



Employment Opportunity

VOLUNTEER FIREFIGHTER POSITION DESCRIPTION

The Town of Pelham is currently recruiting Volunteer Firefighters to work at Fire Station #1, Fire Station #2 and Fire Station #3.

This description reflects the general details considered necessary to describe the principal functions of the position identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION SUMMARY:

This is a skilled position entailing firefighting, rescue and other related emergency services. Participates in programs for the prevention of fires and the saving of life and property. A Volunteer Firefighter is responsible for rapidly, efficiently and safely performing various duties under emergency conditions frequently involving considerable hazard. The work includes routine duties in the maintenance of fire fighting vehicles, equipment and fire department facilities. A Volunteer Firefighter may be required to assist with training, drills, etc., as required. While specific orders and directions are received from an officer in the normal course of maintenance duties and firefighting, considerable independence of judgment and action is allowed in circumstances of extreme urgency where referral to a superior for instructions is not possible. A Volunteer Firefighter is required to have a thorough working knowledge of all emergency equipment including emergency apparatus.

RESPONSIBLE FOR:

- As a member of a platoon, responds to emergency calls, lays and connects hose, holds nozzles and directs streams, raises and climbs ladders, uses extinguishers and other equipment.
- Provides rescue in various forms and awareness level actions to hazmat calls.
- Removes persons from danger and administers first aid to injured persons.
- Ventilates buildings to release heat, smoke and gases and places salvage covers to prevent water damage.
- As assigned, drives and operates firefighting apparatus.
- Performs varied maintenance tasks on apparatus, equipment and facilities.
- When assigned to fire prevention work, under direction of an officer, performs inspections and clerical duties as required.
- As required, assists with the preparation and delivery of training materials, drills, etc.
- Assists with the development and education of probationary firefighters and junior firefighters.
- Performs related duties as assigned.



MINIMUM ELIGIBILITY REQUIREMENTS:

- Be 18+ years of age
- Graduation from a secondary school.
- Have no previous criminal convictions for which a pardon has not been granted. Candidates will be required to undergo a police records check.
- Extensive knowledge of the operation of equipment and methods used in combatting, extinguishing and preventing fires, and in rescue work.
- Extensive knowledge of emergency medical care, safety practices.
- Knowledge of rules, regulations, procedures and directives of the Fire Department.
- Knowledge of maintenance of equipment and departmental facilities.
- Mechanical aptitude.
- Be medically fit to perform the duties of firefighter. Candidates will be required to produce a Volunteer Firefighter Medical Evaluation Report from their physician.
- Ability to understand and follow oral and written instructions.
- Skill in the operation of all firefighting and rescue equipment.
- Have a reliable means of transportation to respond to alarms.
- ***Must reside within the fire districts of the Town of Pelham unless otherwise approved by the Fire Chief.***

REQUIRED LICENCES AND CERTIFICATES:

- Possess a valid Ontario driver's licence at a class "G" level or greater at the time of application, with a good driving record. Candidates will be required to produce a current Ministry of Transportation driver's abstract.
- Valid First Aid Certificate - Standard Level C HCP
- Other related courses or certificates as may be required.

Interested candidates are invited to complete the online application with a cover letter and resume, or can apply in person at Pelham Station #1, 177 Highway 20 West, Fonthill **by 4:30 pm on Friday, August 8, 2025.**

The Town of Pelham is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments.

In accordance with the *Accessibility for Ontarians with Disabilities Act*, if you require this document or any additional documents in an alternative format, please contact our office at 905-892-2607, ext. 345. Should you require any special accommodations in order to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

We thank each applicant for taking the time and effort to submit their resume, however, only



candidates to be interviewed will be contacted.

In accordance with the *Municipal Freedom of Information & Protection of Privacy Act*, all information is collected under the authority of the *Municipal Act, 2001*, and will only be used during the selection process for the subject posting.