



CITY OF WELLAND FIRE AND EMERGENCY SERVICES Career Firefighter Recruitment Guide

Message from the Fire Chief

Dear Applicant:

You are considering a career as a Firefighter, this means that you want to be a member of a team that offers outstanding service to the citizens of the City of Welland. Firefighting is a demanding career with increasing expectations. There are high demands on your knowledge, skills, as well as your physical abilities, and sometimes on your emotions. In return, you will receive the satisfaction of providing a public service that has no equal. You will develop yourself personally to achieve things you never believed you could do. You will join a dedicated team that believes wholeheartedly in its mission. You will have a lifelong opportunity to learn technical skills, conflict resolution, leadership, and decision-making.

The selection process that you are entering is complex and to succeed you must pay close attention to the detailed instructions. We are looking for the best candidates for this career and we want dedicated, motivated, and highly capable candidates. You must be diligent at every step of the selection process, pay attention to the details. Apply 100% of your ability, this may be our first impression of you as a future employee.

Best of luck and thank you for considering the Welland Fire and Emergency Services.

Yours truly,
Fire Chief Brian Kennedy

Welland Fire & Emergency Services Mission

Welland Fire and Emergency Services is dedicated to preventing or minimizing the loss of life and damage to property and the environment from fire, natural events, and man-made emergencies. Welland Fire and Emergency Services strives to improve the quality of life through public education and prevention of fires.

Welland Fire and Emergency Services provides a fire suppression force that responds to various types of calls for emergency and non-emergency incidents across the city. These may include: structural firefighting, emergency medical assistance, water rescue, motor vehicle collisions, technical rescues, and response to hazardous material incidents at the Operations level.

Position Information

This description reflects the general details considered necessary to describe the principle functions of the position, and shall not be interpreted as a detailed description of all the work requirements that may be inherent to the position.

Position Summary

This is a skilled position entailing physically demanding tasks while fighting fire, performing rescue work, and other labourious duties. Firefighters participate in programs for the prevention of fires and the protection of life and property. A firefighter is responsible for efficiently and safely performing various duties under emergency conditions, which frequently involves an increased personal risk to the firefighter. The work includes routine duties in the maintenance of firefighting vehicles, equipment, and fire department facilities. While specific orders and directions may be received from an officer in the normal course of maintenance duties, the individual is expected to complete these duties on their own initiative free of ongoing direction. There is a considerable independence of judgment and action allowed in circumstances of extreme urgency where referral to a superior for instructions is not possible. A Firefighter is required to have a thorough working knowledge of all emergency equipment including firefighting apparatus, operating procedures, and department performance guidelines.

Position Responsibilities

The duties listed are not meant to provide a description of each and every job performed but only those which represent the core functions of the job.

- Responds to emergency calls, lays and connects hose, holds nozzles and directs streams, raises and climbs ladders, uses extinguishers and other equipment.
- Provides technical and timely rescue services in various forms
- Performs at the operations level of hazardous materials incidents.
- Removes persons from danger and administers first aid to injured persons.
- Ventilates buildings to release heat, smoke & gases, and places salvage covers to prevent water damage.
- As assigned, drive and operate firefighting apparatus safely, efficiently, and in all weather conditions.
- Performs varied maintenance tasks on apparatus, equipment, and facilities.
- When assigned to fire prevention work, under direction of an officer, performs inspections and clerical duties as required.
- As required, assists with the preparation and delivery of training and skill evaluations.
- Acquiring and maintaining the knowledge, skills, and ability to perform all assigned tasks.
- Performs all duties as assigned.

Employment Expectations

Firefighters must be competent to perform their duties in an uncontrolled environment under emergency conditions. The job involves the rapid change from relative inactivity to sudden strenuous activity under physically and psychologically stressful conditions. With these factors in mind, candidates must be in the required physical and mental health as well as have no conditions which could interfere with their ability to perform the required duties safely.

The successful candidate will be expected to be a team player who understands the need to follow orders, procedures, guidelines, etc. 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 attendance. Candidates who are hired as Firefighters will be required to submit to various types of examinations during the course of their employment, testing includes practical, oral examination and written evaluations. Testing may occur on any equipment, practice, or policy that the Firefighter is responsible for.

The successful candidate will present themselves in a professional manner and be fully conscious of the public's expectations of a Firefighter at all times. During the course of their employment, the successful candidate will be expected to have a strong motivation and display an attitude associated with successful continuous learning as is necessary to master the many areas of expertise necessary to respond to emergency situations safely and effectively and to cope with the changing demands in a dynamic work environment.

Recruitment and Selection Process

Please read the following 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. Incomplete or inaccurate information may also lead to disqualification or termination. Any costs associated with The City of Welland Firefighter Screening Test and application process will be incurred by the applicant.

A. Fire Fighter Background

Firefighting is a 24 hour-a-day, 7 days a week public service career. It involves working on weekends and holidays and in all kinds of weather conditions. Upon being hired a Firefighter will work Monday to Friday 8:30am until 4:30pm. Once this recruitment schedule has been completed the successful candidates will continue their probationary period and be assigned to a suppression platoon where they will actively respond to emergencies. Members working on a platoon of suppression firefighters with the City of Welland currently work a 24-hour shift on a rotating schedule, this is a trial program and the hours of work may change.

Our Firefighters must keep abreast of the latest developments in Firefighting techniques and rescue operations, dealing with hazardous materials, emergency medical calls and the use of sophisticated equipment. They must become familiar with fire prevention, legislation, and fire investigation techniques.

Our Firefighters must be capable of instantly assessing emergency situations with good judgment and be prepared to follow orders and support fellow firefighters.

B. Employment Criteria

The following qualifications must be met in order to become a Firefighter for The City of Welland:

- Grade 12 Diploma, or equivalent, post-secondary education at the college level or higher is preferred.
- Ability to operate a Windows™ computer and/or tablet in support of the available reporting software, inventory databases, and mapping software.
- Valid Class "D" Ontario Driver's Licence with "Z" Endorsement, or equivalent, and a clean driving record
- Current First Aid and CPR (Level C) Certification
- Statement of Achievement from a Firefighting program, through a Community College, is considered an asset
- National Fire Protection Association (NFPA) 1001 Firefighter level 2 is required
- National Fire Protection Association (NFPA) 472 Hazardous Materials Operations is required
- National Fire Protection Association (NFPA) 1002 Apparatus Operator is considered an asset
- Legally entitled to work in Canada
- Visual Acuity: Candidates must meet NFPA vision and hearing standards.
- Successfully complete the Clinical Assessment, Aptitude Examination, Medical Examination, Tread Water Test, Acrophobia Test and the CPAT in one day.
- Ability to understand and communicate (oral/written) clearly in the English Language. Bilingualism would be an asset.

C. Application and Screening 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. Applicants will be allowed only one (1) attempt at any stage of the recruitment and selection process.

Applicants are required to complete an Application Package (available online at www.welland.ca or from Human Resources, City Hall 60 East Main Street, 2nd Floor, Monday-Friday 8:30am-4:30pm). The complete package, including a resume, will be submitted to Firefighter Services of Ontario at the time of your screening appointment.

Applicants will be required to attend Firefighter Services of Ontario to have their qualifications verified and to participate in the Firefighter Services of Ontario Screening on Saturday, May 4, 2019 or Saturday, May 11, 2019.

The Firefighter Services of Ontario Screening will include the following:

- Clinical Assessment
- Aptitude Examination
- Medical Examination
- Tread Water Test
- Acrophobia Test
- CPAT

You must register for the Firefighter Services of Ontario Screening Test by visiting <https://register.fireontario.com/>. The registration deadline is 5PM EST on Friday, April 19, 2019. Please note: All six (6) components of the screening must be completed in one (1) day. If applicants have valid certificates dated within six months of the last test date (all six tests completed in one day on or after November 11, 2018) please contact Firefighter Services of Ontario at info@fireontario.com to confirm your eligibility and submission of required documentation.

Please bring the following **original documents** with you to your appointment:

- Valid First Aid/CPR Level C
- Valid DZ driver's Licence
- Original Grade 12 diploma, or equivalent
- Any other relevant certificates/qualifications

There is a \$30 application processing fee required, payable to Firefighter Services of Ontario.

Firefighter Services of Ontario assessment fees, application fees and transportation costs will be the responsibility of the applicant.

Firefighter Services of Ontario will provide the results of all testing to the City of Welland Human Resources Department.

D. Selection Process

The City of Welland is committed to the establishment of a workforce which reflects the diversity of the community it serves and encourages applications from all qualified individuals who will be selected through the following process.

The objective of the selection process is to create a reserve list of candidates who are qualified and eligible through pre-testing to be selected for training as a firefighter.

Only applicants who are being considered will be contacted by the Human Resources Department for an interview.

Application Evaluation

Applications will be assessed on the basis of eligibility requirements as indicated on the application form, including successful completion of the Firefighter Services of Ontario screening process. Applicants who receive a score better than the established qualifying mark may be eligible to proceed to the next step in the selection process.

Human Relations Assessment

Applicants who achieve the qualifying mark in the evaluation stage will be required to participate in a Human Relations Assessment, conducted through Firefighter Services of Ontario. The cost of this assessment is \$80.00 and will be administered in Welland, Ontario.

Preliminary Interview

The preliminary interview will be conducted by an interview panel. Successful completion of this interview will allow candidates to proceed to the final interview stage.

Final Interview

The final interview will be conducted by an interview panel. Applicants who successfully complete this interview will have their names placed on the reserve list.

Reserve List

The names of qualified applicants who have successfully passed the preceding steps will remain active on the reserve list for one (1) year (Candidates on the reserve list may be required to provide updated information or attend an interview after six (6) months, at the request of the Corporation).

Candidates who are selected to fill an available job vacancy within the specified eligible time period must repeat and pass the fitness assessment and job related physical performance test as a condition of employment if the previous evaluation was completed more than six months prior to the date of the offer of employment.

Candidates who are not selected to fill available vacancies within the specified time period will have their names removed from the reserve list, and, if interested, must re-qualify under the next firefighter recruitment program.

Offer of Employment

Where a vacancy arises and an offer of employment is made to a candidate on the reserve list, he/she will be required to meet the following conditions:

- Legally entitled to work in Canada
- Valid Class "D" Ontario Driver's Licence with "Z" Endorsement
- Satisfactory driver's abstract
- Current First Aid and CPR (Level C) Certification
- Satisfactory Police Vulnerable Sector Clearance (at applicants expense)
- Satisfactory employment references
- Obtain Hepatitis B immunization (at applicants expense)
- Complete a satisfactory pre-employment medical examination, arranged by the Corporation. The medical examination will include a medical review and physical completion forms, Vision Scanner, Urinalysis and Audiogram. The medical will be based on the latest edition of NFPA 1582 "*Standard on Comprehensive Occupational Medical Program for Fire Departments*". Costs for the medical assessment will be paid for by the Corporation. Transportation costs will be the responsibility of the applicant.
- Meet all eligibility requirements as outlined in this guide

The City of Welland respects that a successful candidate may be required to provide notice to his or her current employer. We will make every effort to accommodate an individual wherever possible. Candidates will be given a minimum of three weeks' notice prior to the start date.

Probationary Period

Successful candidates are subject to a twelve (12) month probationary period. Performance Evaluations will be conducted a minimum of four times during the probationary period.

E. Disqualification of Applicants

An applicant can be disqualified at any stage of the selection process, or the offer of employment can be withdrawn, for a variety of reasons, which include:

- Applicants who knowingly supply false or misleading information during any stage of the recruitment process
- Applicants who submit incomplete documentation
- Applicants who do not submit their required documentation on time
- Applicants at any stage in the selection process who fail to meet standards or eligibility requirements will not be able to progress to the next stage and will not be hired
- Circumstances change that alters the candidate's standing as originally reported to the City of Welland

F. General Information

The City of Welland will retain applications in the Reserve List for a twelve (12) month period. The City, at its discretion, may adjust this time frame to accommodate any recruitment demands it may experience within this period.

Applicants are required to provide any changes to name, address or phone number to the Human Resources Department as they occur.

At no time outside of the recruitment drive will the City of Welland accept or hold new applications for the position of career firefighter.

Firefighter Services of Ontario

Contact Firefighter Services of Ontario at info@fireontario.com for further information regarding the process.

Recruitment and Selection Process Timetable

Stage	Date	Details
Registration Opening Date	March 20, 2019	Application Packages are available from the City of Welland website, www.welland.ca or from Human Resources, City Hall, 60 East Main Street, 2nd Floor, Monday-Friday 8:30am-4:30pm. Registration through Firefighter Services of Ontario is open https://register.fireontario.com/
Registration Closing Date	April 19, 2019 17:00 EST	Registration for a screening appointment must be completed by this date.
Screening Process	May 4, 2019 or May 11, 2019 St. Catharines Collegiate (34 Catherine Street St. Catharines, ON)	Candidate Physical Ability Test (CPAT) Clinical Assessment Medical Examination Aptitude Examination Acrophobia Test Swim Test
Human Relations Assessment	TBD Welland, ON	Only those applicants selected for the Human Relations Assessment will be contacted by Human Resources
Preliminary Interview	TBD Welland, ON	Only those applicants selected for a preliminary interview will be contacted by Human Resources
Final Interview	TBD Welland, ON	Only those applicants selected for a final interview will be contacted by Human Resources
Conditional Offer of Employment	TBD	Only those applicants selected to fill a position will be contacted by Human Resources