



Town of Grand Valley Job Description

Job Title: Administrator/Firefighter	Reports To: Fire Chief
Supervises:	Date Created: April 2025
Pay Grade: TBD	Hours of Work: 40 hours per week

Reporting to the Fire Chief, the Administrator/Firefighter is responsible for performing both operational firefighting duties and administrative tasks to support the Fire Department's operations. The primary focus of the position is to assist with the development, implementation, review and management of various processes, programs, and services in the department.

Primary Responsibilities:

Administrator

- Responds to incoming departmental communications (public enquiries, telephone calls, email, visitors) ensuring all matters of importance are brought to the attention of the appropriate staff members by answering or directing customer service inquiries to meet the customers' needs in a prompt and efficient manner.
- Assist with annual Operating & Capital Budgets and Cost Sharing.
- Maintaining Capital Asset Inventory and Long-Term Capital Plan in accordance with Public Sector Accounting Board Principles.
- Preparation of Policies as required (i.e., Hiring Policy, Purchasing Policy, Retention Policy, SOP's and SOG's etc.).
- Invoicing to Municipalities.
- Prepares, processes and update the criminal record check & driver's abstract program.
- Entry of all standard incident reports & submission to OFM.
- Shipping and receiving of Fire Department repair items and supplies.
- Maintenance of all training records.
- Maintain FirePro2 database.
- Act as the recording secretary preparing agendas and minutes for Officers Meetings.
- Assist with the recruitment of Volunteer Firefighters including advertising, scheduling interviews, physical testing and orientation, ensuring delivery of required documents prior to confirmation of employment.
- Track years of service for wage increases, ordering applicable medals and recognition opportunities from the municipal, provincial and federal governments for the firefighters.

- Maintains personnel files for the department.
- Create and maintain Fire Department forms.
- WSIB Administration.
- IT support for the department, in coordination with the IT service provider.

Firefighting

- Perform all emergency scene duties including firefighting, forcible entry, search and rescue, carrying hoses, climbing ladders, hooking hoses up to hydrants, breaking through walls and ceilings, protecting those in danger due to a fire, overhaul, technical rescues, emergency medical treatment and CPR, hazardous materials scene support, property conservation, environmental conservation, and securing emergency scenes so that lives are protected, and property loss is minimized, and performs these activities in accordance with department policies and procedures.
- Assist in emergency situations as a resource on the fire ground or to provide support role for the incident commander. Attend post-emergency evaluations as appropriate.
- Operates fire apparatus within the parameters of the Highway Traffic Act and the vehicle's design so that the apparatus is used safely and efficiently.
- Inspect fire apparatus and equipment to ensure a level of response readiness, so that equipment life is extended, safety is ensured, and equipment operates properly.
- Performs station duties by cleaning and maintaining the station so it remains clean and functional, receiving and conducting inventory of station supplies, and performs these activities in accordance with department policies and procedures.
- Training in preparation for emergency responses; completing all required training and retraining as assigned; and participating in pre-planning to become familiar with immediate response area and new or unusual buildings in the station's response area, and with streets and roads under construction.
- Cleaning, inspecting and maintaining equipment and apparatus; conducting full maintenance/safety checks of vehicles and equipment; and performing routine preventative maintenance tasks to equipment and apparatus.
- Working effectively with the crew and other first responders, such as police, paramedics, and other agencies, maintaining a high standard of professionalism; and responding to Mutual Aid requests from neighbouring fire departments.
- After returning from emergency scene, cleaning, inspecting, and accounting for all equipment used and returning all equipment used to a state of readiness.
- Attending Public Events to provide fire education and public relations and assisting the Fire Prevention Division with fire education demonstration.
- Other duties as assigned.

Minimum Qualifications:

- Currently employed in a municipal fire service, with a minimum of 5 years of experience.
- NFPA 1001 Firefighter II

- NFPA 1072 Hazmat Operations
- NFPA 1035 Fire and Life Safety Educator I
- NFPA 1002 – Fire Apparatus Driver/Operator
- Valid, unrestricted Ontario DZ driver's license
- Valid C.P.R. and Standard First Aid Certificate – Emergency Medical Responder
- Knowledge of Basic budgeting principles to assist in preparing Operating and Capital Budgets.

General Requirements

- Ability to effectively communicate both verbally and in written form to promote and maintain effective public relations for the department and the participating municipalities.
- Proficient with creating reports, records, and correspondence, including but not limited to all aspects of technologically generated correspondence (i.e., the use of Microsoft Word, Excel, PowerPoint, and Firepro2 data base)
- Knowledge of report generation, gathering statistics, organizing data into a report format
- Must possess and maintain the physical strength and agility to perform arduous duties and to competently operate all firefighting/rescue apparatus and equipment and all safety equipment under all types of adverse conditions frequently for prolonged periods of time.
- Prior experience with website design and social media platforms.
- Experience working with data sets and designing, managing, and optimizing database structures to ensure efficient storage, retrieval, and processing of data.
- Candidates must provide a driver's abstract which should reflect less than 3 demerit points and no more than two infractions (maximum of one moving and one non-moving conviction). In order to be eligible for employment any demerit points must be within 12 months of being removed from the license (to be provided if offer of employment is extended).
- Be criminal record free unless a pardon has been granted under the Criminal Records Act (Canada) and has not been revoked. As a condition of employment, a satisfactory vulnerable sector screening is required – cannot be dated earlier than 30 days from conditional offer of employment.

Personal Contacts

- Daily contacts with municipal staff and management and local service providers.
- Maintain relationships with contractors, community groups, representatives from Provincial and other regulatory agencies.
- Regular contact with the general public and ratepayers.

Working Conditions

- Physically demanding position when performing duties of firefighter:
 - Lifting
 - Climbing
 - Carrying
 - Outside exposure to all types of weather conditions

- Administration role requires standing, sitting at desk/computer/workstation, and standing during inspections and presentations, and visual attention for health and safety compliance and personal safety on job sites. Physical dexterity required for walking, bending and lifting as required. Working conditions vary between a standard office environment to exposure to inclement weather conditions, mud, dirt, noise; and exposure to public criticism/abuse.
- Normal hours of work are 40 hours per week with some evenings and/or weekend attendance required to attend meetings or community events, plus call out for emergency situations.
- Mandatory availability for 'on call' response which requires carrying a cell phone (24/7 operation) as scheduled and responding to after-hours for emergencies that arise requiring oversight and extra staffing; available for overtime hours, when necessary.