



## CLASSIFICATION STANDARD

### **FIREFIGHTERS**

### **OPERATIONAL CATEGORY**

°Minister of Supply and Services Canada 1987

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## INTRODUCTION

The classification standard describes the rating plans to be used to evaluate positions allocated to the Firefighters Group. It consists of an introduction, definition of the Operational Category and the occupational group, organizational level definitions, rating scales to be applied to Fire Chief and Detachment Fire Chief positions and the plan to be used to determine the level of other positions in the Firefighters Group.

Point rating is an analytical, quantitative method of determining the relative values of jobs. Point-rating plans define characteristics or factors common to the jobs being evaluated, define degrees of each factor and allocate point values to each degree. This plan is the best method to evaluate jobs of Fire Chief and Detachment Fire Chief. The total value determined for each job is the sum of the point values assigned by the raters.

All methods of job evaluation require the exercise of judgement and the orderly collection and analysis of information in order that consistent judgements can be made. The point-rating method facilitates rational discussion and resolution of differences in determining the relative value of positions.

### Factors Used to Evaluate Fire Chief and Detachment Fire Chief Positions

The combined factors may not describe all aspects of jobs. They deal only with those characteristics that can be defined and distinguished and that are useful in determining the relative worth of jobs. Two factors are used in this plan.

### Point Weighting and Distribution

The point weighting of each factor reflects its relative importance. Similarly, points are distributed to the factors in an arithmetical progression.

### Rating Scales

In the rating plan for Fire Chief and Detachment Fire Chief positions the following factors, weights and point values are used.

Factor	Percentage of Total Points	Point Values	
		Minimum	Maximum
Risk potential	80	375	800
Supervision	20	25	200
	100	400	1,000

Use of the Standard

There are six steps in the application of this classification standard.

1. The position description is studied to ensure understanding of the position as a whole and to confirm that the position being rated is that of a Fire Chief or Detachment Fire Chief by reference to the organizational level definitions on page 5.
2. Allocation of the position to the category and the group is confirmed by reference to the definitions and the descriptions of inclusions and exclusions.
3. Tentative degrees of each factor in the position being rated are determined by comparison with degree definitions in the rating scales. Uniform application of degree definitions requires frequent reference to the descriptions of factors and the notes to raters.
4. The points values for all factors are added to determine the tentative total point rating.
5. The Fire Chief or Detachment Fire Chief position being rated is compared as a whole with positions to which similar total point values have been assigned, as a check on the validity of the total rating.
6. The level of other positions in the firefighting force is established in relation to that of the Chief by reference to the plan for determining the level of positions other than Fire Chiefs on page 12.

Determination of Levels

The ultimate objective of job evaluation is the determination of the relative values of jobs in each occupational group. Fire Chief and Detachment Fire Chief jobs that fall within designated range of point will be regarded as of equal difficulty and will be assigned the same Level.

LEVEL AND LEVEL BOUNDARIES

POINTS	LEVEL
Minimum-maximum	
400 - 460	FR-2
461 - 530	FR-3
531 - 605	FR-4
606 - 685	FR-5
686 - 770	FR-6
771 - 860	FR-7
861 - 1,000	FR-8

CATEGORY DEFINITION

Occupational categories were repealed by the Public Service Reform Act (PSRA), effective April 1, 1993. Therefore, the occupational category definitions have been deleted from the classification standards.

GROUP DEFINITION

For occupational group allocation, it is recommended that you use [the Occupational Group Definition Maps](#), which provide the 1999 group definition and their corresponding inclusion and exclusion statements. The maps explicitly link the relevant parts of the overall 1999 occupational group definition to each classification standard.

ORGANIZATIONAL LEVEL DEFINITIONS

The following definitions summarize the different levels of responsibilities within a firefighting force and are intended to assist raters in determining the appropriate evaluation plan to be used; raters are reminded that Fire Chief and Detachment Fire Chief positions are to be evaluated against the point-rating system described on pages 7 to 11 and that all subordinate jobs are to be evaluated according to the grid included on page 12.

These definitions are neither restrictive nor exhaustive and other duties may be added to them; however, provided that there is coincidence between actual duties performed and these definitions, managers might use them to prepare job descriptions for any position in the firefighting force.

Point Rated Jobs (see plan on pages 7 to 11)

Fire Chief

Plans, organizes, directs, administers, evaluates and controls the firefighting and rescue services' material, financial and human resources; directs firefighting and rescue operations and investigates the cause of fires and explosions; directs the inspection, testing and maintenance of equipment and systems associated with the firefighting and rescue services; organizes and directs all fire prevention, protection and inspection activities; evaluates and plans emergency procedures; directs firefighter training and education programs for non-firefighter personnel; directs fire engineering reviews of projects involving new construction or renovations of existing structures and provides technical advice on fire protection and life safety features; maintains liaison with local firefighting and rescue services in relation to mutual aid agreements; serves as a member of local or national committees and professional associations; performs other related duties.

Detachment Fire Chief

Administers fire prevention and training programs approved by the Fire Chief; exercises control over the use, maintenance and development of material and human resources provided for fire protection; directs firefighting and associated rescue operations; evaluates and practices emergency procedures; maintains liaison with local firefighting and rescue services on behalf of the Fire Chief; conducts fire investigations; performs other related duties as directed by the Fire Chief.

Jobs assessed against the Classification Plan on page 12

Deputy Fire Chief

Reporting to a Fire Chief, coordinates the activities of the firefighting and fire inspection force; coordinates the fire combat and/or emergency response activities; implements the firefighting and rescue services training and development program; coordinates the training designed for non-firefighter personnel and their dependents; implements management policies.

Platoon Chief/Shift Supervisor

Supervises a platoon or platoons of firefighters during a shift; supervises fire combat and/or emergency response activities; conducts fire prevention and firefighter training activities; supervises the inspection, testing and maintenance of vehicles, equipment and systems associated with the firefighting and rescue services; writes reports on personnel and activities; supervises other duties performed by firefighters.



Deputy Platoon Chief/Assistant Shift Supervisor

Responds with a crew to all emergencies; as directed by the Platoon Chief/Shift Supervisor, assigns and supervises specific tactical tasks and the operation of standard and specialized apparatus to combat fires; leads daily inspection and maintenance of fire hall, vehicles and equipment; carries out specific firefighter training tasks; conducts fire prevention activities and training for non-firefighter personnel and their dependents; supervises other duties performed by firefighters.

Crew Chief

Reporting to the Deputy Platoon Chief/Assistant Shift Supervisor, supervises firefighters in the operation of specialized firefighting apparatus such as: fire boat, aerial ladder/platform; conducts training activities related to the specialized firefighting apparatus/equipment; conducts daily inspection and maintenance of the firefighting apparatus/equipment; supervises other duties performed by firefighters.

Chief Fire Inspector

Plans, directs, administers and controls a fire prevention bureau and fire prevention programs; supervises qualified fire inspectors; supervises the fire prevention education program for non-firefighter personnel; supervises fire safety inspections; supervises the inspection, testing, and maintenance of fire protection systems, equipment and apparatus; conducts fire engineering reviews of projects and provides advice on fire protection standards; prepares and submits reports and returns on personnel and activities of the fire prevention bureau; performs the duties of fire inspectors as required; participates in firefighter training activities; performs firefighting and rescue tasks as required.

Note to raters:           Regardless of the organizational structure in which it is located, the position must be classified FR-3.

Fire Inspector

Conducts fire safety inspections of a variety of buildings, plants and operations and recommends corrective action; performs inspections, testing and maintenance of fire protection systems, equipment and apparatus; instructs personnel and their dependents on fire prevention method, emergency evacuation and first-aid firefighting; performs the duties of firefighter where required.

Note to raters:           Regardless of the organizational structure in which it is located, the position must be classified FR-2.

Firefighter

Operates standard and specialized firefighting apparatus and auxiliary equipment; performs firefighting and rescue operations; conducts fire prevention and life safety inspections and prevention education activities; inspects and maintains the fire hall and equipment and systems associated with the firefighting and rescue services; performs other related duties.

Note to raters:           Regardless of the organizational structure in which it is located, the position must be classified FR-1.

POINT RATING PLAN (for Fire Chief and Detachment Fire Chief positions) First factor: RISK POTENTIAL

This factor is used to measure, for a Fire Chief or a Detachment Fire Chief position, the complexity of directing a firefighting force. This complexity results from the variety and probability of risks related to the nature and content of properties and facilities to be protected and the activities within these areas, all of which require the selection of specific rescue and firefighting techniques.

Definitions

"Assembly occupancies"	This group includes, for example, schools, churches and recreational facilities, restaurants and passenger stations.
"Business occupancies"	This group includes, for example, banks, police or radio stations and offices.
"Communications occupancies"	This group includes, for example, radar facilities.
"Dangerous goods"	This group includes, for example, ammunition, chemical products, fuels, and volatile, flammable, explosive or radioactive materials.
"Important"	This refers essentially to facilities and their content, the loss of which would have a detrimental effect on the raison d'être of the site or on departmental operations. For example, the college of Kingston is an important institution and its destruction by fire would seriously affect the role of the military base in Kingston. Similarly, ship repair units on both the Atlantic and the Pacific coasts are important industrial facilities because of the extensive work performed therein on military ships. In comparison with Base Supply Depots, the major supply depots are also considered as important industrial occupancies.
"Industrial occupancies"	This group includes, for example, industrial plants, factories, workshops, warehouses or supply depots, garages and laboratories.
"Institutional occupancies"	This group includes, for example, hospitals, detention facilities, custodial homes and colleges (residential).
"Mercantile occupancies"	This group includes, for example, shops, stores and exhibition halls.

<p>"Published airport category" (PAC)</p>	<p>Departments shall determine the category of each airport or heliport in order to establish the level of required rescue and firefighting services. The category is established in relation to the overall length and the maximum fuselage width of the longest aircraft or helicopter using the airport or heliport on a continuing or regular basis, and in relation to the number of movements of those aircraft or helicopters. These categories are officially published in "Canada: Flight Supplement"; for evaluation purposes, raters are to use the published figures only.</p>
<p>"Residential occupancies"</p>	<p>This group includes, for example, houses, apartments and hotels.</p>

Notes to Raters

Where a firefighting force has the full responsibility for structural fire risks, raters must first determine the highest level of fire risks by reference to the degree definitions on page 9 and then determine the point rating applicable to the Fire Chief or Detachment Fire Chief position by reference to the rating scale on page 10.

Degree 1 is to be assigned for the holding responsibility for structural fire risks, which is the responsibility to initially protect facilities until the full responsibility is assumed by the municipal firefighting force. Furthermore, responsibilities for associated fuel storage capacities on airports are already included in the overall PAC rating under the rating scale for Risk Potential on page 10.

FIRE RISKS

The following descriptions represent progressively higher levels of fire risk faced by a force headed by a Fire Chief or a Detachment Fire Chief.

Degree	Descriptions of Fire Risks
1	One of the following: Wild land fire; communications, residential, assembly, business, mercantile, institutional or industrial occupancies.
2	Two or more of the items listed in degree 1,
3	<p>(a) Degree 2 where there is an aerial ladder truck or similar equipment.</p> <p style="text-align: center;">OR</p> <p>(b) Marine sites involving the possibility of fire aboard ships and in or around piers, wharves, jetties or other waterfront structures where a fire boat is employed to attack the fire from the water side.</p> <p style="text-align: center;">OR</p> <p>(c) Degree 2 where the occupancies include an important institutional or industrial facility or both.</p> <p style="text-align: center;">OR</p> <p>(d) Facilities where dangerous goods are stored and handled in quantities considerably exceeding the normal operational usage of the site, the loss of which would have an immediate detrimental effect on the raison d'être of the site and on departmental operations and where a fire would require a complicated evacuation and decontamination process.</p>
4	<p>(a) Important industrial occupancies used primarily for the purpose of storing or servicing <sup>equipment</sup> (ships, aircraft, armored artillery and communications vehicles), the loss of which would have a detrimental effect on operational capabilities.</p> <p style="text-align: center;">OR</p> <p>(b) Any of the following degree combinations: 2 and 3(b), 2 and 3(d), 3(a) and 3(b), 3(a) and 3(c), or 3(a) and 3(d).</p>
5	<p>(a) Any of the following degree combinations: 3(a) and 4(a), 3(b) and 3(c), 3(b) and 3(d), 3(b) and 4(a), 3(c) and 3(d), or 3(d) and 4(a).</p> <p style="text-align: center;">OR</p> <p>(b) A combination of three or more of the following degrees: 3(a), 3(b), 3(c), 3(d) or 4(a).</p>
6	<p>A combination of the following conditions:</p> <ul style="list-style-type: none"> <li>- at least one of the following degrees: 5(a) or 5(b);</li> <li>- on the whole, at least three (3) sites served by distinct Deputy Chiefs or Detachment Fire Chiefs.</li> </ul>

The following grid indicates the point rating allotted to Fire Chief or Detachment Fire Chief positions responsible for:

- (a) fire risks only (degree determined at page 9);
- (b) crash and rescue risks only with a holding responsibility for structural fire risks (see notes to raters on page 8); and
- (c) both types of risk.

RATING SCALE - RISK POTENTIAL

Degree of Fire Risk	Degree of crash and rescue risks/Published Airport Category (PAC)					
	A/ No Airport	B/ PAC 1 to 3	C/ PAC 4	D/ PAC 5 and 6	E/ PAC 7	F/ PAC 8 and 9
1	375	420	465	510	555	600
2	415	460	505	550	595	640
3	455	500	545	590	635	680
4	495	540	585	630	675	720
5	535	580	625	670	715	760
6	575	620	665	710	755	800

Second Factor: SUPERVISION

This factor is used to measure the responsibility that the Fire Chief or Detachment Fire Chief assumes for the work and training of civilian and military employees (permanent, casual, part-time, seasonal, contract and auxiliary).

Definition

"Auxiliary firefighter" means an employee who is not a full-time firefighter and who is appointed and suitably trained to perform firefighting duties during specific periods.

Notes to Raters

To determine the number of employees supervised, only half the number of auxiliary firefighters will be added to the number of full-time firefighters.

The position is not to be assigned points under this factor for the supervision of "Volunteer firefighters".

RATING SCALE - SUPERVISION

Degree	Number of person-years	Points
1	Less than 7	25
2	7 to less than 17	60
3	17 to less than 32	95
4	32 to less than 60	130
5	60 to less than 100	165
6	100 or more	200

CLASSIFICATION PLAN - OTHER POSITIONS

The level of the Fire Chief or Detachment Fire Chief position is determined by the point rating plan described on page 7 to 11. The level of other positions in the firefighting force is determined, in relation to that of the Chief or Detachment Fire Chief, by using the following classification plan:

Level of Fire Chief or Detachment Fire Chief	LEVEL OF OTHER POSITIONS						
	Deputy Chief	Platoon Chief/Shift Supervisor	Deputy Platoon Chief/Assistant Shift Supervisor	Crew Chief	Chief Fire Inspector	Fire Inspector	Firefighter
FR-8 and FR-7	FR-5	FR-4	FR-3	FR-2			
FR-6	FR-4	FR-3 when there is a Deputy Chief; FR-4 otherwise					
FR-5	FR-4	FR-3	FR-2; but no position when Deputy Chief is FR-3.		FR-3	FR-2	FR-1
FR-4	FR-3	FR-2 when there is a Deputy Chief; FR-3 otherwise.					
FR-3		FR-2					
FR-2							