Signature