



LEVEL 1 FIREFIGHTER – FULL-TIME

JOB DESCRIPTION

Reports to: Town of Stettler Fire Chief

FULL-TIME POSITION

Revised August 5, 2025

Summary: The Town of Stettler is now accepting applications for a full-time Level 1 Firefighter who will serve as a vital member of the fire department, responsible for delivering emergency response services including firefighting, rescue operations, hazardous materials, and medical assistance. This position requires dedication, teamwork, physical fitness, and a commitment to public safety. Firefighters are expected to exercise considerable initiative, judgement and leadership in carrying out their duties. This position will require prompt response to emergency incidents within the Town of Stettler and be available for scheduled on call shift rotation. In addition, firefighters are expected to demonstrate continuous improvement through self-motivated study programs.

Typical Duties:

1. **Emergency Response:** Respond promptly to fire, rescue, hazardous materials and medical first response emergencies in accordance with operating guidelines both as general page out and as part of a scheduled on-call shift rotation.
2. **Emergency Response:** Perform fire suppression, rescue operation and other related duties under stressful and hazardous conditions.
3. **Fire Apparatus:** Operate fire apparatus and equipment in accordance with departmental procedures and safety standards.
4. **Maintenance:** Assist in the routine maintenance and cleaning of firefighting equipment, apparatus and facilities.
5. **Knowledge:** Maintain a good working knowledge of firefighting techniques, equipment and Medical First Response services.
6. **Training:** Assist with the delivery of regular firefighter training sessions.
7. **Public Education:** Engage in fire prevention and public education initiatives.

8. **Reports and Filing:** Complete all required reports, logs, and documentation accurately and timely.
9. **Workplace:** Actively maintain a positive relationship with the public and colleagues. Participate in all aspects of team membership, including group projects, physical fitness, training and in-station activities.
10. **Mental Health:** Willingness to participate in metal health programs for the development and maintenance of positive and resilient metal health.
11. **Procedures and Safety:** Follow all departmental policies, procedures and safety protocols.
12. **Other Duties:** Other duties as assigned by the Town Fire Chief.

Health & Safety:

1. All personnel working for the Town of Stettler are governed by the Municipal Health & Safety Policy.
2. Participates in staff meetings in which emergency and safety procedures are practiced and reviewed.
3. Ensures adherence to policies, safety regulations and organizational procedures by staff and takes corrective action as required.
4. Ensures all operations are conducted in a safe manner and in accordance with Municipal Policies and Occupational Health & Safety Regulations.
5. Required to wear the correct Personal Protective Equipment as per safe job procedures.
6. Must follow all hazard assessments and safe work procedures.
7. Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.

Limits

This job description is not a definitive enumeration of its scope, but represents a general overview of what can be expected in this type of work. The incumbent may be required to perform duties that, although not directly related, are recognized by the Town of Stettler as a component of the position.

Minimum Qualifications:

- NFPA 1001 Standard for firefighter Professional Qualifications - Fire Fighter I (IFSAAC and/or Pro Board Accredited).
- NFPA 470 Awareness Level Hazardous Materials Response.
- Standard First Aid Level C and CPR.

- Valid Class 5 Drivers Licence with Air Brake endorsement. An overall satisfactory drivers record is required upon hire.
- Successful completion of medical and physical testing to ensure fitness for duty.
- Willingness to work varied hours including evenings, weekends, and holidays.
- Be legally entitled to live and work in Canada.
- Criminal Record Check (Including Vulnerable Sector Check).
- In order to respond to general emergency page outs, participate in short notification of on-call shifts and to attend training sessions on a regular basis, preference will be given to individuals residing within the Town of Stettler or to those living in close proximity to Stettler who are able to maintain a low response time to emergency calls.
- Full-time firefighters with the Town of Stettler are prohibited from engaging in employment or volunteer service with any other fire department or fire service organization while employed with the Town. This is to prevent conflicts of interest and ensure full availability, operational readiness, and alignment with the Town's emergency response protocols.

Preferred Qualifications:

- NFPA 1001 Standard for firefighter Professional Qualifications - Fire Fighter II (IFSAAC and/or Pro Board Accredited).
- NFPA 1002 Standard for Fire Apparatus Driver Operator Professional Qualifications (IFSAAC and/or Pro Board Accredited).
- NFPA 1002 Standard for Fire Apparatus Aerial Professional Qualifications (IFSAAC and/or Pro Board Accredited).
- NFPA 470 Operation Level Hazardous Materials Response.
- NFPA 1140 Wildland Firefighting Level I.
- Valid Class 3 Drivers License with Air Brake endorsement.
- ICS 100 (Incident Command System).
- Previous Fire Service experience.

Working Conditions

- Use of personal Protective Equipment (PPE) and self-contained breathing apparatus (SCBA) is required.
- Exposure to extreme heat, smoke, hazardous materials, and physically strenuous activities
- Work is performed in all weather conditions

Application Process

Qualified candidates are invited to submit a cover letter, resume, drivers abstract, criminal record check, and copies of relevant certifications to townoffice@stettler.net by 4:00 p.m. August 22, 2025. We thank all applicants for their interest; however, only those selected for an interview will be contacted.