Firefighter

Job Description

Reports to:	**Fire Captain**
Division:	**Community Safety & Organizational Excellence**
Business Centre:	**Fire & Rescue**
Date Updated:	**2026**

Job Scope: Firefighters are responsible for the provision of fire suppression, fire protection, rescue, fire safety inspections and enforcement, educational fire/safety awareness programs and environmental protection services and response to toxic spills. In collaboration with the Captain provides input into Town's planning.

Key responsibilities of the job are as follow:

1. **Emergency Operations:**
   - Firefighters are responsible for ensuring readiness to respond to emergencies and providing on-scene emergency services including: fire suppression, emergency scene management, rescue work, assisting with medical care and fire prevention.
2. **Non-Emergency Responsibilities:**
   - Delivery of various public safety and community education programs and fire safety code inspections;
   - Operation maintenance and testing of specialized firefighting apparatus, tools and equipment;
   - Assist in the development and delivery of training schedules and programs for staff;
   - Asset and supply management, fleet maintenance, policy development, and emergency preparedness;
   - Ensure Fire services building security systems are operating correctly;
   - Co-ordinate and monitor maintenance schedules of all fleet vehicles, all personal protective equipment (PPE), SCBA, fleet firefighting structural duty gear;
   - Participate in annual maintenance and lifecycle budget and reporting and assigned capital works projects;
   - Provide mentoring and leadership to Fire Services staff;
   - Ensure that safety, sustainability, and environmental methods are utilized in fire services operations. Ensure adherence to all services;
   - Design and provide public education (Fire Extinguishers, school tours, public events).
   - Conduct inspection/investigations;
   - Participate in the development and implementation of specialty teams, water rescue, ice rescue, rapid intervention, equipment purchases, hazmat; Hydrant inspection and testing;
   - Prepare reports for Alberta Fire Commissioner's Office, which involves record keeping/statistical information/reports/database administration; SCBA maintenance and repairs;
   - Fire Hose analysis of department needs and purchases;