



THE CITY OF NIAGARA FALLS

**Fire Department**

# **CAREER FIREFIGHTER RECRUITMENT GUIDE**

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## City of Niagara Falls Mission Statement

*“The Corporation of the City of Niagara Falls is dedicated to providing accountable and quality services that promote a safe, healthy, prosperous and attractive community in which to live, work, play and visit.”*

### Message from the Fire Chief

Dear Applicant:

Welcome to the City of Niagara Falls Fire Fighter recruitment and selection process. This information packet will be an invaluable aid for you in explaining the recruitment process as well as an outline of some of the duties and responsibilities for the position of Fire Fighter.

Please read the information carefully. **Failure to follow directions or meet minimum qualifications at any of the stages of the recruitment and selection process will result in your application being disqualified.**

All costs with respect to the written and physical assessments will be incurred by the applicant.

All inquiries regarding this process should be made to **Human Resources** (905) 356-7521, ext. 6518.

Let me take this opportunity to wish you success in your undertaking to become a Fire Fighter for the Niagara Falls Fire Department.

Yours truly,

Jim Boutilier  
Fire Chief

## **Position Information**

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

### **POSITION SUMMARY:**

This is a skilled position entailing fire fighting, rescue and other related emergency services. A fire fighter participates in programs for the prevention of fires and the saving of life and property. A firefighter is responsible for rapidly, efficiently and safely performing various duties under emergency conditions frequently involving considerable hazard. The work includes routine duties in the maintenance of fire fighting vehicles, equipment and fire department facilities. While specific orders and directions are received from an officer in the normal course of maintenance duties and fire fighting, considerable independence of judgment and action is allowed in circumstances of extreme urgency where referral to a superior for instructions is not possible. A Fire Fighter is required to have a thorough working knowledge of all emergency equipment including emergency apparatus.

### **RESPONSIBLE FOR:**

1. As a member of a platoon, responds to emergency calls, lays and connects hose, holds nozzles and directs streams, raises and climbs ladders, uses extinguishers and other equipment.
2. Provides rescue in various forms and first responder actions to hazmat calls.
3. Removes persons from danger and administers first aid to injured persons.
4. Ventilates buildings to release heat, smoke and gases and places salvage covers to prevent water damage.
5. As assigned, receives and records fire alarms and other emergency calls by telephone, electronic, or other means, and dispatches proper apparatus and equipment.
6. As assigned, drives and operates fire fighting apparatus.
7. Performs varied maintenance tasks on apparatus, equipment and facilities.
8. When assigned to fire prevention work, under direction of an officer, performs inspections and administrative duties as required.
9. As required, assists with the preparation and delivery of training materials, drills, etc.
10. Performs related duties as assigned.

## Qualifications

**Mandatory qualifications** are as follows:

- Be legally entitled to work in Canada
- A High School Diploma or equivalent
- Valid Class “D” Ontario Driver’s Licence with “Z” Endorsement or equivalent
- **Original Driver's Abstract required** (*Issued after October 1, 2017 will be accepted*)
- **Original Criminal Record Check required** (*Issued after October 1, 2017 will be accepted*)
- Current Standard First Aid and CPR (HCP - Health Care Professional) Certificates
- **Successfully complete**, in one day, the Aptitude Test (CPS), Clinical Assessment, Candidate Physical Ability Test (CPAT), Acrophobia Test and Fifteen (15) minute Tread Water Test as provided by Firefighter Services of Ontario.
- Be willing to meet all employment conditions as required by the City of Niagara Falls

**Preferred qualifications** are as follows:

- Post-Secondary Fire Services and Medical education.
- Sound knowledge, gained through either formal training and/or practical experience, of firefighting principles, practices and equipment.
- Sound knowledge of the principles, techniques and practices of, and materials used in, building construction.
- Familiarity with equipment and apparatus related to firefighting such as hydraulic equipment, pumps, self-contained breathing apparatus, communications equipment etc.
- Strong leadership and administrative skills, superior interpersonal skills, and the ability to work cooperatively as a member of an effective and professional team.

## **Promotional Process / Career Advancement**

The City of Niagara Falls Fire Department offers many opportunities for promotion and advancement. It takes four (4) years to advance from probationary fire fighter to first class fire fighter. Through the Collective Agreement between the City and the Niagara Falls Professional Fire Fighters Association, there are opportunities for applicants to attain a rank above first class fire fighter and/or apply for positions in either the Fire Prevention Division or the Training Division.

Professional fire fighters applying to the City of Niagara Falls, if successful during the recruitment process, will be required to start at the probationary fire fighter level and salary.

## **Recruitment and Selection Process**

Applicants must pass through all stages of the recruitment process. Those who fail to meet the required standards at any phase will be automatically disqualified.

### **STAGE 1: PICK UP INFORMATION**

The **Application Form** and **Fire Fighter Recruitment Guide** can be accessed on the City's web site [www.niagarafalls.ca](http://www.niagarafalls.ca) under the **Careers and Employment** menu and by selecting **Employment Opportunities** starting February 9, 2018.

### **STAGE 2: FIREFIGHTER SERVICES OF ONTARIO SCREENING**

To complete the Firefighter Services of Ontario screening, **you must register online at <https://register.fireontario.com> by 4:00 p.m. on March 2, 2018. All test components must be completed in one day. Test dates will be held on March 17 and 24, 2018.**

Applicants who have successfully completed all required test components in one day, after September 18, 2017, are eligible to apply. Please e-mail [info@fireontario.com](mailto:info@fireontario.com) to confirm eligibility.

Transportation costs and the Firefighter Services of Ontario assessment fee of **\$395.00** will be the responsibility of the applicant. Applicants can review the Candidate Physical Ability Test (CPAT) orientation video on the Firefighter Services web site [www.fireontario.com](http://www.fireontario.com) or for a fee of **\$120** you can sign up for an orientation session. To sign up for a CPAT orientation session or to purchase a CPS Aptitude Examination Preparation Manual (**\$30**) please email [info@fireontario.com](mailto:info@fireontario.com). Further information regarding the Fire Fighter Screening Service can be found at [www.fireontario.com](http://www.fireontario.com).

Applicants must bring all application materials to their testing appointment. Documents will be collected from candidates who have successfully completed all tests in one day.

### **STAGE 3: SUBMIT APPLICATION**

The completed application and resume including proof of all the mandatory qualifications (**except Criminal Check**) are to **be submitted to Firefighter Services of Ontario by 11:59 p.m. on March 24, 2018**. Successful applicants will be required to pay a **\$25** application processing fee when submitting their application to Firefighter Services of Ontario.

### **STAGE 4: FIRST INTERVIEW and CRITICAL TESTING**

The applicants will be selected based on the Firefighter Services of Ontario assessments, resume and qualifications. Interviews will be conducted by the Hiring Panel consisting of Fire Department senior officers and a Human Resources representative or alternate.

You will be required to arrive 15 minutes earlier in order to take a picture and answer a written question. Human Resources would like to take a picture of you to enable the interview committee to better track all the interviewees. The picture is optional. You will also be given a question to respond in writing. You will have five (5) minutes to answer the question. Criminal Record check or status of Criminal Record check will be required at the first interview.

Applicants moving to the first interview stage will complete a CritiCall Test conducted by the Niagara Falls Fire Department. This test is designed to assess the applicant's ability to multi task, which is a critical skill necessary not only in the performance of their duties as a fire fighter, but also in the performance of their duties as an Emergency Dispatcher in the Alarm Room. The CritiCall Testing will be scheduled on the same day as the first interview.

### **STAGE 5: SECOND INTERVIEW**

Applicants invited for a second interview will be determined by the Hiring Panel. Two supervisory references will be required at this time.

### **STAGE 6: MEDICAL EXAMINATION**

All qualified applicants will undertake a Medical Examination. Transportation costs will be the responsibility of the applicant. The medical will take approximately one hour to complete and may include medical review and physical completion forms, Vision scanner, Urinalysis and Audiogram. The medical will be based on NFPA 1582 standard.

A Hepatitis B vaccination will be required.

### **STAGE 7: OFFER OF EMPLOYMENT**

If reference checks satisfactorily, a job offer will be made to the successful applicants.

## **FIREFIGHTER SERVICES OF ONTARIO SCREENING**

**FOR INFORMATION ON THE FIRE FIGHTER CLINICAL ASSESSMENT PROCEDURES /INSTRUCTIONS  
PLEASE VISIT [www.fireontario.com/services](http://www.fireontario.com/services) or email [info@fireontario.com](mailto:info@fireontario.com)**

### **ADDITIONAL INFORMATION**

Directions to the Testing Complex can be found at [www.fireontario.com](http://www.fireontario.com) under the 'Contact Us' tab.

Instructions on preparing for the assessment including:

- Assessment will take at least 7 hours;
- Come dressed prepared to exercise (running shoes, socks, T-shirt, sweatpants, shorts, bathing suit);
- Advice to bring plenty of food, snacks, and drinks to fuel your body throughout the day
- No eating or drinking (except water), within 4 hours of your appointment;
- Urinate within 12 hours of your appointment;
- No exercise within 12 hours of your appointment;
- No alcohol consumption within 48 hours of your appointment;
- No diuretic medications within 7 days of your appointment;
- No caffeine within 12 hours of your appointment.
- Candidates must be normally hydrated for the body fat composition measure.

A medical and fitness information release form (PAR-Q+ & YOU) and an Informed Consent form briefly outlining the battery of tests required for Fire Fighter Services of Ontario and associated risks must be filled out prior to the appointment. This information can be found in the confirmation email candidates will receive after booking their appointment with Firefighter Services of Ontario.



## **EMPLOYMENT EXPECTATIONS**

Fire Fighters must perform their duties in an uncontrolled environment under emergency conditions. The job involves the rapid change from relative inactivity to sudden strenuous activity under physically and psychologically stressful conditions.

With these factors in mind, candidates must be in the required physical and mental health and have no conditions which could interfere with their ability to perform the required duties safely. The successful candidate will be expected to be a team player who understands the need to follow orders, procedures, guidelines, etc. in a cooperative and safe manner.

During the course of employment, the successful candidate will be expected to maintain a high degree of physical fitness and attendance. Candidates who are hired as Fire Fighters will be required to submit to various types of examinations during the course of their employment.

The successful candidates will present themselves in a professional manner at all times and be fully conscious of the public's expectations of a Fire Fighter at all times.