

Job Description

Fire Crew Member

PURPOSE OF THE POSITION

(The main reason for the position, in what context and what is the overall end result)

The Fire Crew Member is responsible for providing fire-fighting services by carrying out fire line duties and maintaining fire-fighting equipment.

SCOPE

(The way that the position contributes to and impacts on the organization)

Reporting to the Fire Crew Boss, the Fire Crew Member will provide fire-fighting operations. Forest fire fighting services are vital to the safety and health of the community and residents of the NWT. Failure to provide adequate services will jeopardize the safety of NWT residents. Incorrect fire decisions or information can lead to excessive fire suppression costs and the loss of forests, property and possibly life.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Carry out initial action fire-fighting duties on forest fires

Main Activities

- Travel to a fire as quickly as possible by either aircraft, vehicle, boat or on foot
- Utilize tools such as pulaskies, hand pumps, shovels, power pumps and chainsaws
- Work in conjunction with water bombers, helicopters and bulldozers
- Use burn-out equipment such as drip torches and fuses

2. Perform routine maintenance on fire equipment to ensure preparedness

Main Activities

- Mix gasoline and oil for power pumps and chainsaws
- Sharpen fire tools such as axes, pulaskies, power saws and shovels
- Replace broken axe, pulaski and shovel handles
- Test and repair hand pumps
- Wash, test and roll fire hose
- Test power pumps

3. Supervise a crew on larger fires to ensure organization of emergency action

Main Activities

- Outline to the crew the nature of their assignment and method of attack and work standards
- Keep written record of crew activities including hours worked
- Ensure the crew is properly equipped and supplied during operations

- Alert the crew of possible safety hazards such as falling trees, fire blow-ups, retardant or water drops
- Adjust the work plan to meet unanticipated events such as wind shifts, equipment failure, changes in technique
- Maintain contact with the Fire Boss by radio or in person

4. Participate in training programs to upgrade fire-fighting knowledge and skills

Main Activities

- Attend lectures and practice fire suppression techniques with various hand tools and power equipment
- Learn and demonstrate the set-up and operation of two-way radios
- Attend lectures and practice first aid techniques
- Attend lectures on safety
- Attend lectures and practice with the use of fire weather instruments

5. In periods of low hazard perform routine maintenance duties on departmental grounds and buildings

Main Activities

- Repair fences
- Cut grass and brush around camps, fire towers, roadways and stations
- Do minor housekeeping repairs on buildings and grounds
- Do routine work on vehicles and boats

6. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The incumbent must have proficient knowledge in the following areas:

- ✓ possess knowledge of fire control practices and policies
- ✓ possess knowledge of fire line equipment
- ✓ understand fire-fighting operating instructions and routines
- ✓ possess knowledge of forest fire behaviour
- ✓ possess knowledge of emergency response procedures

Skills

The incumbent must demonstrate the following skills:

- ✓ team leadership and management skills
- ✓ human resource management skills
- ✓ client service skills
- ✓ contract management skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ negotiations skills
- ✓ literacy skills including the ability to read manuals
- ✓ effective verbal and listening communications skills
- ✓ computer skills including the ability to operate the On Tap Program
- ✓ effective public relations and public speaking skills
- ✓ stress management skills
- ✓ time management skills

Personal Attributes

The incumbent must also demonstrate the following personal attributes:

- ✓ maintain standards of conduct
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate a dedication to the position and the community
- ✓ demonstrate sound work ethics
- ✓ be consistent and fair

The Fire Crew Member would normally attain the required knowledge, skills and attitudes through completion of a minimum of Certified Fire-fighter, St. John's First Aid combined with fire suppression and pre-suppression experience.

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

The Fire Crew Member has a physically strenuous and demanding job. He/she will have to fight fires and face life threatening situation. He/she will be stationed in camps for long periods of time. He/she will be lifting, pulling and managing heavy equipment and objects. The Fire Crew Member will have to work in all weather, and must be prepared for both extreme heat and cold. As the Fire Crew Member is handling potentially dangerous materials, he/she must ensure that all activities are completed in a safe and efficient way to eliminate the possibility of contamination of themselves or others.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The Fire Crew Member must work outside in all different weather conditions including extreme cold and extreme heat. He/she will face the heat of fire and resulting smoke. He/she will have to stay in camps for long periods of time.

Sensory Demands

(The nature of demands on the incumbent's senses)

The Fire Crew Member may be exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

The Fire Crew Member must face possibly life-threatening situations and is responsible for the lives of crewmembers, which causes both mental and emotional stress at very high levels.

CERTIFICATION

<hr/> Employee Signature	<hr/> Foreman's Title
<hr/> Printed Name Date	<hr/> Foreman's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> General Manager's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.