**JOB ANALYSIS – SAMPLE QUESTIONS**

Best Practice is to conduct a Job Analysis for each position to elicit key information and details including the knowledge, skills, abilities, and other attributes (KSAOs) for developing a job description. For an accurate job description, utilize different analysis techniques ensuring more than one individual is either interviewed or observed to ensure a comprehensive analysis representing the candidates your organization intends to recruit.

**Best Practice**: apply multiple methods – interviews (structured), observations and job duty banks.

*This example is used to create a Firefighter First Class Job Description using the interview method only.*

**Interview Information**

Name of Employee: Interviewee’s name

Job Title: Interviewee’s job title (e.g., Firefighter First Class)

Job Analyst: Analyst’s name

Date: Date Analysis took place

**Job Introduction:**

1. Please describe in your own words the location of your work, providing as much detail to any specific environmental aspects.
* *Work within municipal boundaries of City*
* *List any exceptions (e.g., mutual aid or automatic aid agreements)*
* *Urban / rural areas including infrastructures*
* *Work environment includes indoors and outdoors*

**Job Purpose:**

1. Please describe in your own words the purpose / essence of your work including your position. In your own words, please describe the job's overall purpose.
* *as part of a team, provide emergency response measures to the citizens and visitors of the municipality*

**Job duties:**

1. What are your main duties and responsibilities of your position?
* *As part of a team, provide emergency response while maintaining personal and station equipment and resources to be used at any point during a 24-hour shift*
1. Describe your duties based on the following:
	1. Performed on a daily basis:
		1. How much time is necessary to complete these activities?
		* *Maintaining personal and fire department equipment.*
		* *Over a 24-hr shift*
		* *3 hours/shift avg.*
		1. How do you complete these activities?
* *Activities are completed by following FD policies and procedures based on industry best practices (e.g., Self contained breathing apparatus (air packs worn on back) and personal masks for air packs are required to be checked for proper operation use at the beginning of each shift*.
	1. Performed on a periodic basis:
		1. How much time is necessary to complete these activities?
* *Weekly – check the trucks, larger operational equipment, and radios as per FD policies and procedures*.
	+ 1. How do you complete these activities?
* *Up to 6 hours*
	1. Performed regularly (explain):
* *see above; clean hall; take inventory; cook; exercise; train; leisure*
1. How much time is necessary to complete these activities?
	1. How do you complete these activities?
	2. Performed on a as-needed basis (explain):
* *emergency response; public education*
	+ 1. How much time is necessary to complete these activities?
		2. How do you complete these activities?
* *Emergency response dependant on the call – minutes to hours;*
* *to entire shift;*
* *public education range from 10 min (speaking to someone in Sobeys) to 2 hours (excluding preparation) within a classroom setting.*
	1. Performed upon special request (explain):
* *public requests including McHappy Day or Camp Day; Youth Groups*
	1. How much time is necessary to complete these activities?
		1. How do you complete these activities?
* *1-3 hrs / shift*
1. Are there any special duties you presently undertake within your role (describe)? Within your role –
* *NONE; outside of your role (on own time) – mentoring; women’s initiative programs*
	1. Are these duties required as part of your profession?
* *No however do enhance profession;*
* *personal growth for self.*
1. Does your role require the use of any special tools, equipment, or other specialized devices? Please list tools / equipment / devices.
* *Fire Truck and all its components*
* *Tool kits*
* *Absorbents for vehicle spills*
* *Axes*
* *Shovels*
* *Haligan bars*
* *Water nozzles, fire hoses and water appliances*
* *Rescue ropes and hardware*
* *PPE*
* *Personal floating devises*
* *Ventilation fans*
1. Please describe to the frequency and degree to any physical activities and exertions required to perform your role.

 Pushing: *Auto extrication; fire hoses; ladders*

 Pulling: *auto extrication; fire hoses; ladders; people*

 Carrying: *SCBA packs; PPE; people; equipment; hoses; ladders; tools; medical bags*

 Lifting: *all of the above*

 Running: *walking with purpose*

 Sitting: *down time in the fire hall waiting for calls*

Crawling: *when really hot and smoky stay near to the ground; across beds to get patients; during training exercises*

 Confined spaces: *yes*

Water: *water house (municipal infrastructure); standing water; sewer; river; holding cistern …*

Immediate dangers to life and health (IDLH): *fire; CO; noxious gases; illicit drug operations (e.g., clandestine labs)*

**Job Criteria / Results**

1. How is success described in your work?
* *Everyone goes home at the end of the shift*
1. Does your role employ standards? (e.g., extrication from a vehicle). If so, what are they:
* *Standard …*
	+ *Fire Protection and Prevention Act;*
	+ *Ontario Building Code;*
	+ *Occupational Health and Safety Act (Ministry of Labour);*
	+ *Highway Traffic Act; NFPA Standards;*
	+ *Municipal By-Laws;*
	+ *Telecommunications Act;*
	+ *Privacy Act;*
	+ *Emergency Management Civil Project Act;*
	+ *Privacy Act;*
	+ *Health care Act;*
	+ *Ministry of Labour….*
* *When performing your role in an event of an emergency, you are to adhere to all the above acts, regulations and standards.*
1. In your words, describe the successful completion or end result of the job?
* *Everyone goes home*

**Records and Reports**

1. Does your job require you to keep records?
* *Yes, log book entry after every incident; every training evolution; witness statements*
1. Does your role require you to prepare reports?
* *No*
1. Does your role require you to create any public communication?
* *No*
1. If records / reports and communications are required as part of your role, who receives these and how often?
* *Training upon completion; witness statements upon a suspicious event*

**Supervisor**

1. Who is your direct supervisor?
* *Fire Dept. Captain*
1. What are the regular questions or problems you would share with your supervisor?
* *Training requirements; daily duties including training, public events, equipment maintenance/checking*
1. With respect to your supervisor, are the instructions clear, consistent with respect to the duty requirements within your role?
* *Yes*

**Authority**

1. Describe the level of authority within your role?
* *None*
1. Describe the level of accountability within your role and to whom you are accountable to?
* *Accountable to your team all on an equal basis.*
1. Does your role allow for any discretionary or independent activities? If so, do you undertake any and what are some that you are allowed?
* *No.*

**Responsibilities:**

1. Does your role require you to be responsible for any confidential information? If so, how is this managed and handled.
* *Yes. Collected and forwarded to Captain for disposal. Trip tickets have confidential information which are disposed of through a secure shredding service.*
1. Does any of this responsibility require things of monetary value?
* *No*

**Compensation:**

1. In consideration of the work you do from a productivity standpoint, do you feel you are compensated fairly (under paid; over paid)?
* *Days feel underpaid; days feel overpaid.*
1. In consideration of the skill level required to fulfil your responsibilities, do you think that you are paid fairly (under paid; over paid)?
* *Feel overpaid.*

**Knowledge:**

1. What special knowledge of specific work aids is required for this position?
* *Training on the tools and equipment.*
* *Use of medical equipment including defibrillators;*
* *use of specialized medical equipment;*
* *working with paramedics;*
* *D-Z license for driving a fire truck;*
* *running pumps on fire trucks*

1. Describe the level, degree, and breadth of knowledge required in these areas or subjects.
* *Breadth degree of knowledge needs to be good and solid.*
1. Describe the educational requirements for the role.
* *Post-secondary certificate in fire fighting skills*
1. Describe if there is an entry level education required for your role.
* *Ontario Secondary School*
1. Describe if there is any type of certification and/or licensing required for your role.
* *NFPA certification and drivers license or D-Z license*
1. Can you specify the training time required to arrive at a level of competence to fulfil your role?
* *3 years*
1. What sort of on the job training is necessary for your position?
* *Recruit training from 8 weeks to 16 weeks;*

**Skills / Experience:**

1. Describe activities within your role that are to be performed with ease and precision.
* *Cleaning;*
* *checking trucks;*
* *equipment on trucks;*
* *cleaning and checking PPE*

1. Describe activities within your role that require manual skills to operate machines, vehicles, equipment, or the use of tools.
* *Everything*

1. What is the amount of experience needed to perform your role - proficiency/comfort etc. with equipment or tools for example?

**Abilities Required:**

1. Does your role require any mathematical abilities?
* *Pump operations – simple algebra*

1. Does your role require any communication abilities?
* *Yes – with team; supervisor; patients; public; use of radio under distress and stress and within the confines of the cultural language*

1. Does your role require any problem solving abilities?
* *Yes – every emergency is seen as a problem. How to get a patient out of a situation – language / cultural barriers*
1. Does your role require any interpersonal abilities?
* *Yes – public, staff, communications*

1. Does your role require any supervisory or managerial abilities?
* *No*
1. Does your role require any physical abilities, strengths, coordination or visual acuity?
* *Yes - all*

**Working Instruments:**

1. Describe briefly what machines, tools, equipment or work aids used on a regular basis to undertake your role.
* *Above*

**Health and Safety:**

1. Are there any safety regulations relevant to your role?
* *Above*
1. Are you required to know these regulations?
* *Superficially – an awareness*
1. Does your workplace present any type of hazardous working conditions?
* *Yes*

**Working Conditions:**

1. Describe the working conditions.
* *Hazardous;*
* *hot;*
* *cold;*
* *highway – adverse conditions, not optimal by any means of the imagination remember, responding to an emergency*
1. Describe the frequency and degree to which you will encounter working conditions such as:

 Cramped quarters: *at least once per shift*

 Moving objects: *patients and hoses*

 Extreme conditions: *all emergencies*

 Vibrations: *fire truck every emergency*

 Noise: *all emergencies – truck and equipment; pumps; sirens all loud*

 Inadequate ventilations: *all emergencies; any time having to use SBCA*

 Extrications: *stinking hot cars in the summer*

 PPE: *heavy*

 ….

1. Describe the working team environment.
* *Cohesive;*
* *collaborative;*
* *courteous;*
* *knowledgeable and knowledge sharing*