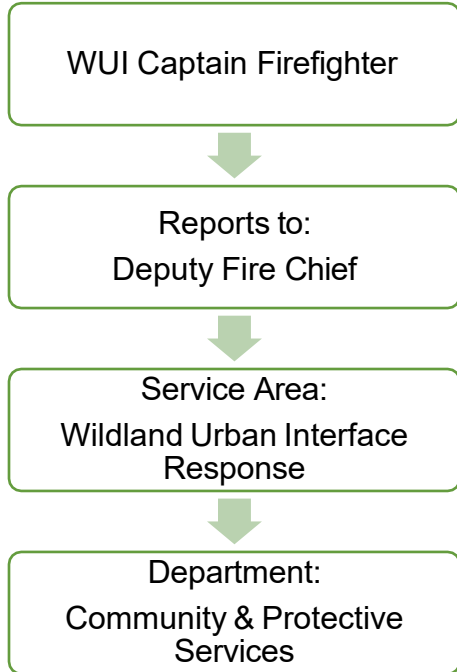




WUI Captain Firefighter Job Description



Position Details

Supervisory Role:	Yes
Union Scope Role:	No
Position Status:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Interim <input type="checkbox"/> Casual <input type="checkbox"/> Seasonal
Hours per Week:	35
Work Location:	Emergency Services Bldg
Job Classification:	Fire Fighter/Chief

POSITION SUMMARY

Reporting to the Deputy Fire Chief, this grant funded position is primarily responsible to lead the Wildland Urban Interface (WUI) Team in support of wildfire response across Alberta. The work performed includes collaborating with Alberta Wildfire, the Alberta Emergency Management Agency, and the Province of Alberta. This position will also respond to emergency and non-emergency incidents in the Town of Hinton and a defined area of the Yellowhead County response area. This position also participates in promoting public safety by taking part in activities to educate the public about fire prevention; completes documentation related to inspection activities of equipment and emergency vehicle maintenance; and completes regular training and delivery of fire suppression, rescue, and emergency operations. This position will participate in the Town of Hinton's (the "Town") Operational Health & Safety Program and operate in compliance with all Standard Operating Procedures (SOPs), Policies, and Directives.

WORK RESPONSIBILITIES

- Conduct preparedness, response, and operations in the wildland and WUI environments



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- Represent the Wildland Urban Interface (WUI) program to various cooperating entities, such as the Forestry Operations Branch and the Alberta Emergency Management Agency
 - Cultivate enduring work relationships and ambassadorship for the WUI program
- Plan and execute WUI education activities
- Respond to wildfires in the province in various locations
- Attend training with the current provincial WUI teams
- Deliver and host training with the current provincial WUI teams
- Plan and execute fire smart initiatives
- Attend weekly training nights
- Act as the “On Call Duty Officer” or as “On Call Duty Chief” on alternating weeks and weekends as assigned with the Fire Chief and Deputy Fire Chief
- Provide effective direction, operation, and oversight of:
 - Training programs for Town WUI Firefighters and programs;
 - WUI Officer development programs as directed by the Deputy Fire Chief;
 - Servicing and maintenance of all apparatuses and equipment, maintaining them in a state of readiness, and ensuring that all required inspections and servicing is performed as required;
- Respond to emergencies, assuming command as appropriate
- Drive and operate emergency equipment
- Ensure that all Town-owned equipment is properly maintained, inspected, with appropriate records kept
- Conduct regular fire inspections
- Act in place of the Deputy Fire Chief during their absence if required
- May be assigned a role within the Emergency Coordination Centre (ECC) for Disaster Services
- Undertake other duties as assigned

QUALIFICATIONS

- High School Diploma or GED
- Minimum 2 years work experience as a WUI Crew Boss
- Minimum 3 years work experience performing Firefighter responsibilities
- Strike Team and Task Force Leader experience is preferred
- Specialized Fire Training required:
 - AFCA 2020 S215 conversion and Slave Lake WUI course with bridging exam
 - NFPA 1001 – Standard Firefighter Level I & II
 - NFPA 1021 – Fire Officer Level I



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- NFPA 1041 - Fire Instructor Level I
- NFPA 1002 – Fire Apparatus Driver/Operator
- NFPA 1006 – Vehicle Ex/Technical Rescue
- Additional Specialized Fire Training preferred upon hire:
 - NFPA 1021 – Fire Officer Level II
 - NFPA 1033 – Fire Investigator
 - NFPA 1051 – Wildland Firefighter
 - NFPA 1521 – Incident Safety Officer
 - NFPA 1031 – Fire Instructor Level I
 - Basic Safety Officer Course
 - Structured Protection Specialist
 - Division/Group Supervisor – ICS Canada or Equivalent
- Valid First Aid and CPR Level C HCP Certificate
- ICS 200
- Knowledge of the *Occupational Health and Safety Act (OH&S)* and *Regulations* related to firefighting, and Alberta Fire and Safety Codes
- Familiarity with the geographic area of the Town of Hinton and Yellowhead County
- Satisfactory background screening is required for this position including a Criminal Record Check and a Vulnerable Sector Check
- A Class 3 Driver's License with Air Brake Endorsement and a satisfactory Driver's Abstract

SKILLS & ABILITIES

- Ability to maintain a high degree of confidentiality, trustworthiness, and integrity
- Exceptional verbal and written communication skills
- Work collaboratively and effectively with others to set goals, resolve problems, and make decisions
- Ability to exercise good judgement within an emotionally challenging environment
- Must be able to communicate clearly and concisely under stressful situations and be able to work under arduous physical conditions as part of an active firefighter and rescue team
- Demonstrate effective interpersonal communication and conflict resolution skills
- Communicate effectively and diplomatically with the public
- Provide supervision, coaching, and mentorship to staff and volunteers
- Demonstrate a commitment to continuous training and professional development opportunities to meet firefighting requirements

WORKING CONDITIONS



WUI Captain Firefighter Job Description

Details pertaining to the physical demands of the position can be found in the Physical Demands Analysis and Job Hazard Assessment with Health & Safety.

Hours

Commit to an on-call schedule by responding to emergencies 24 hours a day, seven days a week.

Physical Effort

Activities related to responding to an emergency. Must possess the agility, strength, and physical stamina to perform arduous and prolonged work under adverse and strenuous conditions. Varying levels of physical effort, including heavy lifting, climbing, sitting, walking, standing, pushing, pulling, reaching, driving, carrying. Repeated motion of tasks.

Travel

Position requires responding to emergency situations within the community, region and province using emergency vehicles. Must maintain alertness and respond appropriately using defensive driving skills in various conditions (traffic, weather, distractions).

Work Environment

Position requires responding to emergency situations within the community such as active fires and vehicular accidents in addition to moderate exposure to office and shop/yard environments. Significant exposure to the public in a service provision capacity. Potential exposure to biohazards. Risk of unknown variables in the provision of services.

HEALTH & SAFETY

Ensure the Town of Hinton health and safety policies, procedures, directives, and safe work practices are followed in accordance with the *Occupational Health and Safety Act and Regulations*.

APPROVALS

Established:	2025 01 10
Revised:	