

# Cooperative Education (Co-op) Student Placement Program

## Fire Prevention & Public Education Division

- Students must be enrolled in full day 08:30 – 15:00 hrs., or half-day (morning, 08:30 – 12:30 hrs.) placement programs
- Students will spend time in both the Fire Prevention and Public Education Office
- Students will use the Learner Guide to assist their learning and understanding of the role of the Fire Prevention Inspector and Public Education Officer
- When placed in dual occupancy fire stations, students **are not permitted** to attend emergency calls or attend ride-outs with Fire Apparatus.

### Placements:

Students working in these offices:

- assist the Public Education Officer with planning and delivering community information seminars.
- assist the Fire Prevention Officer with pre-site research and scheduling, attending and performing routine inspections
- assist the Fire Prevention Officer and/or Public Education Officer at public information display booths with distribution of information to the public
- assist the Fire Prevention Officer and/or Public Education Officer with other general office duties
- (Optional) Students may be asked to work in pairs and, under the direction and supervision of the Public Education Officer and/or Fire Prevention Officer, assist the presentation of a safety message.

### Fire Prevention

Students are introduced to public safety through a review of literature (the Learner Guide) and an understanding of the Fire Code and Ontario Building Code. Students are invited to attend inspection sites to gain an understanding of the application of minimum life safety standards.

### Public Education

Students are introduced to public safety and education through a review of fire safety literature, videos and other materials. Students will also use the Learner guide to enhance their learning and understanding of the role of the Public Educator. Students are invited to attend seminars delivered by Public Education Officers.

## Public Information Section

Students enrolled in full-day, 08:30 – 15:00hrs or morning (08:30 – 12:30 hrs.) placements and working in this supervised office environment, will assist Information Officers in performing regular tasks including administrative /clerical duties, photo editing, web design and a full array of other duties using many multimedia applications through the use of network computers running in both MAC and IBM platforms.

Students will work independently to complete assignments that may require above average use of computer-based applications and should have general use and/or familiarity with regular and digital cameras and video cameras

### Placements:

Students placed in this office have demonstrated the following proficiencies:

- Web page designs, using IBM & Mac applications
- Spreadsheet design and use
- Photo editing tools to create and publish certificates, awards and photo documents
- Presentations tools
- Maintenance of photo records and archives
- Maintenance of document libraries
- Assistance with clerical duties

## Mechanical Division

Placements are available to students who demonstrate appropriate levels of knowledge, awareness and enthusiasm. Students entering the Mechanical Division will be exposed to busy, noisy working conditions that are normal for a large automotive maintenance and repair shop. Working in the proximity of machinery and tool operations students will be required to use safety equipment that include but not limited to; eye safety glasses, hearing protectors, work boots, and hardhats. Students must provide their own approved steel-toed safety (work) boots and loose fitting clothes and jewelry are not permitted. All placements run Monday to Friday between the hours of 08:00 – 15:00hrs daily (some modifications to these times may be available, however, all shifts will end at 15:30hrs daily).

### Placements: 3-positions

#### 1. **Automotive Service Technician – Assistant:** Students are enrolled in full-day (08:30 – 15:00 hrs) co-op placements.

This position is ideally suited for students who are entering the mechanic service trades and/or apprenticeship programs. Students will have exposure to electrical, mechanical, hydraulic & pneumatic systems and tools, as well as plumbing and piping systems and diesel applications.

**Duties & Responsibilities:** Receives direction from the on-duty Officer to assist in the performance of scheduled maintenance service, required maintenance and repairs, and assessment of future repair requirements. Retrieve and submit vehicle work orders. Review work repair reports with the mechanic to identify work performed, tools used, parts used, lubricants used, and the use of other miscellaneous equipment. Performs related work as required including general upkeep of the work area and fleet apparatus.

**Qualifications/Skills Required:** Currently enrolled in an automotive program at the senior grades. Skills and abilities include reading text, math, written and oral communication, working with others, problem solving, decision making, critical thinking, significant use of memory, finding information, computer use, continuous learning, use of manual and electric automotive tools and general hardware tools. Must have good hand-eye co-ordination and manual dexterity required for the operating tools and computers and climbing at heights (aerial ladders). Must be physically able to bend, lift, pull and crawl.

**Additional Comments/Notes:** Receives immediate supervision from the on-duty Officer. Use of a personal network computer in a MS-Windows platform; work with Microsoft Office tools (Word, Excel and Access), and other corporate applications to maintain fleet management records. Complete a full range of duties as assigned including the ability to work independently, exercising judgement and initiative while observing all safety guidelines. Work with the mechanic to complete tools inventory "Tools Tracking System". Knowledge and understanding of WHMIS. The ability to read and understand Health and Safety Guidelines and protocols. Students should have an understanding and awareness regarding the use and safety of pneumatic tools. Use of safety work wear is mandatory including approved steel-toed safety boots, gloves and coveralls when applicable.

#### 2. **Warehouse Worker Assistant:** students are enrolled in full-day, 08:30 – 15:00 hrs., or morning (08:30 – 12:30 hrs.) co-op placements

**Duties & Responsibilities:** To assist the warehouse supervisor with general stock room duties including: loading and unloading stock; taking delivery of goods and supplies; stock inventory/stock-keeping; checking for damaged or missing shelf items; storing goods in line with instructions; moving stock around by hand; picking and packing orders as requested by mechanics or for dispatch; issuing and delivering of supplies and equipment (in-house only); loading goods for dispatch; assists in taking periodic inventories; monitors stock levels and inventory records; keeping paperwork/inventory of stock up to date; cleans and maintains work area; report any problems to the supervisor.

**Qualifications/Skills Required:** basic English, math and IT skills - computer use for inventory and records management

**Additional Comments/Notes:** Receives immediate supervision from the on-duty Officer. Performs of a variety of warehousing duties requiring physical effort that may include bending, lifting and pulling. Complete a full range of duties as assigned including the ability to work independently, exercising judgment and initiative while observing all safety guidelines. Use of safety work wear is mandatory including approved steel-toed safety boots, gloves and coveralls when applicable.

**3. Clerk Assistant:** students are enrolled in full-day, 08:30 – 15:00hrs or morning (08:30 – 12:30 hrs.) co-op placements

**Duties & Responsibilities:** Receives direction from the on-duty Officer in the performance of a variety of highly responsible, confidential and administrative duties. Provides general information and assistance to Fire and City staff; researching information related to City regulations and department policies; input mechanic work orders and vehicle repair reports into the corporate fleet maintenance program; record and enter end-of-work reports into corporate fleet maintenance program; participate and assist in the administration of the area to which assigned; researches, compiles, analyzes, and summarizes data for special projects and various comprehensive reports. Performs related work as required.

**Qualifications/Skills Required:**

basic English, math and IT skills - computer use for data input and records management

**Additional Comments/Notes:**

Receives immediate supervision from the on-duty Officer. Use of a corporate network computer on MS-Windows platform; work with Microsoft Office tools (Word, Excel and Access), and other corporate applications to maintain fleet management records. Complete a full range of duties as assigned including the ability to work independently, exercising judgement and initiative while observing all safety guidelines. Use of safety work wear is mandatory including approved steel-toed safety boots, gloves and coveralls when applicable.

**Recruitment & Community Outreach:** Students are enrolled in full-day, 08:30 – 15:00hrs or morning (08:30 – 12:30 hrs.) placements.

Working in this supervised office environment, 08:30 – 15:00hrs, students will assist Outreach Officers in performing regular tasks including administrative /clerical duties, community outreach through attendance at career days, community events, and community displays. Students should be prepared to participate in after school community events under the supervision of a Recruitment Officer.

Students will work independently to complete assignments that require the use of a corporate network computer on MS-Windows platform. Students must be proficient using MS-Office applications such as MS-Word and Excel, and Internet Explorer to complete Internet searches.

**Placement:**

Students placed in this supervised office environment have demonstrated the following proficiencies

- Deliver peer-to-peer career information to youth in the general public and to students at career days in high schools, colleges and universities
- Attend and staff career displays at schools, shopping malls, and City of Toronto Special events – student may be asked to act as a mascot wearing the Firefighter full turn-out (bunker) gear or other approved costume
- Working with Toronto Fire Services senior Officers
- Answered phone calls to collect inquiries from callers
- Maintenance of equipment and supplies
- Maintenance of data records and archives
- Use of the internet and corporate intranet to search and retrieve information

**Equipment Services:** Students are enrolled in full-day, 08:30 – 15:00hrs or morning (08:30 – 12:30 hrs.) placements.

**Duties & Responsibilities:** Students in this supervised workplace reports to the Captain, to observe, and assist technicians in carrying out corrective and preventative maintenance of all Fire Services tools and equipment to ensure that adequate and satisfactory maintenance (check, test and inspect) and repairs are provided to effect its continued safe and proper operation. Students must be efficient in the use, guidance and adherence of safe techniques and practices. The use of safety work wear is mandatory including approved steel-toed safety boots. Gloves and coveralls are required when applicable.

Students are able to review plans, manuals, and technical specifications as part of the installation/maintenance process. Hands-on opportunities may be provided in the use of power and hand tools to connect wires, equipment, and hardware as part of the job completion. Students will also assist with general stock room duties and maintaining a clean work area.

**Qualifications/Skills Required:** basic English, math and IT skills - computer use for inventory and records management, manual dexterity for the safe use and handling of tools.

**Additional Comments/Notes:** Receives immediate supervision from the on-duty Officer. Perform duties requiring physical effort that may include bending, lifting, pulling and climbing. Complete a full range of duties as assigned including the ability to work independently, exercising judgment and initiative while observing all safety guidelines.

**General Information:**

An average of 12 placements may become available each semester within the Divisions of Fire Prevention/Public Education, Training & Development, Mechanical Services, Recruitment and Community Outreach, Information Services and/or Support Services. Students **are not** placed in Suppression Division Fire Stations and **are not** permitted to attend emergency calls or ride-outs with fire trucks.

Students will receive a tour through Toronto Fire Services Communications Centre.

**Non-semester students will complete only one term per placement. Students may apply for concurrent placements.**

Please note that orientation and interviews maybe held on the same day.

**Note: Please check with your co-op office and/or school board to confirm placements and the number of positions available for the semester prior to submission of applications**

