

# Firefighter Recruitment Guide 2022

## Introduction

The Firefighter Recruitment Guide 2022 will explain the recruitment process as well as outline some of the duties and responsibilities of the position of Firefighter for The Corporation of The City of St. Catharines (the “Corporation”).

Please read the information carefully. Failure to follow directions or meet minimum qualifications at any stage of the recruitment and selection process may result in your application being disqualified. Any costs associated with The City of St. Catharines Firefighter Screening Test and application process will be incurred by the applicant. Inquiries regarding this process can be made to the Human Resources Division, by phone at 905-688-5601 (Ext 1484) or by e-mail at [hrreps@stcatharines.ca](mailto:hrreps@stcatharines.ca).

## Employment Criteria

A Firefighter is required to perform their duties under emergency conditions. This position involves the rapid change from relative inactivity to sudden strenuous activity under physically and psychologically stressful conditions.

The following qualifications must be met to become a Firefighter for The City of St. Catharines:

- Grade 12 Diploma
- Valid Class "D" Ontario Driver's Licence with "Z" Endorsement
- OR other Licence Classification that allows driving in Class D including Class A, B, C with Z Air Brake Endorsement.
- Basic Life Support (BLS) Provider (continuously valid certification and non-expired no later than date of application)
- Standard First Aid Level C (continuously valid certification and non-expired no later than date of application)

Additional education or training related to fire or emergency services and/or post-secondary education, trades qualifications are considered assets.

Applicants must be medically fit, in excellent physical condition, to withstand the rigours of firefighting, emergency response and other non-emergency work, and be willing to work the current shift schedule (ie. 24-hour shifts). Applicants must also meet the required physical and mental health requirements and have no conditions that could

interfere with their ability to safely perform the required duties. Applicants will be expected to be a team player, take direction and be able to follow orders / procedures / guidelines 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 regular attendance. Fire Fighters will also be required to submit to various types of examinations during the course of their employment, in order to maintain required certifications. The successful candidate will present themselves in a professional manner and be fully conscious of the public's expectations of a Firefighter at all times.

## **Recruitment and Selection Process**

Applicants must successfully pass through all stages of the recruitment process. Those applicants who fail to meet the required standards or meet minimum qualifications at any stage of the recruitment and selection process may be automatically disqualified.

### **Phase 1: Application Process**

Applicants are required to apply online by visiting The City of St. Catharines website at [www.stcatharines.ca/Careers](http://www.stcatharines.ca/Careers). The online application will guide the applicant through a list of questions related to their qualifications and experience, and will require applicants to include the contact information for three (3) supervisory work references. At the time of applying, applicants will be required to attach a resume to the online application. The deadline for applications is April 1, 2022 at 11:59 p.m.

### **Phase 2: Screening Test**

All applicants will be required to attend Firefighter Services of Ontario (FSO) to have their qualifications verified and to participate in the FSO Screening. Applicants can attend any date provided they have their screening completed by March 27, 2022.

The FSO Screening Test will include all of the following components:

- Clinical Assessment
- CPS Aptitude Examination
- Medical Examination
- Tread Water Test
- Acrophobia Test
- Candidate Physical Ability Test (CPAT)
- Emotional Stability and Resiliency Assessment (ESR)

You must register for one of the dates scheduled for this Recruitment Process by visiting <https://register.fireontario.com/>. All screening must be completed by the last testing date, March 27, 2022.

Please note: All six (6) components of the screening must be completed in one (1) day, however the ESR is an online test that can be completed on a different day. If applicants have valid certificates dated within six months of the last test date (all six tests on or after September 27, 2021), please contact FSO at [info@fireontario.com](mailto:info@fireontario.com) to confirm your eligibility and submission of required documentation.

Please bring your valid Standard First Aid and Basic Life Support certificates with you to your appointment. You will also be required to present your valid DZ driver's licence (OR other Licence Classification that allows driving in Class D including Class A, B, C with Z Air Brake Endorsement) and original Grade 12 diploma for verification. There is a \$35 application processing fee required, payable to Firefighter Services of Ontario.

FSO assessment fees, application fees and transportation costs will be the responsibility of the applicant.

Applicants should visit <http://fireontario.com> for more information and the fee schedule.

### **Phase 3: Interview**

Interviews are expected to commence in April 2022. Only applicants who are being considered will be contacted by the Human Resources Division for interviews. All contact with applicants will be made through e-mail. Additional interviews and or testing may be requested at any stage of the process.

### **Phase 4: Pre-Employment Conditions**

Offers of employment will be conditional upon receipt of a current satisfactory driver's abstract, satisfactory criminal record check (including vulnerable sector screening), and verification of employment references. Qualified applicants will also be required to satisfy a Pre-Employment Medical Examination arranged by The Corporation. Medical examination fees will be incurred by The City of St. Catharines, however, transportation will be the responsibility of the applicant.

### **Phase 5: Offer of Employment**

Offers of employment will be made to successful applicants to fill current vacancies once pre-employment conditions and medical examinations are completed to the satisfaction of The Corporation.

## **Eligibility List**

Successful applicants not offered employment will be contacted and offered the opportunity to be placed on an Eligibility List which will remain valid for a period of twenty-four (24) months. Should future vacancies arise, candidates on the Eligibility List will be contacted and may be required to participate in additional interviews/testing. Offers of employment will be made to successful applicant(s) from the Eligibility List, once any/all interviews, pre-employment conditions and medical examinations are completed to the satisfaction of The Corporation.