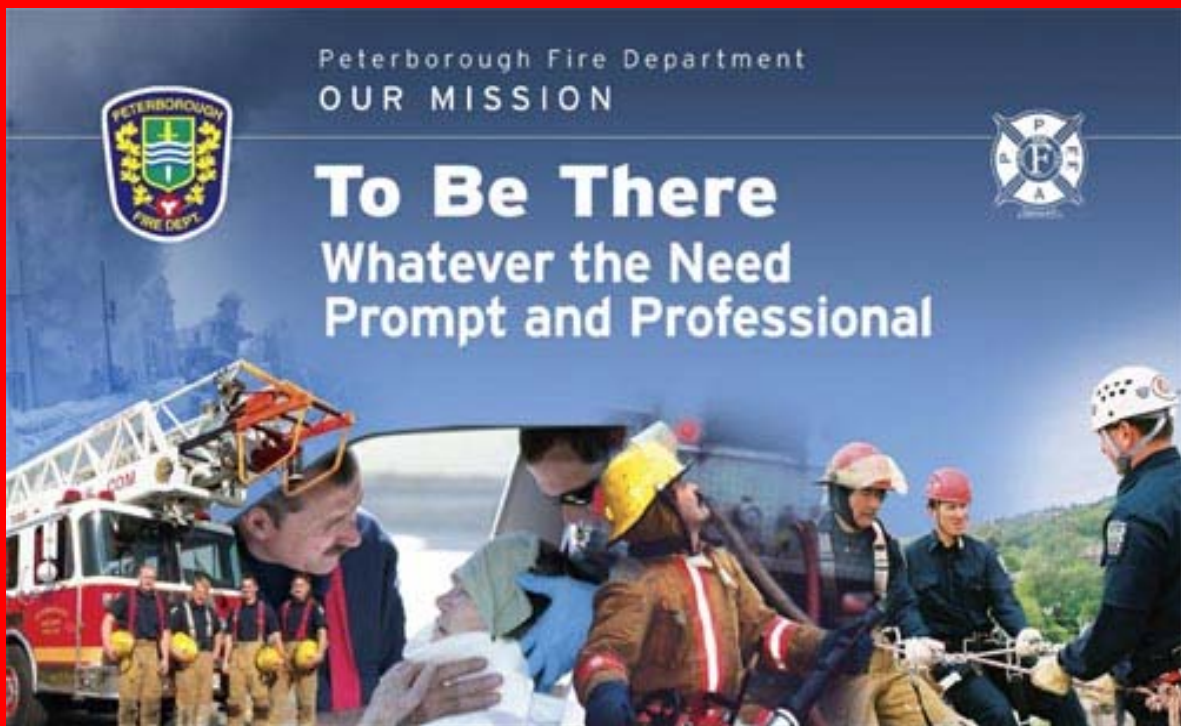




City of Peterborough

Firefighter Recruitment



2009

CONTENTS

Page

A. INTRODUCTION

3

- Introduction to the City of Peterborough
- Introduction to the Fire Department
- Overview of Peterborough Fire Department Services

B. REQUIRED QUALIFICATIONS

4

- City of Peterborough Firefighter Required Qualifications

C. OVERVIEW OF THE RECRUITMENT PROCESS

5 – 10

- Recruitment Process - Steps 1 to 7

D. CONTACTS

11

E. FREQUENTLY ASKED QUESTIONS

12 – 13

A. INTRODUCTION

Welcome to the City of Peterborough Firefighter Recruitment Process for 2009. The Peterborough Fire Department and the Human Resources Division have developed this handbook to provide you with helpful information about the process throughout all of the various steps.

The City of Peterborough

Located on the Trent-Severn Waterway in the heart of the Kawartha tourism region, Peterborough is a unique community known for its exceptional quality of life and beautiful setting. Peterborough has it all – a multitude of recreational opportunities, a diverse industrial, commercial and agricultural base, quality health care and excellent schools – including two outstanding post-secondary institutions. Peterborough is just one hour from the Greater Toronto area.

The Peterborough Fire Department

The Peterborough Fire Department provides emergency and support services 24 hours a day, 7 days a week, 365 days a year to the citizens of the community. We serve a base population of 75,000 (residents), 9000 students, and 6,000 day users (e.g. out of town workers, shoppers, etc), for a total day population of approximately 90,000.

There are 3 stations throughout the City and we maintain a non-staffed station at the airport. The Fire Department provides employment for a total of 98 staff that is spread across divisions in prevention, administration, communications, suppression, rescue, and training.

A career as a Firefighter is both a demanding profession and a rewarding one. Peterborough Fire Department is made up of a team of skilled professionals committed to providing a superior level of emergency services, fire prevention and public education. We seek highly talented individuals who have a keen interest in serving the public.

Successful candidates will: combat fires; perform rescue work; dispatch; administer designated emergency medical procedures; conduct public education programs; inspect buildings for fire hazards; and operate/maintain fire fighting equipment and fire stations. Peterborough Fire Department employees are members of the Peterborough Professional Fire Fighters Association, and International Association of Fire Fighters.

Thank you for your interest and we wish you success in your endeavours to become a firefighter with the City of Peterborough.

B. REQUIRED QUALIFICATIONS:

To be eligible to compete, candidates must meet the following qualifications:

- Successful completion of a Pre-Service Firefighter Education & Training Program at an OFM Endorsed Community College and/or completion of OFM Provincial Firefighter Tests
- Grade 12 education or equivalent as approved by the Ministry of Education
- Successfully complete ALL 5 COMPONENTS of the Brock University Firefighter Screening Service
- Valid Ontario "D" Driver's Licence with "Z" endorsement (Must have attained at time of application. Proof valid driver's licence and a driver's abstract will be required at the time of offer. Must have no more than 4 demerit points in a single violation, OR, no more than a total of 5 demerit points, which is obtained at the time of offer of employment, along with proof of DZ licence)
- Must have no criminal convictions for which a pardon has not been granted (Proof a clear criminal reference check will be required at the time of offer)
- Current Level "C" CPR Certificate
- Current First Aid Certificate
- Legally entitled to work in Canada
- Speak, read and write English proficiently and communicate clearly and precisely under demanding conditions
- Visual acuity of 20/30 uncorrected; laser correction is acceptable.
- Normal hearing without artificial aids

Candidates must be prepared to work 10 – 14 hour shifts including nights, weekends and holidays.

C. OVERVIEW OF THE RECRUITMENT PROCESS

The Recruitment process will consist of several steps as outlined in the chart below. Candidates must successfully pass through all steps of the recruitment process in order to proceed to each consecutive step. Those who succeed will be advised to proceed to the next phase. Those who fail to meet the required standards at any phase will be disqualified.

Step 1 - Brock University Testing (5 Testing Components)
Step 2 – Successful Candidates submit City of Peterborough Application and Resume to Brock University
Step 3 – Select Candidates for Interviews
Step 4 – Job Specific Testing
Step 5 - Work-Related Reference Checks
Step 6 – Notify Successful Candidates and Establish Pool of Candidates
Step 7 – Offer of Employment (at time of vacancy)

STEP 1: COMPLETE TESTING AT BROCK UNIVERSITY

Candidates must successfully complete ALL 5 TESTING COMPONENTS of the Brock University Firefighter Screening Service for the City of Peterborough as listed below:

- 1) Medical
- 2) CPAT
- 3) Clinical
- 4) Aptitude exam
- 5) Acrophobia

To schedule an appointment for the above testing, contact Brock University Firefighter Screening Services online at www.brockfirefighter.com. Dates for testing for the City of Peterborough Firefighter competition process are listed on the Brock Firefighter Services website. The last date for testing will be **Sunday, November 30th, 2008.**

Candidates are required to pay the FULL cost of testing upon registration. All costs associated with the testing and transportation is the sole responsibility of the applicant.

Brock University Firefighter Screening Services
500 Glenridge Avenue, Academic South Building, Suite 310
St. Catharines, ON L2S 3A1
Tel: 905-688-5550 ext. 5070
email: firefighter@brocku.ca
Website: <http://www.brockfirefighter.com>

NOTE: Candidates will be ranked in order of the results of each component of the test; therefore candidates are encouraged to do the best of their ability for each test. Candidates must complete all tests during the dates outlined for the City of Peterborough.

OPTIONAL:

CPAT Practical Orientation Session:

It is not mandatory, however applicants that are interested in participating in a CPAT Practical Orientation Session, can contact Brock University Firefighter Screening Services at Brock University, Career Services (905) 688-5550 ext. 5070 or www.brockfirefighter.com to schedule an appointment for an orientation session.

STEP 2: SUCCESSFUL CANDIDATES SUBMIT CITY OF PETERBOROUGH APPLICATION AND RESUME TO BROCK UNIVERSITY

Candidates who successfully complete ALL 5 testing components at Brock University (Step 1 of the process) will qualify to proceed to Step 2 of the recruitment process. Candidates will submit the completed City of Peterborough Application covering letter and resume, along with proof of education, valid First Aid Certificate, and valid Level “C” CPR Certificate to **Brock University** immediately after testing. Brock University will forward all candidates resumes to the City of Peterborough after all testing is completed. Candidates will be charged \$20 for processing their application, payable to Brock University. Failure to include all required documents could result in your application being disqualified.

CANDIDATES MUST BE PREPARED TO SUBMIT THE FOLLOWING TO BROCK UNIVERSITY THE DATE OF THE TESTING:

- City of Peterborough Firefighter Job Application** (website: www.peterborough.ca/jobs)
- Detailed Covering Letter and Resume**
- Proof of successful completion of a Pre-Service Firefighter Education Training Program at an OFM Endorsed Community College and/or completion of OFM Provincial Firefighter Tests**
- Grade 12 or equivalent as approved by the Ministry of Education**
- Current First Aid Certificate**
- Level “C” CPR Certificate**

UPON OFFER OF EMPLOYMENT, CANDIDATES WILL BE REQUIRED TO PROVIDE:

- Driver’s Licence Abstract** – with no more than 4 demerit points in a single violation, OR, no more than a total of 5 demerit points, which is obtained at the time of offer of employment, along with proof of DZ licence.
- Criminal Reference Clearance with Vulnerable Screening Check** – must have a clean criminal reference clearance obtained at the time of offer of employment.

ADDITIONAL QUALIFICATIONS: Successful completion of the following Fire Service related courses, qualities, attributes and qualifications would be definite assets:

NOTE: Candidates will be asked to indicate their qualifications on the City of Peterborough application form. Proof of certificates/diplomas will be requested at the time of the interview. DO NOT ATTACH TO YOUR APPLICATION FORM.

- Auto Extrication
- Confined Space
- Water/Ice Rescue
- Hazardous Materials/WHMIS
- High Angle/Rope Rescue
- Critical Incident Stress Management
- Successful Completion of Life Saving Certificates including:
 - 1st Responder
 - 1st Aid Instructor's Level
 - Basic Trauma Life Support
 - Emergency Medical Care Attendant
 - Automatic External Defib
 - Emergency Patient Care
- Work Experience related to Fire Service including:
 - Skilled Trades
 - Heavy Duty Equipment Operation
 - Building Construction
 - Emergency Vehicle Operation
 - Electrical
 - Plumbing
 - Previous Municipal/Industrial Firefighter Experience (including volunteer)
 - Paramedical
 - Pipe Fitting
 - Teaching or Instruction
 - Mechanical
- Volunteer Experience in Emergency Services field
- Community involvement and commitment to serving the public and demonstrated commitment to ongoing professional development
- Knowledge and understanding of different cultures and fluency in a language(s) other than English
- Strong leadership, administrative, interpersonal and communication skills
- Proficient in use of computers including MS Office (ie. Word and Excel)

STEP 3 – SELECT CANDIDATES FOR INTERVIEWS

Candidates will be ranked by the results of the Brock University testing along with screening of the application and resume.

Interviews will be conducted in a panel format. The interview is designed to test not only the candidate's technical knowledge and abilities, but also to allow the Fire Department and City of Peterborough, Human Resources Division to assess the candidate's overall suitability for the position.

STEP 4 – JOB SPECIFIC TESTING

Candidates successful from the interview process will be invited to attend Job Specific testing conducted by the Peterborough Fire Department.

The aim of the Job Specific tests is to evaluate the physical fitness and suitability of applicants. There will be no cost to candidates for the Job Specific Tests. Prior to commencing the job-related tests, each applicant will be required to complete a consent form called the "Firefighter Applicant Fitness Assessment Consent for Exercise Testing" form.

Description of Job Specific Tests:

The performance of firefighting tasks requires considerable muscular strength and endurance. In the applicant screening process, a series of job-related performance tests are considered which simulate commonly encountered and essential firefighting operations.

Aerial Ladder Climb (Acrophobia Test):

The intent of this exercise is to test the candidate's level of comfort when working from a height. As a firefighter, you will be expected to work from ladders, on roofs, etc. under less than ideal circumstances. The candidate will be required to climb the ladder, unassisted, with it fully extended in an unsupported position.

SCBA Confined Area (Claustrophobia Test):

The intent of this exercise is to test the candidate's ability to work in a confined space. The candidate will be required to find their way through an arranged maze of obstacles while wearing a SCBA with a blacked out face piece. You will have to find an object and return to the starting point bringing the object with you.

Swimming / Water Compatibility Test:

The candidate must successfully swim two lengths of a swimming pool (total distance approximately 50 m) without interruption, assistance or contact with the bottom of the pool. This test is not timed but must be successfully completed in order for the candidate to pass the test.

STEP 5 – WORK-RELATED REFERENCE CHECKS

The Human Resources Division will conduct confidential work-related reference checks to assess candidates work history, work performance, attendance record, character and integrity. Reference checks will only be conducted on those candidates being considered for the next step in the process. Candidates will be required to sign a consent form to allow the City of Peterborough to contact the work-related references provided by the candidate.

STEP 6 – NOTIFY SUCCESSFUL CANDIDATES AND ESTABLISH POOL OF CANDIDATES

Candidates that have successful reference checks will receive written notification and will be part of the successful candidate pool.

STEP 7 – OFFER OF EMPLOYMENT (AT TIME OF VACANCY)

Job offers are made as vacancies occur, which will be coordinated by the Human Resources Division. Candidates will be contacted by telephone and will receive a written job offer. Candidates must keep the City of Peterborough informed of any changes to address and telephone number changes.

UPON OFFER OF EMPLOYMENT, CANDIDATES MUST PROVIDE:

- Driver's Licence Abstract** – with no more than 4 demerit points in a single violation, OR, no more than a total of 5 demerit points, which is obtained at the time of offer of employment, along with proof of DZ licence.
- Clean Criminal Reference Clearance Check** – obtained at the time of offer of employment.
- Current Validated Physical Fitness Assessment** - The candidate may also be required to have a current physical fitness assessment from Brock University, depending on the time lapsed from the candidate's most recent Assessment.

PROBATIONARY PERIOD

The probationary period is twelve (12) months. As probationary firefighters you will be required to successfully pass written and practical examinations as part of the probationary assessment process. You may also be assigned to the communication division until a vacancy exists in the suppression division. The probationary period will also include ongoing assessment of new recruits in the performance of their day-to-day job duties.

D. CONTACTS:

Visit the City of Peterborough Website at www.peterborough.ca

Information regarding the Firefighter Recruitment Process for 2009 is available on the City of Peterborough website, including the Recruitment Process Handbook and Application. Status updates on the recruitment process will be posted on the City of Peterborough website. The information will be updated on a regular basis to ensure that candidates have access to the most up-to-date information on the Recruitment Process.

Visit Peterborough Fire Department's Website for further information at www.peterboroughfirerescue.com.

Contact the City of Peterborough, Human Resources Division by telephone at (705) 742-7777 ext. 1770.

Further information regarding the testing contact Brock University Firefighter Screening Services at: Brock University Firefighter Screening Services 500 Glenridge Avenue, Academic South Building, Suite 310, St. Catharines, ON L2S 3A1 Tel: 905-688-5550 ext. 5070 email: firefighter@brocku.ca or at Website: www.brockfirefighter.com

E. FREQUENTLY ASKED QUESTIONS

1. How do I apply?

The first step in the City of Peterborough Firefighter Recruitment Process is to schedule a testing date with Brock University Firefighting Services (www.brockfirefighter.com) to complete ALL 5 testing components, as outline in Step 1 of the Recruitment Booklet. Dates for testing are listed on the Brock Firefighter Services website. The last scheduled date for testing is **Sunday, November 30th, 2008.**

If you successfully pass all 5 testing components, you must have your application, covering letter, resume and other supporting documentation (outlined in Step 2) ready the same day as your testing is complete, in order to submit to Brock University. Brock University will then forward all documentation to the City of Peterborough, Human Resources Division.

2. Where can I get an application form?

Application forms are available on the City of Peterborough website: www.peterborough.ca/jobs.

3. When are application forms due?

All applications and supporting documentation must be received by Brock University on the same date as your testing. Testing and applications must be completed and submitted to Brock University Firefighter Services by no later than **Sunday, November 30th, 2008.**

4. What documentation do I need to send with the application form?

Documentation required with the application form is outlined in Step 2 of the Recruitment Booklet.

5. Can I attach all my certificates and other supporting documentation to the application form?

No, all supporting documentation will be requested at the time of the interview. The only documentation that is required is outline in Step 2 of the Recruitment Booklet.

6. I do not have time to get my D License with Z endorsement, can I still apply if I can get it before an interview?

No, Candidates must have a valid "DZ" License is required at the time of application.

Should you have any further questions or concerns, please contact the Human Resources Division telephone at 705-742-7777 ext. 1770 or by email at krochon@peterborough.ca