



THE CITY OF NIAGARA FALLS
FIRE DEPARTMENT

VOLUNTEER FIRE FIGHTER
RECRUITMENT
INFORMATION GUIDE

August 2018

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POSITION INFORMATION

This description reflects the general details considered necessary to describe the primary 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.

Summary

This is a skilled position entailing firefighting, rescue and other related emergency services. It requires active and frequent participation in programs for the prevention of fires and the saving of life and property.

A Volunteer Fire Fighter 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 firefighting vehicles, equipment and fire department facilities.

While specific orders and directions are received from an officer in the normal course of maintenance duties and firefighting, considerable independence of judgment and action is allowed in circumstances of extreme urgency where referral to a superior for instructions is not possible. A periodic review of the work is carried out by an officer in order to maintain and improve the efficiency of the Fire Department as a whole.

Volunteer Stations

Volunteer Fire Fighters operate out of three stations:

- Station 4 - 8696 Banting Avenue - located in Chippawa
- Station 5 – 11208 Sodom Road - located in Willoughby
- Station 6 - 8037 Schisler Road - located in Crowland

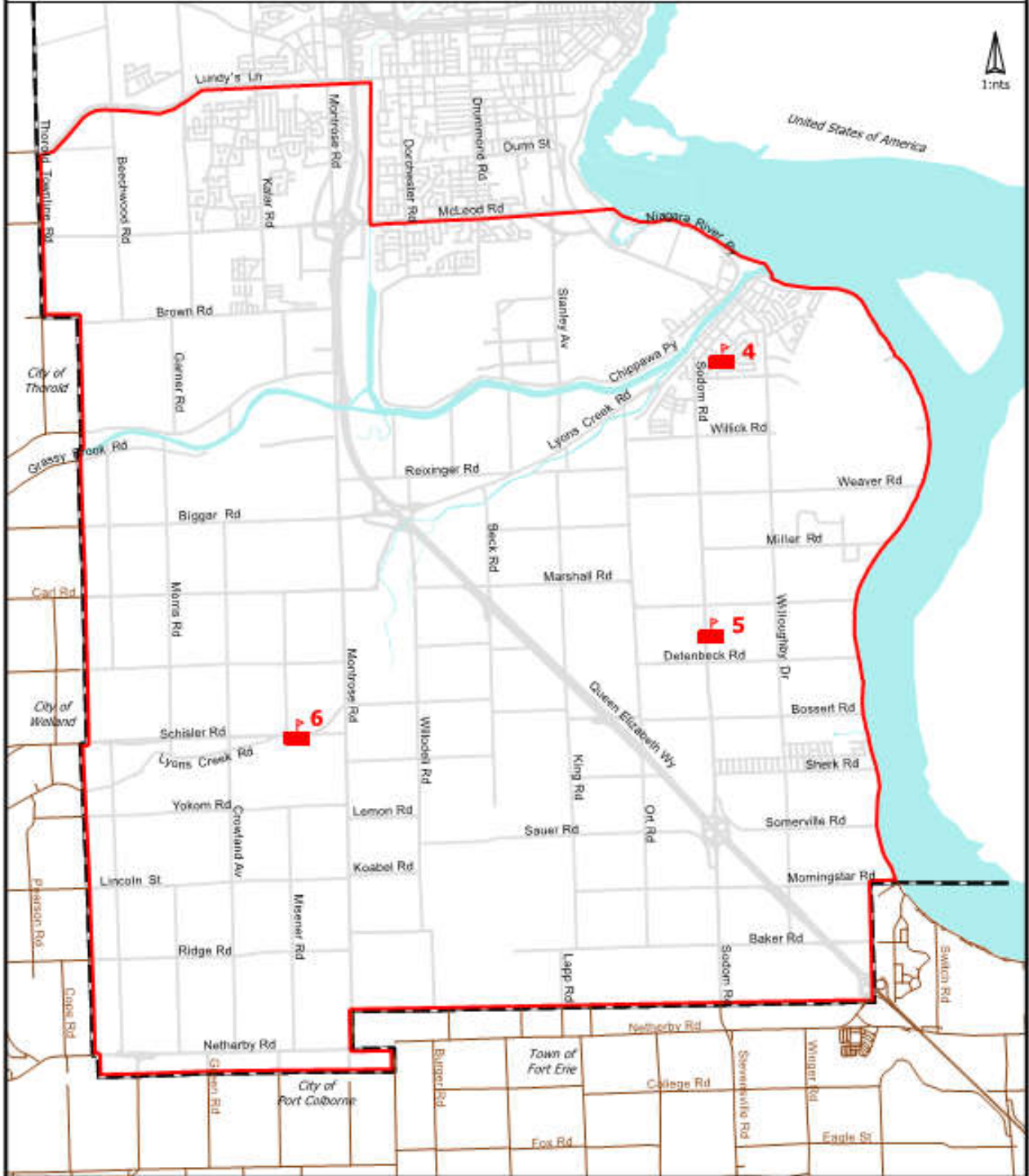
Basic Volunteer Catchment Area

Volunteer Fire Fighters respond within specific designated areas and therefore must reside within the *Basic Volunteer Catchment Area*.

Please refer to the *Basic Volunteer Catchment Area* map on the next page for more information regarding acceptable residency boundaries.



Basic Volunteer Catchment Area



Responsibilities

1. As a member of a station, 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 awareness level actions at 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. Attends at a minimum, training sessions (60 hours) and emergency calls (30%) annually.
6. When qualified, drives and operates firefighting 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

Minimum Qualifications

- Must reside in an area of volunteer response (please refer to the *Basic Volunteer Catchment Area* map above for more information)
- Be at least 18 years of age
- Be legally entitled to work in Canada
- Possess a High School Diploma or equivalent
- Possess a valid Ontario Class “G” Driver’s Licence and willing to obtain a Class “DZ” Licence within the first two (2) years as a volunteer
- Possess or have access to own transportation
- Acceptable current Driver’s Abstract required (3-year, uncertified driver’s record that is less than 6 months old)
- Able to respond to emergency calls in a safe and expedient manner
- Able to engage in work activities that are physical in nature
- Able to attend required training conducted on evenings and some weekends
- Able to maintain a high degree of trustworthiness, confidentiality; must exercise discretion and tact
- Possess good verbal and written communication skills
- Be customer service focused and team orientated

Qualifications That Would Be An Asset

- Valid First Aid / CPR certification
- Experience in firefighting principles, practices and equipment
- Post-secondary Fire Services and/or Medical education

Candidate Assessment

During the recruitment process, candidates will be required to successfully complete the following:

- Occupational and Acrophobia Testing
- Written Skills Assessment

- Interview
- Medical Examination
- Canadian Police Criminal Record and Judicial Matters Check (PCRJMC)
- Reference Checks

PERFORMANCE EXPECTATIONS

Standard

Volunteer 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.

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

Attendance

It is vital that successful candidates be aware that regular attendance at training and at emergency calls is critical to the safe and successful operation of the Department. Successful candidates must be prepared for and committed to meeting annual (November to November) attendance requirements. The following constitutes regular attendance:

- 60 hours of training; and
- 30% participation rate in all emergency responses for the station to which they are assigned.

RECRUITMENT AND SELECTION PROCESS

RECRUITMENT TIMETABLE

This is the general timeline for the City of Niagara Falls' Volunteer Fire Fighter Recruitment. Details regarding action items may be found in the following pages.

Please note dates may be subject to change.

STAGE	ACTION ITEM	DATE(S)
1	Information Session	September 6, 2018 at 7:00 pm at Station 6 (8037 Schisler Road)
2	Application Closing Date	September 12, 2018 at 4:30 pm
3	Occupational and Acrophobia Testing	September 22, 2018 (testing is administered by Firefighter Services of Ontario, may take up to 2.5 hours to complete)
4	Interview and Written Assessment	October 2-4, 2018 at Station 1 (in the evening)
5	Police Checks	October 19, 2018
6	Medicals	October 25, 2018 (medicals are conducted by a third party, may take up to 3 hours to complete and will be conducted during regular business hours)
7	Reference Checks	October 22-26, 2018
8	Appointment Offers	November 5, 2018
	Start Date and Orientation (Paper work, Measuring, Welcome, etc.)	November 12, 2018 at Station 1 (in the evening)
	1 st Training Session	December 4, 2018 (in the evening)
	Graduation	To Be Determined

STAGE 1: Information Session (Optional but Strongly Recommended)

If interested in becoming a Volunteer Fire Fighter, it is strongly recommended potential candidates attend the Information Session scheduled for **Thursday, September 6, 2018 from 7:00 p.m. – 8:30 p.m. at Station 6 (located at 8037 Schisler Road, Niagara Falls).**

STAGE 2: Submission of Application

The Application Form and this Volunteer Fire Fighter Recruitment Guide may be found on the City's website www.niagarafalls.ca (select the Careers & Employment icon) during the recruitment phase or picked up at the Information Session.

The completed **application form, current driver's abstract** (less than 6 months old) and **photocopy of valid driver's licence** are to be submitted through the City's website by **Wednesday, September 12, 2018 at 4:30 p.m.**

Driver's abstracts may be obtained through Service Ontario at one of their offices or through their website (<http://www.ontario.ca/driving-and-roads/uncertified-drivers-record>). The cost is \$12.00 (candidates are responsible for this expense).

Candidates are welcome to include copies of any related certifications (i.e., fire and/or medical) with their application.

STAGE 3: Occupational and Acrophobia Assessments

Once applications are reviewed, candidates selected to move forward will be required to complete the Firefighter Services of Ontario's Candidate Physical Ability Test (CPAT) and Acrophobia (fear of heights) assessment.

- For information on the CPAT, visit <https://www.fireontario.com/services/occupational-assessment-cpat/>. Candidates who have a valid CPAT certificate upon applying may be exempt from this assessment.
- For information on the Acrophobia testing, visit <https://www.fireontario.com/services/acrophobia-test/>.

There is no cost to candidates for these assessments.

STAGE 4: Interview and Written Assessment

The top applicants will be interviewed by a panel consisting of Fire Department and Human Resources staff. The selection for interview will be based on the application, resume and CPAT/Acrophobia assessment results.

Candidates will be required to supply two (2) supervisory, work-related references at time of interview (see *Stage 7* for more information regarding reference checks).

In addition to the interview, candidates will have 90 minutes to complete a mathematics, reading and mechanical/problem-solving test. There is no cost to candidates for this written assessment.

STAGE 5: Police Check

Concurrently with the Medical Assessment, the City will require candidates obtain a Canadian Police Criminal Record and Judicial Matters Check (PCRJMC). A Vulnerable Sector Check is not required.

There is no cost to the candidates for the PCRJMC - individuals will be provided with a letter and pre-paid voucher to cover the fee.

If candidates already have a PCRJMC that is less than three months old, it may be accepted.

STAGE 6: Medical Assessment

The top applicants will be required to undergo a comprehensive medical examination coordinated by the City with local practitioners/agencies.

Candidates will meet with a physician for a general occupational assessment followed by several tests: basic urine screening, vision test, blood pressure check, and pulmonary function test; hearing test, ECG, blood work, and chest x-rays.

Completion of all the testing could take up to 3.0 hours (based on the various assessments and some short travel time between testing sites) and will be conducted during regular business hours.

Test results are strictly confidential and will not be disclosed to the City - the only information the City will receive is whether an individual is "Fit" or "Unfit" for the duties of a Volunteer Fire Fighter.

There is no cost to candidates for the medical assessment.

STAGE 7: Reference Checks

Confidential reference checks for the top applicants will be conducted to assess work history, work performance and attendance record.

Candidates will be required (at time of Interview) to provide names and current contact information of two (2) supervisory, work-related references. Reference letters are not required - only the name, job title and telephone number of two individuals to whom a candidate has

directly reported in a professional, voluntary or school-related capacity. Character references will not be considered.

Candidates are encouraged to provide day, evening or alternate (i.e., cell phone) numbers for each of their references.

It is recommended that candidates contact their references in advance to notify them that City of Niagara Falls' personnel may reach out to them for the purpose of providing a reference.

STAGE 8: Terms of Eligibility for Appointment and Offer

To be eligible for appointment as a Volunteer Fire Fighter, candidates must have a satisfactory Police Criminal Record and Judicial Matters Check, be medically deemed "Fit", be willing to get the Hepatitis B vaccination and have acceptable references.

An appointment letter will be given to the successful applicants who meet the above terms.

WITHDRAWAL OF APPLICATION

At any time during the recruitment process, a candidate may withdraw their application. A voluntary withdrawal from the recruitment process must be made in writing to itopliffe@niagarafalls.ca

QUESTIONS?

Questions may be directed to the Human Resources Department at 905-356-7521 ext 4317 or ext 4279.