IDENTIFICATION

Department	Position Title	
Infrastructure	Firefighter	
Position Number	**Community**	**Division/Region**
33-7792	Yellowknife	North Slave

PURPOSE OF THE POSITION

The Firefighter is responsible for successfully completing assigned training, and Canadian Aviation Regulations (CARs) regulatory required training and certification to ensure operational preparedness of the Transport Canada (TC) Canadian Aviation Regulations (CARs) as well as 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.

Reporting to the Fire Captain (33-16830), the Firefighter is responsible for participating in crew training, daily administrative duties, fire prevention and education duties and assisting in ensuring the readiness of emergency response equipment and personnel.

The principal objective of providing an aircraft firefighting 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 Firefighter works in conjunction 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 Firefighter is considered the first level in the fire rescue service and will, on occasion, provide leadership in collaboration with, or in the absence of, the Fire Captain.

The Firefighter's scope of work will include specialized emergency and non-emergency operations as related to Aircraft Rescue and Firefighting as well as the following:

- Ensuring compliance with the TC CARs Certification requirements;
- Operates 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 in the absence of the Fire Chief or Fire Captain during emergency responses; and,
- Leading fire crew response and responding mutual aid partners in the absence of the Fire Chief or Fire Captain during emergency responses.

RESPONSIBILITIES

1. **As part of a team of professional Firefighters, operates specialized firefighting equipment in compliance with TC Regulations, Airport Emergency Plan (AEP) and Standard Operating Guidelines (SOG's) 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.**

    - In the absence of the Fire Chief or Fire Captain, assumes full command of operations at the scene until relieved;
    - In the absence of the Fire Chief or Fire Captain, determines the strategies and tactics of specialized firefighting equipment and personnel at the scene of an airside emergency or structural fire;
    - In the absence of the Fire Chief or Fire Captain, assign firefighting, rescue and medical duties to Firefighters and additional emergency responders to save lives, property and protect the environment;
    - In the absence of the Fire Chief or Fire Captain, measures the performance of

personnel and effectiveness of determined action plan as it relates to the mitigation of the incident and adjusts as required;
- In the absence of the Fire Chief or Fire Captain, advises Emergency Operations Center (EOC), On Scene Controller (OSC) and mutual aid partners that incident scene is safe and clear;
- In the absence of the Fire Chief or Fire Captain, completes initial investigations of incidents; and,
- In the absence of the Fire Chief or Fire Captain, is responsible for completing and compiling all reports and documentation within the appropriate GNWT and TC databases as required.

2. **Responsible for successfully completing assigned training and certification in the regulatory required CARs (343.14 and 323.14 Training of Personnel). CARs training is paramount to emergency responses as well as preparation for regular and routine interviews conducted by TC, Air, Marine, and Safety Inspectors and Auditors (Safety and Security) to determine the Firefighter 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.**

    - CFR vehicles and equipment;
    - Emergency communications systems including fire alarms;
    - Firefighting personnel safety;
    - Fire behavior;
    - Extinguishing agents;
    - Portable fire extinguishers;
    - Fire hoses, nozzles, turrets, and other appliances available for fire fighting;
    - 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;
    - 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; and,
    - Responsible to ensure that required training documents are completed correctly and accurately in accordance with CARs and department SOG's.

3. **Responsible for successfully completing assigned training and certification in the handling of a wide variety of specialized tools and appliances used to perform specialized operational techniques in the suppression of fires and the rescue of people with the objective of preserving lives and property.**

    - Ensures successful completion of assigned training and certification in the safe use and handling of the multiple crash fire rescue apparatus, including the Oshkosh Striker with Advanced Fire Suppression Systems;
    - Ensures successful completion of assigned training and certification in the safe use, handling and maintenance of the Draeger Self-Contained Breathing Apparatus (SCBA);
    - Ensures successful completion of assigned training and certification 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,
        - Multitude of hand tools (shovels, brooms, pike poles, rakes, axes, sledge hammers, bolt cutters, etc.); and,
    - Ensures that required training documents are completed correctly and accurately in accordance with CARs and department SOG's.

4. **Responsible to ensure the 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,
    - Hose testing, and,
- Ensures that required documentation is completed correctly and accurately in accordance with CARs and department SOG's.

5. **Responsible to promote and ensure their understanding and actively participate in 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;
- Ensures 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 SOG's.

6. **In co-ordination with, or with direction from the Fire Chief or the Fire Captain, the Firefighter is responsible to organize, schedule and lead 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;
    - ROC-A (Restricted Operator Certificate – Aeronautical);
    - 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 SOG's.

7. **In coordination with, or with direction from the Fire Chief or the Fire Captain, the Firefighter 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 Commission (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;
    - Follows the 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,
- Responsible to ensure that required documentation is completed correctly and accurately in accordance with TC, CARs, and department SOG's.

8. **In coordination with, or with direction from the Fire Chief or the Fire Captain, the Firefighter is responsible for evaluating and critiquing the North Slave Regional Airports Manuals for operational effectiveness and application based on TC regulatory compliance. The Firefighter must review and sign-off on required manuals acknowledging understanding of roles and responsibilities as detailed, 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 Standing Operating Guidelines (SOG's);
   - CARs Training Syllabus;
   - Airside Vehicle Operators Permit (AVOP);
   - Winter Maintenance Plan (WMP);
   - Safety Management Systems Manual (SMS);
   - Apron Management and Safety Plan;
   - Airport Security Program; and,
   - Ensures that required documentation sign-offs are completed correctly and accurately in accordance with TC, CARs and department SOG's.

9. **Yellowknife Airport is responsible for the operation, maintenance and safety of four North Slave Community airports including Gamètì, Whatì, Wekweètì and Łutselk'e. With direction from the Fire Chief or the Fire Captain, the Firefighter 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;
   - Tabletop exercises;
   - Airport wildlife management;
   - Airport emergency plan;
   - AVOP training and testing;

- Airport operational reviews; and,
- Ensures that required documentation is completed correctly and accurately in accordance with TC, CARs, and department SOG's.

10. Administrative Responsibilities:

- Assists in the procurement process of equipment/clothing/agents;
- Ensures accuracy of the daily shift log as per the SOG's;
- In the absence of the Fire Captain, responsible for 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 SOG's.

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 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.

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

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 Certificate
- 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

The following would be considered assets:

- Fire Officer NFPA 1021 Level I
- Fire Instructor NFPA 1041 Level I
- Emergency Medical Responder Certificate
- Current First Aid Instructor Certification

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