

# City of St. Catharines

## Fire Fighter Recruitment Guide 2024

### Human Resources Division



## PLEASE READ THIS INFORMATION CAREFULLY AND FOLLOW ALL INSTRUCTIONS

### Introduction

The Fire Fighter Recruitment Guide 2024 will explain the recruitment process as well as outline some of the duties and responsibilities of the position of Fire Fighter 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 Fire Fighter 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 Fire Fighter 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 Fire Fighter 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)
- NFPA 1001 Standard for Firefighter Professional Qualification Firefighter Level 1 & Firefighter Level 2 Certification

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

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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 Fire Fighter 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: 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 **January 28, 2024**.

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/>. The deadline to register is December, 16, 2023. All screening must be completed by the last testing date, **January 28, 2024**.

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Already completed FSO testing?

Candidates who successfully completed the core four tests in one day (Clinical, CPAT, Tread Water and Aptitude), on or after January 28, 2023, you would be required to successfully complete:

- Clinical Assessment (if expired, valid for 6 months)
- Medical, Acrophobia, and/or Emotional Stability and Resiliency Assessment (if expired, valid for 1 year).

Please contact [info@fireontario.com](mailto:info@fireontario.com) to confirm your eligibility.

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), original Grade 12 diploma and NFPA 1001 Standard for Firefighter Professional Qualification Firefighter Level 1 & Firefighter Level 2 Certification for verification. There is a \$40 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 2: Application Process**

**ONLINE APPLICATIONS WILL BE ACCEPTED FROM JANUARY 29, 2024 TO FEBRUARY 11, 2024**

**Applicants who have successfully completed Phase 1 of this process** are required to apply online by visiting The City of St. Catharines website at [www.stcatharines.ca](http://www.stcatharines.ca) and clicking on 'Careers' at the top of the home page. 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 **FEBRUARY 11, 2024 at 11:59 PM.**

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#### **Phase 3: Interview Process**

Interviews are expected to commence in late February, 2024. 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.