



## Oshawa Fire Services – Firefighter Recruitment Guide

### A Message from the Recruitment Team

Thank you for taking the time to consider joining Oshawa Fire Services as a Firefighter. Built on tradition, yet innovating for the future, we continually work toward being leaders in our field, our Fire Service contributes to the quality of life and safety of our community.

Given our visibility in the community, the vital work we do and the amount of trust the public places on our profession, we expect our staff to act with integrity and demonstrate a strong work ethic. We are looking for employees who strive for excellence, exhibit a selfless sense of duty, and continually look for ways to improve themselves and the department.

Please review this recruitment guide carefully and familiarize with the process and expectations at each stage. The selection process not only tests your physical and technical skills, it also looks at how your personal values fit with the organization.

The City of Oshawa believes one of the key elements of an engaged and innovative workforce is providing employees with a work environment that is supportive, inclusive and respectful. We want Oshawa Fire Services staff to feel a sense of pride and dedication in the work that we do.

We challenge you to look within yourself to see if you have what it takes to meet the expectations of this career. It is a competitive field, before embarking on the process you should ask yourself the following questions:

- What unique skills can you offer our department?
- What sets you apart from the other candidates?
- Can you work in an environment that follows a strict code of conduct and chain of command?
- Can you work twenty-four hour (24) shifts including evenings, weekends, and holidays, and function in an environment where you live and work together in close quarters?
- Can you work in strenuous situations under pressure?

Good luck in the process.



## Our Mission, Vision and Values

### Mission Statement

*"To promote and protect the health and well-being of the community through adaptable and progressive education, prevention, and emergency services."*

### Vision Statement

*"To continually pursue and advance a level of professional excellence recognized as the model for the fire service."*

### Our Values

- Authenticity
- Courage
- Trust



## The Position

### **General Information**

Career firefighters provide emergency response to a wide variety of occurrences including fires, emergency medical calls, motor vehicle accidents, and alarm system activations. Firefighters are also required to respond in three highly specialized areas of expertise:

- Hazardous materials;
- Technical rescue; and
- Ice/water rescue.

Other duties include, but are not limited to, delivering fire safety public education, performing station duties such as tours, cleaning, maintaining grounds, and call-taking and dispatching duties. You are expected to follow Standard Operating Guidelines and directions to complete tasks as assigned. Maintaining both physical and mental wellness is a key in fulfilling your job requirements.

As a firefighter you will receive extensive and continuous in-service training. This education not only provides knowledge of the latest developments in firefighting and rescue techniques but also covers a wide array of topics such as emergency communications and dispatch, emergency medical procedures, vehicle extrication, firefighter survival skills and fire prevention legislation. Firefighters also use acquired skills to pass knowledge on to the public, promoting fire prevention and safety awareness.

In addition to frequent contact with the public, firefighters also spend periods of time living and working together. Whether it is sharing routine maintenance chores or providing back up at the scene of an emergency, firefighters must be able to take direction without question and work effectively as members of a team of professionals.

Firefighters are members of the Oshawa Professional Firefighters' Association, Local 465 of the International Association of Firefighters.

Firefighters currently work a twenty-four (24) hour shift schedule, with an average of seven (7) shifts in a twenty-eight (28) day cycle.



## Selection Process

### **Step One: Apply Online to the City of Oshawa**

Please note the following information on the application process:

- When recruiting starts, the vacancy will be posted on the City's website;
- Applications which contain errors or omissions, or failure to follow procedural directions and meet deadlines at any stage of the recruiting process, will result in an application being disqualified. Hard copies of resumes will not be accepted;
- A valid e-mail address and phone number are required, the primary method of contact will be through email. Please ensure that you check your junk e-mail to ensure that mail does not get lost in this folder;
- Please note that applicants will be required to provide proof of all qualifications, applicants will be notified when this is required.

When a recruitment campaign opens, the opportunity will be posted in the employment section of the City's website ([www.oshawa.ca/careers](http://www.oshawa.ca/careers)), interested applicants may sign up for the talent network to be notified of postings as they occur.

### **Step Two: Mandatory and Preferred Qualifications**

Applicants should be eighteen (18) years of age or older and be legally entitled to work in Canada. Applicants should have a secondary school diploma or academic equivalent and have successfully completed **one** (1) of the following:

- Pre-services Firefighter Education and Training Program Certificate;
- N.F.P.A 1001 accredited program from a recognized institution; or
- Minimum of two (2) years' experience as a full-time firefighter in a municipal fire department.

Applicants should also meet the following requirements:

- Minimum one (1) year of prior full-time work experience. Fire suppression, construction, trades, mechanical, emergency medical, large vehicle operation or fire prevention related experience is an asset;
- Current Standard First Aid with HCP, CPR and AED. Completion of higher level E.M.S training is an asset;
- Possession and maintenance of a valid unrestricted Ontario Driver's Licence, minimum class DZ. Applicants with more than six (6) demerit points are ineligible for consideration;
- Ability to pass vision and hearing screening;
- Specialized rescue courses are an asset;
- Successful completion of all seven (7) test components through Firefighter Services of Ontario. All tests, excluding the Emotional Stability and Resiliency Assessment, must be completed in one (1) day. For more information, please visit [Firefighter Services of Ontario \(fireontario.com\)](http://fireontario.com). All costs associated with these tests are the responsibility of the applicant;
- Ability to work twenty-four (24) hour shifts, including days/nights, weekends and holidays;



- Must be physically fit and able to handle the sustained, intense physical and psychological effort required to perform duties of this position;
- Ability to work effectively as part of a team, strong interpersonal and customer service skills for interacting with the public and internal City staff;
- Demonstrate initiative, mechanical aptitude and problem solving skills; and
- Ability to communicate clearly and effectively under demanding conditions.

### **Step Three: Pre-Registration**

Applicants are able to pre-register to complete the seven (7) testing components with Firefighter Services of Ontario. These assessment scores will be valid for up to six (6) months. To pre-register for the required assessments please go to <https://register.fireontario.com/>.

### **Step Four: Applicant Assessment**

To be considered in the application process, candidates must complete all seven (7) pre-employment screening assessments with Firefighter Services of Ontario:

- Clinical Evaluation
- CPS Aptitude Examination
- Candidate Physical Ability Test (CPAT)
- Tread Water Test
- Medical Assessment (Vision and Hearing Screening)
- Acrophobia Test
- Emotional Stability and Resilience Test

All seven (7) assessments, excluding ESR, must have been completed on the same day, within the last six (6) months prior to the application deadline. Inquiries regarding candidate eligibility can be directed to Firefighter Services of Ontario ([info@fireontario.com](mailto:info@fireontario.com)). The costs associated with this testing will be the responsibility of the applicant. For further information, visit [Firefighter Services of Ontario \(fireontario.com\)](http://fireontario.com).

Candidates are encouraged to pre-register for mandatory testing through Firefighter Services of Ontario on an open pre-qualify session. However, specific testing dates will be held for the City of Oshawa, and any applicants selected to move on in the process, who have not already completed this testing will be required to attend.

Applicants that have successfully completed all seven (7) components will be considered; test results and preferred qualifications will be reviewed and selected candidates will be invited to an interview.



## **Step Five: Job Interview**

The interview panel may consist of City of Oshawa Fire Services and Human Resources Representatives. The questions are situational and behavioural based and will probe your professional experiences in areas related to past experiences, the core competencies of an Oshawa firefighter and our core values.

## **Step Six: Job Offer**

Successful candidates will receive a job offer that is conditional upon;

- Pre-employment medical
- Reference checks
- Providing:
  - A Vulnerable Sector Check that has been obtained within the last six (6) months
  - A Ministry of Transportation Driver's Abstract dated within the month previous to the date of conditional offer.

## **Employment Commencement**

New recruits will undergo in-house training prior to being placed on shift.

There is a twelve-month (12) probationary period in which extensive in- service training will continue. New recruits not meeting performance expectations during this training period may be terminated.

## **Additional Information**

Please ensure you read the information in this guide closely before reaching out with additional questions to Human Resource Services at [humanresources@oshawa.ca](mailto:humanresources@oshawa.ca). Due to the high volume of applications received for this position, please refrain from calling to inquire about the status of your application.