

City of St. Catharines

Fire Fighter Recruitment Guide 2019

Human Resources Division



Introduction

The Fire Fighter Recruitment Guide 2019 will explain the recruitment process as well as outline some of the duties and responsibilities of the position of Fire Fighter for The Corporation of The City of St. Catharines (the "Corporation").

Please read the 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. Any costs associated with The City of St. Catharines Fire Fighter Screening Test and application process will be incurred by the applicant.

Inquiries regarding this process can be made to the Human Resources Division, 360 Niagara Street, St. Catharines, Ontario, L2M 4W1, 905-688-5601 (Ext 1484).

Employment Criteria

A Fire Fighter is required to perform their duties under emergency conditions. This position involves the rapid change from relative inactivity to sudden strenuous activity under physically and psychologically stressful conditions.

The following qualifications must be met in order to become a Fire Fighter for The City of St. Catharines:

- Grade 12 Diploma
- Valid Class "D" Ontario Driver's Licence with "Z" Endorsement
- Current First Aid and CPR (Level C) Certificates
- Emergency First Responder Certificate with HCP-level, CPR and AED must be completed by APRIL 1, 2019 (proof of completion will be required at a later date)

Additional education or training related to fire or emergency services and/or post-secondary education, trades qualifications are considered assets.

Applicants must be medically fit, in excellent physical condition, so as to withstand the rigours of fire fighting and other emergency work, and be willing to work the current shift schedule (ie. 24 hour shifts). Applicants must also meet the required physical and mental health requirements and have no conditions that could interfere with their ability to safely perform the required duties. Applicants will be expected to be a team player, take direction and be able to follow orders/procedures/guidelines in a cooperative and safe manner.

City of St. Catharines

Fire Fighter Recruitment Guide 2019

Human Resources Division



During the course of employment, the successful candidate will be expected to maintain a high degree of physical fitness and regular attendance. Fire Fighters will also be required to submit to various types of examinations during the course of their employment. The successful candidate will present themselves in a professional manner and be fully conscious of the public's expectations of a Fire Fighter at all times.

Recruitment and Selection 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.

Phase 1: Application Process

Applicants are required to apply online by visiting The City of St. Catharines website at www.stcatharines.ca and clicking on Employment Opportunities in the bottom right corner of the home page. The online application will guide the applicant through a list of questions related to their qualifications and experience, and will require applicants to include the contact information for three (3) supervisory work references. At the time of applying, applicants will be required to attach a resume to the online application. Deadline for applications is **FEBRUARY 17, 2019 at 11:59 p.m.**

Phase 2: Screening Test

All applicants will be required to attend Fire Fighter Services of Ontario to have their qualifications verified and to participate in the Firefighter Services of Ontario Screening on one of the following dates:

- Saturday, January 19, 2019
- Saturday, February 2, 2019
- Saturday, February 16, 2019

The Fire Fighter Services of Ontario Screening will include the following:

- Clinical Assessment
- CPS Aptitude Examination
- Medical Examination
- Swim Test
- Acrophobia Test
- CPAT

City of St. Catharines

Fire Fighter Recruitment Guide 2019

Human Resources Division



You must register for one of the above dates of the Firefighter Services of Ontario Screening Test by visiting <https://register.fireontario.com/>. The registration deadline is **4:00 PM on January 11, 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 on or after August 16, 2018), please contact Firefighter Services of Ontario at info@fireontario.com to confirm your eligibility and submission of required documentation.

Please bring your valid First Aid and CPR certificates with you to your appointment. You will also be required to present your valid DZ driver's licence and original Grade 12 diploma for verification. There is a \$30 application processing fee required, payable to Firefighter Services of Ontario.

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

Applicants should visit <http://fireontario.com> for more information and the fee schedule.

Phase 3: Interview

Only applicants who are being considered will be contacted by the Human Resources Division for interviews. All contact with applicants will be made through e-mail. Additional interviews and or testing may be requested at any stage of the process.

Phase 4: Pre-Employment Conditions

Offers of employment will be conditional upon receipt of a current satisfactory driver's abstract, satisfactory criminal record check, and verification of employment references. Qualified applicants will also be required to satisfy a Pre-Employment Medical Examination arranged by The Corporation. Medical examination fees will be incurred by The City of St. Catharines, however, transportation will be the responsibility of the applicant.

Phase 5: Offer of Employment

Offers of employment will be made to successful applicants to fill current vacancies once pre-employment conditions and medical examinations are completed to the satisfaction of The Corporation.

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Fire Fighter Recruitment Guide 2019

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Candidate Pool

Applicants who successfully pass the screening test will be placed in a candidate pool for a period of twenty-four (24) months. As vacancies arise during the twenty-four (24) month period, The Corporation will select candidates from this pool to participate in the interview process. Offers of employment will then be made upon satisfactory completion of all pre-employment conditions and medical examinations.