



City of Peterborough

Firefighter Recruitment

Peterborough Fire Services

Our Mission

To Be There

**Whatever the Need
Prompt and Professional**

2012



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A. INTRODUCTION

Welcome to the City of Peterborough Firefighter Recruitment Process for 2012. The Peterborough Fire Services 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 Services

Peterborough Fire Services 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. Fire Services 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 Services 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 Services 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 and or NFPA 1001 level I & II preferred.
- Grade 12 education or equivalent as approved by the Ministry of Education
- Successfully complete York University Fitness, Swim, and Vision & Hearing Assessment for Firefighter Applicants.
- Valid Ontario "D" Driver's Licence with "Z" endorsement (Must have attained at time of application. Proof of valid driver's license 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 of 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 24 hour shifts including 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.

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| Step 1 – City of Peterborough Fire Services Testing |
| Step 2 – Candidates submit City of Peterborough Application and Resume to Human Resources Division |
| Step 3 – Candidates Complete York University Swim, Fitness, Vision and Hearing Assessment |
| Step 4 – Select Candidates for Interviews |
| Step 5 – Job Specific Testing |
| Step 6– Notify Successful Candidates and Establish Pool of Candidates |
| Step 7 – Offer of Employment (at time of vacancy) |

STEP 1: COMPLETE TESTING AT EVINRUDE CENTRE

The first step in the recruitment process for qualified candidates is to successfully complete a pre-screening aptitude test. Candidates who meet the pre-requisite requirements are invited to register for this testing by completing the registration form available on line at www.peterborough.ca/jobs and submitting it no later than **4:30 p.m. on Wednesday, February 8, 2012.**

Testing will be held on **Saturday, February 25, 2012** in the Evinrude Centre Multi Purpose Room, Monaghan Road Peterborough, ON.

Following submission of the registration form all candidates that meet the minimum requirements will be contacted and provided a specific time for testing on February 25th.

STEP 2 : CANDIDATES SUBMIT CITY OF PETERBOROUGH APPLICATION, RESUME AND WRITTEN REFERENCES TO CITY OF PETERBOROUGH HUMAN RESOURCES DIVISION

Successful candidates from step one will be invited to submit the completed City of Peterborough Application, covering letter, resume and written references to City of Peterborough Human Resources Division. Failure to include all required documents could result in your application being disqualified.

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

- Driver's License 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
- High Angle/Rope Rescue
- Critical Incident Stress Management
- Hazardous Materials/WHMIS
- 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 (i.e. Word and Excel)

STEP 3: CANDIDATES COMPLETE TESTING AT YORK UNIVERSITY

Candidates will be ranked by the results of steps one and two and successful candidates will be contacted to complete ALL TESTING COMPONENTS of the York University Firefighter Screening Service for the City of Peterborough as listed below:

- 1) Medical (Screening of Selected Health Items)
- 2) Aerobic Fitness Test
- 3) Job Simulation Performance Tests
- 4) Swim Test

Dates for testing for the City of Peterborough Firefighter competition process are March 24 and 25th of 2012.

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.

FITNESS YORK

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Toronto, Ontario M3J 1P3
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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.

STEP 4 – SELECT CANDIDATES FOR INTERVIEWS

Candidates will be ranked by the results of the Aptitude testing and the York 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 Fire Services and City of Peterborough, Human Resources Division to assess the candidate's overall suitability for the position.

CANDIDATES MUST BE PREPARED TO SUBMIT THE FOLLOWING:

- 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 and/or NFPA 1001 level I & II**
- Grade 12 or equivalent as approved by the Ministry of Education**
- Current First Aid Certificate**
- Current Level "C" CPR Certificate**

STEP 5 – JOB SPECIFIC TESTING

Successful candidates from the interview process will be invited to attend Job Specific testing conducted by Peterborough Fire Services.

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.

STEP 6 – NOTIFY SUCCESSFUL CANDIDATES AND ESTABLISH POOL OF CANDIDATES

Successful candidates 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.
- Three Current References**

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. 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 2012 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 Services Website www.peterboroughfirerescue.com for further information.

Contact the City of Peterborough, Human Resources Division by telephone at (705) 742-7777 ext. 1885.

Further information regarding the testing contact York University Firefighter Fitness Assessment Services at:

FITNESS YORK

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4700 Keele Street
Toronto, Ontario M3J 1P3
Phone and Fax No.: (416) 736-5794
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E. FREQUENTLY ASKED QUESTIONS

1. How do I apply?

Complete and submit the online registration form on the City of Peterborough Website www.peterborough.ca/jobs

2. When are registration forms due?

Testing Registration Deadline is February 8, 2012 no later than 4:30 p.m.

3. When do I submit my resume?

Successful candidates will be invited to submit a resume following Step 1 of the process. Submit online through the City of Peterborough website www.peterborough.ca/jobs

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

Cover Letter, Resume and Written References are to be submitted with application form. Only online applications will be accepted.

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 at the time of testing registration.

Should you have any further questions or concerns, please contact the Human Resources Division telephone at 705-742-7777 ext. 1885 or by email at kmcgee@peterborough.ca