

Employment Opportunity

Fire Department Operator/Fleet Services



Job Description

October 2025

Position Title:	Fire Department Operator/Fleet Services
Reports to:	Fire Chief
Direct Reports:	N/A
Salary Range:	Band 2 (\$49,258-\$65,143)
Position Type:	Permanent, Full-Time

About the Role

The Fire Department Operator/Fleet Services plays a vital role in operating, inspecting, maintaining, and repairing firefighting apparatus, emergency vehicles, and related equipment to ensure the Wolfville Volunteer Fire Department's fleet is always ready and reliable. This role works closely with the Fire Chief and department's leadership, as well as supporting fellow volunteers on day-to-day fleet and equipment needs.

As part of the Wolfville Volunteer Fire Department, the Fire Department Operator/Fleet Services contributes to the smooth operation of the fire station supporting the custodial requirements of the building.

This position offers the opportunity to develop specialized skills in emergency fleet management while being part of a dedicated volunteer-driven fire service committed to community safety.

Key Responsibilities

Fleet Operation & Maintenance

- Operate and drive firefighting apparatus and emergency vehicles safely, adhering to traffic laws and departmental protocols.
- Conduct regular inspections of vehicles and equipment to identify maintenance or repair needs.
- Identify and report significant maintenance issues or concerns to the Fire Chief or

designate promptly.

- Perform minor repairs, troubleshooting, and arrange for professional service when required.
- Maintain accurate records of inspections, maintenance, and repairs for all vehicles and equipment.

Equipment & Inventory Management

- Manage inventory of spare parts, tools, and supplies needed for maintenance and firefighting activities.
- Oversee maintenance, inventory control, and ordering of small firefighting equipment and tools.
- Ensure firefighter information and certifications in Fire Pro are up to date.

Training & Collaboration

- Work collaboratively with driver trainers to provide operator training to department personnel.
- Maintain required training and licensing certifications for safe operation and equipment maintenance.
- Participate in departmental training sessions and fire prevention education programs.

General Duties

- Maintain the fire station, apparatus, and equipment to a high standard of cleanliness and readiness.
- Assist the Fire Chief and department secretary with administrative tasks as needed.
- Adhere to all provincial, municipal, and departmental Occupational Health and Safety policies and procedures.
- Flexibility to respond to emergencies during evenings, weekends, and holidays.
- Performs custodial duties as outlined in Appendix A.

Qualifications and Experience

Education and Registration

- Grade 12 high school certificate or equivalent.
- Nova Scotia Class 3 Driver's License with air brake endorsement and minimum 2 years' driving experience with a clean record.
- Level 1 Firefighter certification considered an asset.
- Post-secondary education in heavy-duty equipment repair considered an asset.
- Emergency Vehicle Technician designation considered an asset.

Experience

- Minimum 5 years of Fireground/Fire Apparatus experience, or equivalent.

Technical Skills

- Skilled in the operation of firefighting, rescue, and medical equipment.
- Competent in the use of computers and required software.
- Ability to understand and follow oral and written instructions.

Core Competencies

- Excellent communication and interpersonal skills.
 - Strong ability to multitask and prioritize in a busy environment.
 - Ability to work independently and with a team.
 - Sound judgment and decision-making.
 - Input and initiative in long-range maintenance planning for equipment.
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Working Conditions

- Work is primarily carried out at the Wolfville Fire Station, with a mix of hands-on equipment maintenance, custodial duties, and computer-based administrative tasks.
 - Standard hours are 8:00 a.m. to 4:00 p.m., Monday to Friday. Flexibility is required to respond to emergencies and support department needs during evenings, weekends, and holidays.
 - The role involves physical activity, including lifting up to 50 lbs and working around vehicles, firefighting apparatus, and related equipment.
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Commitment to Equity and Inclusion

The Town of Wolfville welcomes and encourages applications from all qualified candidates, including Indigenous peoples, Black and other racialized individuals, people with disabilities, newcomers to Canada, members of 2SLGBTQIA+ communities, and others with diverse lived experiences.

If you require an accommodation at any stage of the recruitment process, please contact Barb Shaw, Accessibility Adviser at 902-679-9124 or at bshaw@wolfville.ca.

We are committed to working with applicants to meet their needs.

How to Apply

Submit your application, including a cover letter and resume, by email to Laura Yaroshevskaya at lyaroshevskaya@wolfville.ca with *Fire Department Operator/Fleet Services Application* in the subject line. Or apply online on Indeed.

Applications will be accepted until **4pm on October 31, 2025**.

We thank all applicants for their interest, only those selected for an interview will be contacted.

APPENDIX A
Custodial Services
Wolfville Fire Department

The Fire Department is a multi-use facility. It consists of:

- apparatus parking area (approximately 5,700 sq. ft. of painted concrete floor)
- three office areas (approximately 950 sq. ft. of carpeting)
- training room, kitchen and recreation room (consisting of 1800 sq. ft. of resilient flooring).

Services expected but not limited to:

- Empty waste receptacles.
- Cleaning of two washrooms (fixtures and floors).
- Replenish washroom supplies as necessary.
- Dry mop of resilient flooring.
- Cleaning of kitchen countertops.
- Damp mop as necessary (spills, salt stains, etc.).
- Vacuum of carpeted areas as necessary (minimum of once weekly).
- Cleaning of exterior entrances (if required).
- Dusting of furniture (offices and recreation room).
- Cleaning of white boards.
- Glass Cleaning.
- Move rubbish to curb for weekly collection.
- Package and remove recyclables to designated storage areas.
- Machine scrub apparatus floor as required.
- Wash down doors and door casings.
- Spot clean wall areas as necessary.
- Wash kitchen cupboards.
- Clean light fixture lenses.
- Clearing snow and salting around walkways and doors.
- Assist Public Works staff with snow clearing around the station.
- Oversee visit of outside contractor to clean and polish resilient floors and carpets.