



**Douro-Dummer  
Fire Services**

## **Appendix "A"**

**Township of Douro-Dummer**  
894 South Street, Box 92  
Warsaw, ON K0L 3A0  
T (705) 652-8392 x 212  
F (705) 652-5044

Complete applications must be received by **4:00pm on November 1, 2021.**

Applications can be submitted to the above address or e-mailed to [jessykam@dourodummer.on.ca](mailto: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. An offer from DDFS is conditional upon providing proof of being fully vaccinated as well as ongoing agreement to abide by the Township of Douro-Dummer's employee vaccination policy.
13. Failing any requirement may result in the candidate dismissal.
14. CSA approved work boots are required (not supplied)

## Job Description

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

<b>Position Title:</b>	Recruit
<b>Department:</b>	Fire and Emergency Services
<b>Reports to:</b>	Captain of Assigned Station Area
<b>Supervises:</b>	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 and 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.

## 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 and 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 and obtain knowledge and skill in the safe operation of all types of fire and emergency vehicles, equipment, and safety and protective devices.
5. Learn and 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 and 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.

### **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.



Application for the position of  
**VOLUNTEER FIREFIGHTER**

**Closest fire station to your residence:**

- Station 1 - 812 Daleview Drive, Donwood
- Station 2 - 435 Douro 4<sup>th</sup> Line, Douro
- Station 5 – 2153 6<sup>th</sup> Line Road N Dummer, Douro-Dummer (White Lake)

Name: \_\_\_\_\_

Full Address: \_\_\_\_\_

Length of time at this address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Business \_\_\_\_\_

E-mail address: \_\_\_\_\_

Are you 18 yrs. of age or older?  Yes  No

**Employment Information**

Current Employer: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Length of time with this employer: \_\_\_\_\_

Regular work days and hours: \_\_\_\_\_

Are you on shift work?  Yes  No

Will your employer allow you to attend fire calls during work hours?  Yes  No



Previous employer: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Employed from \_\_\_\_\_ To: \_\_\_\_\_

Reason(s) for leaving: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Education and Training Information

Level – list pertinent information such as certificate, diploma, degree, etc.	Completed?
<b>Secondary:</b>	
<b>College:</b>	
<b>University:</b>	
<b>Other relevant education or training:</b>	

State any skills or experiences which you believe 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

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

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: \_\_\_\_\_



**First Aid Course** - Hold current certificate?  Yes  No Level \_\_\_\_\_

**Cardio-Pulmonary Resuscitation** - Hold current certificate?  Yes  No

**Driver's License** - Identify Class

A  D  F  G  Other \_\_\_\_\_  Z Endorsement

Driver/Operator Experience: \_\_\_\_\_

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## References

Please list three references, including contact number


**All sections of this application must be filled out completely.**

Please attach copies of all diplomas, certificates and relevant documents with this application.  
A resume is welcome, but not necessary.



I understand that if I am selected for an interview I will be expected to complete physical aptitude testing.

I understand that if offered a position with DDFS, the following documents will be required within 30 days of receiving my offer:

- 3-year driver record
- Police record check - vulnerable sector
- Personal information form (to be supplied with offer)
- Medical clearance form (to be supplied with offer)
- Banking information for direct deposit (to be supplied with offer)
- TD1 and TD1 ON forms (to be supplied with offer)

I understand if I accept an offer from DDFS that it is conditional upon my providing proof of being fully vaccinated as well as my ongoing agreement to abide by the Township of Douro-Dummer's employee vaccination policy.

**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 thanks all applicants for their interest in serving their community with the fire department, but only those invited for an interview will be contacted. Personal information is collected under the authority of the Municipal Act, R.S.O., 1990, c.M.45. It will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990, and will be used for employment purposes only. Applicants submitting a resume' containing references, are thereby granting the Township of Douro-Dummer permission to check these references.

