



Volunteer Firefighter

Posting Period: Ongoing
Department: Fire and Emergency Services
Hours: Varied

The City of Belleville, known as the 'Friendly City', is located at the mouth of the Moira River where it meets the picturesque Bay of Quinte. Experience world-class fishing, boating, cycling and walking along approximately 14 kilometers of waterfront trails. Situated between Toronto and Montreal, and less than one hour from the U.S. border, the City truly is at the center of it all. Approximately 51,000 people make Belleville their home and over 220,000 live within 30 minutes of the City. We are in close proximity to Prince Edward County where you can discover award winning wineries and numerous beaches including Sandbanks Provincial Park. We are home to Loyalist College of Applied Arts and Technology as well as Albert College, Canada's oldest co-ed boarding independent private school. The historic downtown core provides numerous restaurants, shopping and live music and theater venues for an amazing cultural experience. Our inviting blend of small town warmth and big city amenities, quality of life and affordable housing make Belleville the perfect place to live, work and play. More information is available at www.belleville.ca

The City of Belleville is recruiting for Volunteer Firefighter positions on an ongoing, year-round basis. The rewards of being a Volunteer Firefighter are extensive and the work is exciting, yet challenging. Below is a summary of key components of the position.

VOLUNTEER FIREFIGHTING – JOB PROFILE

Summary of Duties

- Responsible for all fire suppression duties necessary to save life and property. Combat, extinguish and/or prevent fires by rapidly and efficiently performing varied duties as required under emergency conditions (frequently involving considerable hazard).
- Provide emergency medical response and aid; perform rescue/extrication operations where necessary to prevent loss of life or further injury from any cause.
- Provide service assistance with respect to, but not restricted to the following: police, paramedics and public.
- Responsible for station maintenance and upkeep of firefighting equipment and fire department property.
- Responsible for upgrading and maintaining skills/knowledge and physical requirements to current standards.
- Perform duties in fire prevention, public education or other duties as assigned.

Respond to Emergency Calls

- Operate any vehicle or equipment as assigned.
- Perform a variety of rescue related duties to protect the public and lessen severity of injuries.
- Lay and connect hoses; hold nozzles and direct high pressure water streams.
- Raise, climb and work from ladders.

- Operate all equipment associated with the control and extinguishment of fire or other incidents.
- Wear self-contained breathing apparatus and full protective clothing while working in noxious and/or smoke filled environments.
- Ventilate buildings and/or areas to release heat, smoke, or fumes.
- Place salvage covers to protect property and prevent water damage.
- Perform overhaul operations in order to ensure that the fire has been completely extinguished.

Medical Emergency

- Operate equipment, check safety of immediate area and bring required medical equipment to the scene.
- Assess situation/victims by taking medical history, visual and vital signs
- Conduct appropriate intervention, including CPR and other first-aid as required
- Assist paramedics - convey information, lift and carry heavy patients, etc.
- Manage crowd/by-standers/victim's relatives, etc.

Other Emergencies

- Perform a variety of rescue related duties to protect the public and lessen severity of injuries related to motor vehicle accidents, confined space entrapment, water hazards, industrial accidents, incidents involving hazardous materials, etc.
- Assess and perform extrication of the victim's in motor vehicle accidents.

Non-Emergency Duties

- Perform various maintenance duties to apparatus, equipment and department property.
- Participate in departmental training programs to be proficient, knowledgeable and up to date with respect to equipment and procedures for firefighting, medical and other emergencies.
- Participate in public relations projects involving visits, demonstrations, parades, etc., as directed.
- Assist with on the job training of other firefighters.
- Perform other duties as assigned.

VOLUNTEER FIRE – RECRUITMENT PROCESS

Overview of Recruitment Process

- The recruitment process is based on the service requirements of each Hall.
- Interviews, Written and Physical Agility Skills Tests and Informed Consent Agreement will be scheduled and administered by the Officers as required.
- You are required to provide two (2) employment related references. We encourage you to provide day, evening or alternate numbers for your references. Human Resources will conduct confidential work-related reference checks to assess your work history, work performance and attendance record.

Unacceptable references are:

- City of Belleville employees
- Applicant's spouse/partner
- Parent
- In-laws
- Other relatives

- Offer of Employment letters sent by Human Resources remain conditional until you submit ALL required documentation by the established deadlines provided and to the satisfaction of Human Resources.
 - Orientation is completed at your assigned Station and conducted ongoing, based on a schedule determined by the station commander.
 - You are not permitted to participate in Fire Calls until you have successfully completed the core training.

Required Qualifications and Documentation

If you receive a Conditional Offer of Employment you must submit required documentation to Human Resources.

Required documentation:

- Qualifications/Documentation (originals must be provided for verification): Grade 12 Diploma, or equivalent work experience, post-secondary, or fire-related education
- Canadian Police Information Centre (C.P.I.C.) including Vulnerable Sector - An original dated within 15 days from date of conditional verbal offer.
- Volunteer Firefighter Medical Certificate - You must successfully meet the minimal medical criteria determined by the City of Belleville Physician.
- Driver's License – At minimum valid G Class, must show original.
- Driver's Abstract - Original issued by the Ministry of Transportation Licensing Office dated within 15 days from date of conditional verbal offer.
- Social Insurance Card (SIN) – Must show original.

General Information

Costs

- You are responsible for all costs related to obtaining required documentation, excluding medical examinations.

Confidentiality

- All personal information submitted for employment purposes is collected under the Municipal Freedom of Information and Protection of Individual Privacy Act.
- Information regarding your application will not be given without your written permission.
- During the course of employment you will have access to and be responsible for records containing confidential and/or personal information. You are not to disclose or release it to any person at any time, except if legally required.

Maintaining or gaining Professional Credentials

- We require all new Volunteer Firefighters to successfully pass the required training sessions scheduled by Fire Services personnel.
- Achieve a valid Ontario minimum class "D" Driver's Licence, with "Z" endorsement, within one-year from your date of hire.
- In addition to suppression calls, we expect you to attend requisite on-going training offered throughout the year at individual Halls.
- You must maintain the credentials required to perform the job.
- It is your responsibility to:
 - stay current with 'best practices',
 - maintain your professional knowledge
 - maintain credentials by attending scheduled training hours each year.

Hours of Work and Compensation

- We expect Volunteer Firefighters to be available for call-out to suppression calls, as the need or emergency arises.
- Place of residence and work-location are considered when assigning respective Halls.
- We encourage you to consult with your Station Commander to determine your ability to attend suppression call-outs during your regular work hours.

Unsuccessful Applications

- Reasons for not advancing through the recruitment process can include but are not limited to:
 - knowingly supplying false or misleading information
 - submitting incomplete documentation
 - failing to submit required documentation
 - failing to meet the standards or requirements at any step will not progress.

Withdrawal of Application

- At any time during the recruitment process, you may withdraw your application.
- A voluntary withdrawal from the recruitment process must be [emailed to Human Resources](#) or dropped off to Human Resources (185 Pinnacle St. Belleville, ON)

Personal information and any supporting material will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). We thank all applicants who apply but advise that only those selected for an interview will be contacted.

The City of Belleville is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Division to ensure your accessibility needs are accommodated throughout this process.

Applicants will be required to provide at their own expense a satisfactory criminal reference check dated within the past six (6) months and if deemed a requirement of the position, a driver's abstract to the Human Resources Department on or before the date of the interview but no later than the commencement of employment if selected.

By submitting an application to this position, you certify that the facts set forth in this application are true to the best of your knowledge.

It is understood that if employed, falsified statements on this application will be considered cause for dismissal.