



**City of Campbellton  
Employment Opportunity  
FIREFIGHTER/  
PUMP OPERATOR**



**Ville de Campbellton  
Opportunité d'emploi  
POMPIER(IÈRE)/  
OPÉRATEUR(TRICE) DE CAMION  
D'INCENDIE**

The City of Campbellton is looking for a motivated individual with positive attitude and forward thinking. The candidate must be interested in continued education and department's continued improvement.

La ville de Campbellton est à la recherche d'une personne motivée, dotée d'une attitude positive et d'une pensée avant-gardiste. Le candidat doit être intéressé par la formation continue et l'amélioration continue du département.

**FULL TIME – PERMANENT POSITION**

**POSTE À TEMPS PLEIN PERMANENT**

Entry level salary: \$21.73/h  
(first 30 probationary days at \$15.20)  
2019 Salary scale: \$21.73/h to \$24.82/h

Salaire de départ : 21,73 \$/h  
(Premiers 30 jours de probation à 15,20 \$/h)  
Échelle salariale 2019 : 21,73 \$ à 24,82 \$ de l'heure

Shift Cycle – consecutive shifts:

- (2) 7 a.m. to 5 p.m.; and
- (2) 5 p.m. to 7 a.m.

Cycle – quarts de travail consécutifs :

- (2) 7h à 17h ; et
- (2) 17h à 7h.

Job description available on website:

[www.campbellton.org](http://www.campbellton.org)  
or at City Hall reception:  
789-2700

Description de poste disponible sur le site Web:

[www.campbellton.org](http://www.campbellton.org)  
ou à la réception de l'hôtel de ville:  
789-2700

**A signed copy of the job description must be submitted with your resume.**

**Une copie de la description de poste signée doit être soumise avec votre CV.**

(Drop off resume at City Hall, 76 Water Street, Campbellton or mail to P.O. Box 100, Campbellton, NB, E3N 3G1, to the attention of:

**Job Posting:**

**#2019-FIRE-02**

**Manon Cloutier, P. Eng., CAO**

(Emails only accepted if you call 789-2727 to follow up)

[julie.caissie@campbellton.org](mailto:julie.caissie@campbellton.org)

Déposer votre curriculum vitae à l'hôtel de ville au 76, rue Water, Campbellton ou le poster à la boîte postale 100, Campbellton, N.-B., E3N 3G1, à l'attention de:

**Affichage de poste**

**#2019-FIRE-02**

**Manon Cloutier, Ing., Directeur Général**

(Les courriels ne sont acceptés que si vous appelez au 789-2727 pour faire un suivi)

[julie.caissie@campbellton.org](mailto:julie.caissie@campbellton.org)

Questions on position: 789-2727

Questions sur la position: 789-2727

Closing date: **October 16, 2019 at 3 p.m.**

Date de fermeture: **Le 16 octobre 2019 à 15h**

Only successful applicants will be contacted

Seuls les candidats (ates) choisis(ies) seront appelés(ées)

**Job Description will be available soon  
Description du poste sera disponible bientôt**



City of Campbellton

Job Description

## Firefighter 'C' – Certified

**Disclaimer Statement:**

*Usage of the masculine form throughout the document is for convenience only, and refers to women and men alike.*

Department: Fire  
Job Title: Firefighter 'C' – Certified  
Reports to: Fire Chief/Fire Prevention Officer  
Last revised date: October 6, 2019



## FIREFIGHTER 'C'- CERTIFIED

### 1. IDENTIFICATION

1.1	Organisation:	City of Campbellton
1.2	Department:	Fire
1.3	Job Title:	Firefighter "C" - Certified
1.4	Job Status:	Unionized – CUPE Local 76
1.5	Immediate Supervisor:	Fire Chief/Fire Prevention Officer
1.6	Last revised date	October 7, 2019

### 2. TASKS AND RESPONSIBILITIES

#### 2.1 Summary of Responsibilities

The incumbent is responsible for the prevention, control, suppression and extinguishing of fires and the protection of people and property against the threat of fire. The incumbent also supplements emergency personnel at motor vehicle accidents and assists other public agencies involved in emergency situations involving people and property. The incumbent is responsible for the proper working order of emergency equipment as well as being physically fit at all times.

#### 2.2 Health and Safety Responsibilities

The incumbent is responsible to conduct himself in a way that ensures his own health and safety and that of other persons at work. He must be conversant with the safety rules and regulations of the City of Campbellton. He is required to report to his immediate supervisor the existence of any hazards of which he is aware. He must also use or wear such protective equipment as required by regulation or as recommended by manufacturer. He has to inform his supervisor of any task for which he feels he has not received proper training.

#### 2.3 Tasks Profile

- Control, suppress and extinguish fires.
- Protect life and property against the threat of fires.
- Supplement emergency personnel at motor vehicle accidents.
- Assist public agencies involved in emergency situations involving people and property.
- Operate pumps, aerial ladders, auxiliary equipment and related apparatus.
- Inspect buildings and properties for fire hazards and compliance with fire ordinances.



- Perform fire investigations when required.
- Drive fire truck, emergency vehicles and other related motorized equipment.
- Perform general maintenance of fire equipment and the upkeep of the Fire Department quarters, fire equipment and Fire Hall grounds.
- Test all fire apparatus regularly.
- Participate in fire drills.
- Complete equipment checks following all fire and/or emergency calls.
- Log all fire calls and prepares report following each call.
- Reload hose beds and other equipment after use.
- Ensure that all fire trucks are in good working order and ready for all emergencies.
- Attend regular training sessions regarding firefighting matters.
- Demonstrate and instructs fire fighting techniques as required.
- Ensure that immediate supervisor is fully briefed of all emergency calls.
- Participate in pre-incident fire planning.
- Educate the public about fire prevention and fire safety practices.
- Assist other departments at the Department's request for manual work and equipment operation.
- Perform any other departmental related tasks as assigned by the immediate supervisor.

### 3. AUTHORITY LEVEL

The incumbent reports to the Fire Chief/Fire Prevention Officer and maintains authority as determined by the immediate supervisor. The incumbent reports to the incident commander at emergency scenes. The incumbent may be required to act as incident commander in extraordinary cases.

### 4. POSITION REQUIREMENTS

#### 4.1. Mandatory Education

- Possess a minimum of grade 12 education or GED.
- Have successfully completed Province of New Brunswick certification of Driver/Operator as provided by the Fire Marshall's office.
- Have successfully completed Province of New Brunswick certification of Firefighter Level 1 as provided by the Fire Marshall's office.
- Have successfully completed Province of New Brunswick certification of Firefighter Level 2 as provided by the Fire Marshall's office.

#### 4.2. Special Knowledge and skills

- Bilingualism would be an asset.
- Good computer skills.
- Good record keeping and administrative skills are definite assets.



- Having successfully completed Province of New Brunswick certification of Motor Vehicle Extrication as provided by the Fire Marshall's Office would be an asset.
- Having a First Aid and CPR/AED HCP valid certification would be an asset. Mechanical aptitude.
- Familiar with OH&S Act and Regulations.
- Able to work at heights and in confined space as required.
- Customer service skills.

**4.3. Mandatory Requirements and Experience**

- Have a valid class 3E driver's license.
- Be physically fit and have good physical coordination.
- Must be dependable and have the ability to learn, reason and make decisions.
- Be available to work day and night shifts and overtime when requested.
- Must qualify for police clearance and vulnerable sector check.
- Have completed a minimum of 2,185 to a maximum of 4,000 regular hours of work as a Firefighter at the Fire Department of the City of Campbellton.

**4.4. Personal Qualities**

- Incumbent has to be ready to follow orders from immediate supervisor especially at incident scenes.
- Incumbent has to work well in a team.
- Incumbent must be able to work calmly in stressful situations.
- Incumbent must have good people oriented skills.
- Incumbent must be able to work independently with minimum supervision.

**5. REMUNERATION**

- As per Collective Agreement.

**6. HOURS OF WORK**

- As per Collective Agreement - This position is a full time permanent position.

**7. WORKING ENVIRONMENT**

- Mix of outdoors "on-locations" and indoors (fire station) work.
- Possible exposure to smoke, flame and gases.
- Use of breathing apparatus, heavy protective headgear and clothing.

**8. OPERATIONAL REQUIREMENTS**

- Availability for overtime work is required – Evenings and weekends.
- Community service involvement.



**9. JOB DESCRIPTION APPROVAL**

9.1 Departmental Level

Approved by: Ricky MacNaughton Initials: \_\_\_\_\_

Title: Fire Chief

Date of Approval: October 7, 2019

9.2 City Administration Level

Approved by: Manon Cloutier Initials: \_\_\_\_\_

Title: Chief Administrative Officer

Date of Approval: October 7, 2019

**10. RECEIPT BY INCUMBENT**

I have received a copy of this job description

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

Signature of incumbent: \_\_\_\_\_

Date: \_\_\_\_\_