IDENTIFICATION

Department	Position Title	
Infrastructure	Fire Captain	
Position Number	**Community**	**Division/Region**
33-7777	Yellowknife	North Slave

PURPOSE OF THE POSITION

The Fire Captain is responsible for supervising and training subordinate Firefighters to ensure operational preparedness of Transport Canada (TC) Canadian Aviation Regulations (CARs), and to maintain a safe and secure operation of the Yellowknife Airport for all staff, contractors and public.

SCOPE

The Yellowknife Airport (YZF) is located in Yellowknife and is the central hub for the Northwest Territories (NWT) airport system. The airport supports commercial, corporate and general aviation industries. It handles 58,000 flights per year and more than 550,000 passengers through regularly scheduled air services to destinations in southern Canada, provided by various commercial carriers and regularly scheduled air services to destinations within the NWT provided by a variety of commercial air carriers.

Located in Yellowknife and reporting to the Fire Chief, the Fire Captain leads a Firefighter crew, and provides crew training, daily administrative duties, fire prevention and education duties and ensures the readiness of emergency response equipment and personnel.

The principal objective of providing an aircraft fire-fighting service is to save lives in the event of an aircraft emergency on the airport or aerodrome, the Yellowknife Airport Rescue and Firefighting Department is a contingent resource tasked with the primary responsibility of ensuring a fire free egress route for the evacuation of passengers and crew following an aircraft accident. This standard is not intended to limit the fire-fighting service from providing services in addition to that of aircraft firefighting at the airport or aerodrome, nor to prevent it from dealing with other occurrences.

The Fire Captain collaborates and works with multiple government and non-government agencies, including the City of Yellowknife, territorial, federal, national, and international organizations in emergency planning and preparedness as well as non-emergency training exercises.

The Fire Captain is considered the first level of supervision in the fire rescue service and will provide leadership in collaboration with, or in the absence of, the Fire Chief.

The Fire Captain's scope of work includes specialized emergency and non-emergency operations as related to Aircraft Rescue and Firefighting, as well as the following:

- Supervising a crew professional Firefighters and consistently assesses their performance;
- Providing positive discipline (reinforcing positive performance) and recommends discipline when required;
- Ensuring compliance with the TC CARs Certification requirements;
- Operating specialized Crash Fire Rescue (CFR) vehicles and technical rescue equipment at emergency scenes;
- Responding to a variety of emergency situations (including but not limited to aircraft, medical, hazardous materials, dangerous goods, fuel spill, escorting emergency services partners);
- Operating a variety of fire suppression and rescue equipment;
- Proper use and application of specialty protective clothing;
- Assuming the Incident Command or On Scene Controller role at emergency scenes; and,
- Leading fire crew response and responding mutual aid partners at emergency scenes.

RESPONSIBILITIES

1. **Leads a team of professional Firefighters and specialized firefighting equipment in compliance with Transport Canada Regulations, Airport Emergency Plan (AEP) and Standard Operating Guidelines (SOGs) in life threatening and non-life-threatening emergency response incidents (including but not limited to Aircraft, Medical, Hazardous Materials, Dangerous Goods, Fuel Spill, escorting Emergency Services partners) with the overall objective of saving life, property and protecting the environment.**

    - Assumes full command of operations at the scene until relieved.
    - Determines the strategies and tactics of specialized firefighting equipment and personnel at the scene of an airside emergency or structural fire.
    - Assigns firefighting, rescue and medical duties to Firefighters and additional emergency responders to save lives, property and protect the environment.
    - Measures the performance of personnel and effectiveness of determined action plan as

it relates to the mitigation of the incident and adjusts as required.
- Advises Emergency Operations Center (EOC), On Scene Controller (OSC) and mutual Aid Partners that incident scene is safe and clear.
- Completes initial investigations of incidents.
- Completes and compiles all reports and documentation within the appropriate GNWT and TC databases as required.

2. **Provides training, certification, and leadership in the regulatory CARs (343.14 and 323.14 Training of Personnel) requirement. CARs training is paramount to the emergency responses and preparation for regular and routine interviews conducted by Transport Canada, Air Marine, Safety Inspectors and Auditors (Safety and Security) to determine the team's capabilities, qualifications, certifications and understanding of the regulations. This includes participating in a continuous program of job training in accordance with the required established Syllabus of Training outlined below.**

- Ensures staff are certified in all aspects of the CARs:
    - CFR vehicles and equipment;
    - Emergency communication system including fire alarms;
    - Fire-fighting personnel safety;
    - Fire behavior;
    - Extinguishing agents;
    - Portable fire extinguishers;
    - Fire hoses, nozzles, turrets, and other appliances available for firefighting;
    - Fire-fighting operations;
    - Emergency aircraft evacuation assistance;
    - Aircraft cargo hazards;
    - Live-fire training;
    - First Aid;
    - Familiarization with the airport(s) or aerodrome(s) where the Firefighter will be carrying out fire-fighting duties;
    - Familiarization with the types of aircraft regularly operating at the airport or aerodrome where the Firefighter will be carrying out fire-fighting duties; and,
    - Familiarization with fire-fighting duties under the Aerodrome Emergency Response Plan for the airport or aerodrome where the Firefighter will be carrying out fire-fighting duties.
- Ensures that required training documents are completed correctly and accurately in accordance with CARs and department SOGs.

3. **Provides training, certification, and leadership in the handling of a wide variety of specialized tools and appliances used to perform specialized operational techniques in the suppression of fires and rescue of people with the objective of preserving lives**

and property.

- Ensures that each Firefighter is trained and certified in the safe use and handling of the multiple Crash Fire Rescue apparatus, including the Oshkosh Striker with Advanced Fire Suppression Systems;
- Ensures that each Firefighter is trained and certified in the safe use, handling and maintenance of the Draeger Self-Contained Breathing Apparatus (SCBA);
- Ensures that each Firefighter is trained in the safe use and handling of, but not limited to:
  - Hydraulic spreaders and shears ('jaws of life');
  - Hydraulic rams;
  - Cut-off saws;
  - Chainsaws;
  - Power generating and lighting systems;
  - Multi-Casualty Incident Response trailer;
  - Hazardous Materials Spill kit Trailer;
  - Drafting systems;
  - Portable fire extinguishers (including large-wheeled extinguishers);
  - Foam eductors;
  - Ladders;
  - Ropes and knots;
  - Radio and communication equipment;
  - Pneumatic hand tools; and,
  - Multitude of hand tools (shovels, brooms, pike poles, rakes, axes, sledge hammers, bolt cutters, etc.).
- Ensures that required training documents are completed correctly and accurately in accordance with CARs and department SOGs.

4. **Ensures routine maintenance and evaluation of all specialty tools, specialty appliances, specialty equipment and CFR vehicles is scheduled, completed and documented as required.**

- Daily inspection and maintenance of:
  - CFR vehicles;
  - Wildlife mitigation devices inspection;
  - Physical fitness equipment;
  - SCBA; and,
  - Fuel supply, storage and delivery systems.
- Weekly inspection and maintenance of:
  - Crash alarm (emergency alerting system);
  - Fire hydrants;
  - Wheeled extinguishers; and,

- Communication systems (radios).

- Monthly inspection and maintenance of:
  - AED's (Automated External Defibrillator);
  - First Aid kits;
  - Eye wash stations;
  - Hydraulic spreaders and shears ('jaws of life');
  - Defibrillator;
  - Hydraulic rams;
  - Cut-off saws;
  - Chainsaws;
  - Power generating and lighting systems;
  - Multi-Casualty Incident Response trailer;
  - Hazardous Materials Spill kit Trailer;
  - Drafting systems;
  - Portable fire extinguishers (including large-wheeled extinguishers);
  - Foam eductors;
  - Ladders;
  - Ropes and knots;
  - Radio and communication equipment;
  - Pneumatic hand tools; and,
  - Multitude of hand tools (shovels, brooms, pike poles, rakes, axes, sledge hammers, bolt cutters, etc.).
- Annual inspection and maintenance of:
  - Apparatus CARs certification:
    - Discharge testing,
    - Foam testing,
    - Dry-Chem testing,
    - Response time testing, and
    - Hose testing.
- Ensures that required documentation is completed correctly and accurately in accordance with CARs and department SOGs.

5. **Promotes and supervises subordinates to ensure understanding and active participation of the Airport Security Program (ASP), the Apron Management and Safety Plan (AMSP) and the Airside Vehicle Operators Permit (AVOP).**

- Maintains a security presence on the Main Apron and airside security access points;
- Ensures that persons with access to the Restricted Areas have the appropriate authority in accordance with the TC Security Regulations;
- When required, maintains a security presence in the Air Terminal Building, the Combined Services Building and the Aerodrome;
- When required, enforces the ASP, the AMSP and the AVOP program;

- Ensure that all General Aviation (GA) parking is documented and submitted to the appropriate department for billing purposes;
- Conducts investigations in accordance with the ASP and the AMSP;
- Supervises the testing of AVOP students by subordinates to ensure compliance of the AVOP program;
- Arranges escorting duties as required to ensure compliance with the TC Security Regulations and the AVOP program; and,
- Ensures that required documentation is completed correctly and accurately in accordance with TC, CARs and department SOGs.

6. **In co-ordination with, or with direction from the Fire Chief, the Fire Captain is responsible for organizing, scheduling and leading in the instruction of fire and life safety education programs. These programs are available and utilized by GNWT departments, airport partners, military, schools and outside agencies. Including but not limited to:**

- Specialized fire courses;
- Site orientations with international, national, federal, territorial, city, governments and non–government agencies, contractors, schools;
- AVOP;
- Restricted Operator Certificate – Aeronautical (ROC-A);
- First Aid training;
- Fire extinguisher training;
- Firearms safety training; and,
- Responsible to ensure that required documentation is completed correctly and accurately in accordance with CARs and department SOGs.

7. **In co-ordination with, or with direction from the Fire Chief, the Fire Captain is responsible for the effective operation and health and safety requirements of the North Slave Regional Training Facility (as regulated by the NWT Workers' Safety and Compensation Committee (WSCC) and the TC Labour Code Part II). This generally includes, but is not limited to:**

- Evaluates condition of the North Slave Regional Training Facility;
- Identifies and manages safety concerns;
- Follows through on deficiencies reported;
- Over sees maintenance schedule;
- Ensures cleanliness of the North Slave Regional Training Facility;
- Participates in future planning discussions;
- Organizes and schedules outside user groups of the North Slave Regional Training Facility; and,

- Ensures that required documentation is completed correctly and accurately in accordance with TC, CARs, and department SOGs.

8. **In co-ordination with, or with direction from the Fire Chief, the Fire Captain is responsible to evaluate and critique the North Slave Regional Airports Manuals for operational effectiveness and application based on TC regulatory compliance. Ensures that all subordinate staff has reviewed, understand and signed-off acknowledging their roles and responsibilities as detailed within the required manuals. These manuals include, but are not limited to the following:**

   - Airport Emergency Plans (AEP);
   - Airport Wildlife Management Plans (AWMP);
   - Foreign Object Debris (FOD);
   - Reduced Visibility Operational Plan (RVOP);
   - Yellowknife Airport Fire Department SOGs
   - CARs Training Syllabus;
   - AVOP;
   - Winter Maintenance Plan (WMP);
   - Safety Management Systems Manual (SMS);
   - Apron Management and Safety Plan;
   - Airport Security Program; and,
   - Responsible to ensure that required documentation sign-offs are completed correctly and accurately in accordance with TC, CARs and department SOGs.

9. **Yellowknife Airport is responsible for the operation, maintenance and safety of four North Slave Community airports, including Gamètì, Whatì, Wekweètì and Łutselk'e. As requested, the Fire Captain assists the Manager of Community Airports in the implementation of TC Regulations and Airport policies to ensure compliance, including but not limited to:**

   - Emergency responses;
   - First Aid training;
   - Table-top exercises;
   - Airport wildlife management;
   - Airport emergency plan;
   - AVOP training and testing;
   - Airport operational reviews; and,
   - Responsible to ensure that required documentation is completed correctly and accurately in accordance with TC, CARs, and department SOGs.

10. **Administrative responsibilities:**

- Assists in the procurement process of equipment/clothing/agents;
- Ensures accuracy of the daily shift log as per the SOGs;
- Manages the shift schedule:
    - Approves and schedules leave to maintain Category 6 ARFF Coverage;
    - Arranges over-time coverage to cover unscheduled leave to maintain Category 6 ARFF Coverage;
- Ensures that required documentation is completed correctly and accurately in accordance with TC, CARs, and department SOGs.

WORKING CONDITIONS

Physical Demands

Whether training or during an emergency response, the incumbent is involved in long periods of time carrying, handling, and operating specialized equipment while wearing personal protective equipment and self-contained breathing apparatus (SCBA). This training is physically demanding and takes place approximately one full day per month.

In addition to firefighter-specific training, this position is also required to perform physical fitness training (cardio, strength, flexibility, and/or high intensity interval training (HIIT)) for a minimum of one hour per work shift.

Environmental Conditions

The incumbent is exposed to live fire and rescue training in IDLH (Immediately Dangerous to Life and Health) environments. The incumbent is exposed a variety of weather conditions in all seasons. Conditions generated by a live exercise or incident would include heavy smoke, high heat, exposure to hazardous materials. The incumbent is exposed to fire, fumes, toxic and infectious substances while performing rescue and first aid during emergency incidents or training scenarios. Active training takes place approximately one day per month, and actual incidents are rare.

There is an occasional need for the use of wildlife scare cannons, air bangers, and rifles for runway wildlife control; approximately once or twice per year the incumbent experiences extreme jet engine noise for short periods; in each of these situations, personal protective equipment design (i.e., ear defenders) may conflict with the regulated airside safety requirement for constant radio and tower communications.

Sensory Demands

During training or reacting to an emergency the incumbent must maintain constant awareness

of the surroundings using sight, hearing, and smell, and be able to identify and adapt to changes in the situation and environment accordingly.

Mental Demands

While emergency situations are uncommon, there is ongoing uncertainty about what could happen while at work. During an emergency situation, the incumbent will be required to perform in spite of emotionally disturbing situations involving potentially serious human injury. This position may also undertake travel by road and air to inspect community airports a minimum of two trips per year, two to eight days per trip.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Canadian Aviation Regulations
- Knowledge of TC Security Regulations
- Knowledge of Wildlife Regulations
- Knowledge of CFR Vehicle
- Knowledge of Aircraft Crash Charts
- Knowledge of Military Crash Charts
- Knowledge of Aviation fuels (Flammable Liquids)
- Knowledge of Airport Operations Manuals
- Skilled and certified in CFR Vehicle Operations, Hazardous Goods NFPA 473 Operations Level, Aircraft Firefighting NFPA 1003, Standard First Aid Instructor, CARs and PAL
- Effective organizational skills
- Effective communication skills both verbally and written
- Demonstrated leadership and supervisory skills
- Ability to respond to any situation that presents, and ability to identify and adapt to changes in emergency conditions and environment
- Ability to act in accordance with orders and/or instructions made by the Fire Chief, Incident Command or On Scene Controller
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

- Grade 12 Diploma
- Completion of NFPA 1001 Level I and II
- Fire Officer NFPA 1021 Certification
- Fire Instructor NFPA 1041 Level I
- Minimum five years firefighting experience

The following would be considered assets:

- Fire Officer NFPA 1021 Level II
- Fire Instructor NFPA 1041 Level II
- Emergency Medical Responder Certificate

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS:

- Restricted Radio Operators course (ROC-A)
- Airside Vehicle Operators Permit (AVOP)
- Current First Aid Instructor Certification
- NT Class 3 Driver's License with Airbrake endorsement
- Transport Canada security clearance through a Criminal Records Check (RAIC)
- Departmental entry level fitness test
- Annual physical abilities standard test

Position Security (check one)

☐ No criminal records check required
☒ Position of Trust – criminal records check required
☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

☐ French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) Intermediate (I) ☐ Advanced (A) ☐
READING COMPREHENSION:
Basic (B) Intermediate (I) ☐ Advanced (A) ☐
WRITING SKILLS:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
☐ French preferred

Indigenous language: Select language

☐ Required
☐ Preferred