



## ARFF Captain - Wabush

<b>Position Title</b>	Captain
<b>Classification Title</b>	Operations
<b>Reports to</b>	Fire Chief
<b>Subordinate Positions</b>	Firefighters on Assigned Crew
<b>Created</b>	Aug 20, 2025

### **Position Summary**

As a member of the Aircraft Rescue and Fire Fighting (ARFF) team, this position provides operational and supervision of an ARFF crew in support of the Wabush Airport Emergency Response Services.

This includes, but is not limited to:

- Emergency response.
- Inspections.
- Community outreach.
- Equipment operation, maintenance, and testing.
- Fire Service administration.
- Initial level of crew discipline.
- Crew supervision at incidents.
- Act as the Incident Commander in the absence of the Fire Chief.

This position provides for day-to-day operational supervision of assigned crew.

### **Main Responsibilities**

- Building cohesive interdependent teams that work to achieve their respective objectives and, in collaboration with other crews, the overall vision of Pro-Tec Fire Services within the context of the mission statement while instilling within their assigned crews, the Pro-Tec Core Values.
- Provide functional leadership, supervision, and consultation to subordinates, ensuring that staff are given appropriate latitude for creativity within the bounds of accountability.
- When requested to by a Chief Officer, provide minimal input with recruitment, selection, and retention of firefighters.
- Provide direct input with firefighter scheduling, performance management, evaluation, development, mentoring and coaching.



- Provide staff with opportunities for training, career development, and help in the execution of a succession planning strategy.
- Build a cohesive team by providing opportunities so team members know of and value each other's expertise and skills, foster an environment where staff assume responsibility for each other's professional development and growth, providing opportunities for staff to work across programs to optimize the use of resources and achieve results, encouraging a passion for their work and a sense of team.
- Represent the ARFF team and act as and model the desired values, attitudes, skills and behaviors that contribute to a safe, ethical work environment and healthy team functioning, often in the role of a champion of change.
- Maintain a high standard of safety and work performance in the execution of your and the Crew's duties.
- The ARFF team represents the values and beliefs of Pro-Tec Fire Services, both internally and externally, and networks effectively with Wabush Airport, their contractors, other airport professionals, and emergency service providers.
- Demonstrate Pro-Tec Fire Services core values of safety, service, efficiency, and excellence.
- Represent ARFF and the greater good of Pro-Tec Fire Services by providing input into the development and implementation of priorities regarding trends and concerns affecting the airport, their contractors, and clients, gaps in service, and opportunities for new services, and partnerships.
- Ensure a safe and healthy work environment for staff and Wabush internal and external visitors, by participating in workplace safety initiatives, formal and informal worksite safety, environment inspections and audits, ensure compliance and accountability with Pro-Tec's Health and Safety manual, ensure staff are trained and aware of the guidelines and standards for each program, mandatory training requirements are met, and renewal of required certification occurs.
- Ensure you and your crew actively participate in the Airport's SMS program.
- Responsible for using confidential information appropriately and maintaining the confidentiality and security of all information related to the company.
- Ensure you and your team abide by all Department Standard Operational Guidelines (SOGs) and Airport Standard Operating Policies (SOPs).

#### **Captain & Lieutenant Accountabilities**

- Provide operational and airport expertise and advice in the implementation, monitoring, and continuous improvement of:
  - Emergency response services by assuming initial command, respond to and assist in the mitigating of:
    - Any type of Aircraft Rescue Emergencies
    - Medical response at min, the EMR Level



- Haz-Mat response at the operational level
  - Fuel Spills
  - Motor vehicle accidents
  - Fire Alarm investigation
  - Structural firefighting when safe to do so
  - Ability to work in a Unified Command Structure at Incidents
- Could be tasked to take command of medical emergencies.
- Take part in stand-by for fueling, chemical transfers, or bomb threats.
- Conduct fire extinguisher inspections.
- Take part in community outreach by planning, developing, and participating in community safety and accident prevention projects.
- Assist and participate in CARs mandated tabletop and full-scale exercises.
- Take part in any added value services as requested by the Airport Authority.
- Ensure equipment operation and maintenance are carried out by operating, maintaining, and performing minor repairs to firefighting equipment.
- Operate the ARFF Firefighting apparatus, communications equipment, SCBA, alarm monitoring systems; custodial and light maintenance services at fire stations and surrounding grounds.
- Ensure the crew maintains a high level of housekeeping at the Fire Station.
- Ensure completion of daily truck and equipment checks.
- Complete deficiency reports.
- Complete monthly inventory of Dry Chemical, Nitrogen and Foam.
- Complete apparatus testing in accordance with manufactures specifications, CARs and NFPA.
- Facilitate monthly and yearly mandated training.
- Adhere to all Wabush Airport rules and regulations.
- Lead the ARFF team in Annual Service testing of vehicles and equipment.
- Represent the ARFF team as a subject matter expert and champion of capacity building and excellence in fire and emergency response by acting as the incident commander in the absence of the Fire Chief and assist in investigations if required.
- Participate in assessment of current and future needs of the ARFF team, gathering input and feedback, utilizing evaluation tools, analyzing, and reporting statistical and evaluative data.
- Network and facilitate partnerships with local, regional, provincial, and federal subject matter experts and service providers.
- Provide input into and implement Pro-Tec and Department Policies and Procedures within legislative, regulatory requirements and best practices.
- Represent the ARFF team internally and externally.
- Provide highly responsible support to the Fire Chief on sensitive issues.



- Complete all documentation required including, incident reports, monthly checks, daily and weekly truck checks, performance appraisals for subordinates, and annual testing reports.

**Please note:** *The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. The list is subject to revision and change by management in order to realign with new scope of duties that are mandated within the Wabush Airport contract.*

#### **Required Education and Experience**

- Grade 12 or GED supplemented by technical training and/or post-secondary education in the fields of fire services.
- 8 years of related and progressive experience, including supervisory, leadership, and instructing experience is preferred.

#### **Required certifications or Documentation**

- Satisfactory completion of a job-related medical examination.
- The following courses and IFSAC, ProBoard, or IFE Canada certificates or equivalent are required for the position of Captain:
  - Firefighter level II in accordance with the standards laid out in NFPA 1001.
  - Fire Service Instructor level I in accordance with the standards laid out in NFPA 1041
  - Fire Officer level I in accordance with the standards laid out in NFPA 1021.
    - OR willing to obtain within the next 12 months.
  - Hazardous Material Spill Response at the Operation level in accordance with the standards laid out in NFPA 472 or 1072.
  - ICS 200.
  - Remain CAR 323.14 compliant.
  - Maintain a current AVOP license with night endorsement.
  - Maintain a current ROC-A licence.
  - Maintain Transport Canada security clearance (RAIC).
  - Maintain valid EMR, BLS CPR.
  - Class 4 with Airbrake Endorsement Driver's License with five (5) year clean driver's abstract.
  - Clear Criminal Record and Vulnerable Sector Check deemed satisfactory by Pro-Tec.

#### **Service Agreement**

Required skills, knowledge, experience or certifications must comply with the terms of the Client Agreement or be waived in writing by Wabush Airport.



### **Preferred Certifications**

- The following IFSAC, ProBoard, IFE Canada certificates, or equivalent are considered preferred Qualification and Certification for the position of Captain but not an absolute necessity:
  - Airport Firefighter in accordance with the standards laid out in NFPA 1003.
  - ARFF Driver/operator in accordance with the standards laid out in NFPA 1002.
  - Fire Officer level II in accordance with the standards laid out in NFPA 1021.
  - Incident Safety Officer in accordance with the standards laid out in NFPA 1521.
  - Hazardous Material Spill Response at the Technician level in accordance with the standards laid out in NFPA 472 or 1072.
  - ICS 300.

### **Expected Skills and Attributes**

- Very strong knowledge of Wabush Airport Firehall SOPs and Pro-Tec SOGs.
- Very strong knowledge of the Canadian Aviation Regulation Part III.
- Analytical and creative thinking skills as a member of the ARFF team.
- Ability to solve problems, make decisions, negotiate and deal effectively with people in difficult situations and in emergency situations.
- Comprehensive knowledge of governance issues and ability to interpret policies.
- Excellent communication skills with the ability to communicate in the English language effectively in written and oral form.
  - Must maintain ongoing communication to anticipate and prevent potential problems, develop, and maintain positive and effective working relationships with staff, the public, and other Wabush Airport Contractor, often in difficult and or emergency situations.
- Proven supervisory capabilities; ability to motivate staff towards constant improvement and encourage staff to make recommendations, coaching, mentoring, performance management, and development.
- Ability to act as an advocate, balancing the needs of staff and other local emergency responders with the needs of the company and the Airport.
- Ability to make effective decisions that are well-informed and that reflect the input gathered from the Airport Authority, their contractors, and other emergency responders.
- Strong work ethic and highly motivated, ability to work in a fast-paced environment and respond to action requests and competing deadlines in a timely matter.
- Excellent working knowledge of MS Office: Word, Excel, PowerPoint, and Outlook.
- Maintain compliance with all health and safety regulations.



### **Working Conditions**

- Long periods of sitting, reading and concentration.
- Work in extreme weather conditions.
- Long exposure to extreme heat and cold.
- Biological, physical, chemical, and mental hazards are present, often in emergency situations.
- Physical ability and stamina to perform functions of the position:
  - May be expected to carry loads weighing 9 to 18 kilograms (20 to 40 lbs.) upstairs while wearing 23 kilograms (50 lbs.) of protective gear, or
  - Carry or rescue-drag individuals weighing over 90 kilograms (200 lbs.).
- Possess adequate vision, hearing, mobility, and dexterity to perform all firefighting tasks.
- Ability to distinguish between different colours (cannot be colour blind).
- Regularly working within the airport community and attending airport and community meetings when requested to.
- May encounter unpleasant interactions with clients that are in distress, including the potential for abuse, threats, and risk of bodily harm.
- Stress associated with risk management and responsibility for the safety and protection of citizens.
- Working at heights and within tight spaces (cannot be claustrophobic or acrophobic).