



# Firefighter Recruitment

## Peterborough Fire Services

Our Mission

**To Be There**

Whatever the Need  
Prompt and Professional

**2019**



<b>Contents</b>	<b><u>Page</u></b>
<b>A. Introduction</b>	<b>3</b>
<ul style="list-style-type: none"><li>▪ Introduction to the City of Peterborough</li><li>▪ Introduction to the Fire Services</li><li>▪ Overview of Peterborough Fire Services</li></ul>	
<b>B. Required Qualifications</b>	<b>4</b>
<ul style="list-style-type: none"><li>▪ City of Peterborough Firefighter Required Qualifications</li></ul>	
<b>C. Overview of the Recruitment Process</b>	<b>5 – 8</b>
<ul style="list-style-type: none"><li>▪ Recruitment Process - Steps 1 to 4</li><li>▪ Probationary Period</li></ul>	
<b>D. Contacts</b>	<b>9</b>
<b>E. Frequently Asked Questions</b>	<b>10</b>

## **A. Introduction**

Welcome to the City of Peterborough Firefighter Recruitment Process for 2019. The Peterborough Fire Services and the Human Resources Division have developed this handbook to provide you with helpful information about the process throughout all 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.

There are 3 stations throughout the City and we maintain a non-staffed Foam Tender at the airport. Fire Services provides employment for approximately 100 staff that spread across 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; perform call taking and dispatching functions using computer aided dispatch and other applications in the alarm room; administer designated emergency medical procedures; conduct public education programs; inspect buildings for fire hazards; and operate/maintain firefighting equipment and fire stations. Peterborough Fire Services employees are members of the Peterborough Professional Fire Fighters Association.

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 (or equivalency).
- Ontario Fire Chiefs – Ontario Fire Association Inc (OFAI) Candidate Testing (CTS) – Full Certificate comprising of Stages One Through Three
- Successful completion of OFAI swim test
- Grade 12 education or equivalent as approved by the Ministry of Education
- 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)
- Pleasure Craft Licence
- Must have no criminal convictions for which a pardon has not been granted. (Proof of a clear criminal reference check will be required as a condition of an employment offer)
- Valid Standard First Aid with Basic Life Support Certificate or Health Care Provider Certificate
- Legally entitled to work in Canada
- Speak, read and write English proficiently and communicate clearly and precisely under demanding conditions
- Visual requirements in accordance to NFPA 1582 <https://www.ofai.ca/candidate-testing-information/stage-two-vision-assessment>
- 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.

The recruitment process will identify successful candidates for our hiring needs.

**Step 1 – Candidates must complete the Ontario Fire Chiefs – Ontario Fire Association’s Candidate Testing (CTS) Phases One through Three**

**Step 2 – Candidates submit City of Peterborough Application and Resume to Human Resources Division via online application by November 22, 2019**

**Step 3 – Select Candidates for Interviews (to be conducted in December 2019 and/or January 2020)**

**Step 4 – Offer of Employment**

## **Step 1: Complete OFAI Candidate Testing (Stages One Through Three)**

The City of Peterborough will be utilizing the services of the Ontario Fire Chiefs Association – Ontario Fire Association Inc. Candidate Testing. We will only accept applicants who have received certification from OFAI (Stages One through Three). Please visit their website at [www.ofai.ca](http://www.ofai.ca) for more information.

You will also be required to complete the OFAI swim test.

## **Step 2: Candidates submit online application and resume**

Candidates will submit an online application by 12:00 p.m. on Friday, November 22, 2019 and supporting resume which details their education, experience and level of training in the following:

- Auto Extrication
- Confined Space
- Water/Ice Rescue
- Swift Water Rescue
- Rope Rescue
- Breathing Apparatus
- Pumper Operations
- Critical Incident Stress Management
- Hazardous Materials
- Note Taking
  
- Valid Standard First Aid with Basic Life Support Certificate or Health Care Provider Certificate
  
- 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
  - 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 keyboarding skills and familiarity with computer aided dispatch processes

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

You will need to attach your resume & covering letter and your OFAI CTS Certificate. Your OFAI CTS certificates must be valid as of the date you apply.

### **Step 3 – Select Candidates for Interviews**

Candidates will be selected for interviews following the screening of the applications and resumes. Interviews will be held in December 2019 and/or January 2020.

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
- Proof of completion of Ontario Fire Chiefs – Ontario Fire Association Inc (OFAI) Candidate Testing (CTS) – Full Certificate comprising of Stages One Through Three.\*
- Proof of completion of OFAI swim test
- Grade 12 or equivalent as approved by the Ministry of Education
- Valid Standard First Aid with Basic Life Support Certificate or Health Care Provider Certificate

### 3 Current Work References

If any of your OFAI CTS certificates have expired from the time of application to the time of interview, you will be required to provide an updated certificate at the interview.

The City of Peterborough's policies & procedures support employees with disabilities in accordance with relevant legislation. If you require an accommodation for the interview process, please advise Human Resources when you are contacted for an interview. They will work with you to determine how best to accommodate you.

## Step 4 – Offer of employment

After the completion of checking references, job offers will be coordinated by the Human Resources Division. 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 with vulnerable sector check** – current at the time of offer of employment.
- Targeting a recruit class of February/March 2020.**

## Probationary Period

The probationary period is twelve (12) months. As probationary firefighters you will be required to successfully pass written and practical examinations in addition to physical and mental challenges 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](http://www.peterborough.ca)**

Information regarding the Firefighter Recruitment Process for 2019 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.

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

Further information regarding the OFAI Candidate testing can be obtained at [www.ofai.ca](http://www.ofai.ca)

## E. Frequently Asked Questions

### 1. How do I apply?

Complete and submit the online application form on the City of Peterborough Website [www.peterborough.ca/jobs](http://www.peterborough.ca/jobs)

### 2. When are applications due?

Online applications must be submitted by Friday, November 22, 2019 no later than 12:00 p.m.

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

Cover letter, resume and OFAI CTS certificate are to be submitted with application form. Only online applications will be accepted.

### 4. 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.

### 5. 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 application.

### 6. I do not have time to complete the OFAI Candidate Testing. Will you accept test results from other organizations?

No, applicants must have a completed and passed the OFAI Candidate Testing in order to submit an application for our 2019 recruitment.

### 7. My OFAI certificate will be expiring before November 22, 2019. Do I need to get an updated certificate prior to applying?

No, we are asking that candidates have valid OFAI certificates on the day that they apply. Should you be selected for an interview, you will be required to provide updated, valid certificate(s) at that time.

### 8. I submitted my application and have now completed additional training. Can I update my application?

No, it is not possible to update your application. Please do not submit more than one 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](mailto:krochon@peterborough.ca)**