



2018 Fire Recruitment Guide

A Message from the Recruitment Team

Thank you for taking the time to consider the Burlington Fire Department as a career opportunity. Built on tradition and working towards leadership in our profession, our composite department contributes to the quality of life and safety of our community.



Given 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 read through the recruitment guide carefully. There are many steps involved in the process and each has distinctive expectations and timing. The selection process not only tests your physical and technical skills, it also looks at how your personal values fit with the organization.

City of Burlington

The City of Burlington 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 – it fosters a sense of pride and dedication.

The city values and expects the following from all staff:

- Ethics and Integrity
- Collegiality and collaboration
- Trust and Respect
- Open communication and active listening

These expectations apply to how we interact with each other and also how we interact with the community.

This contributes to building the community's trust and confidence in municipal government.

We challenge you to look within yourself to see if you have what it takes to meet the expectations of this career. The competition is thorough, we ask you these 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 shifts including evenings and weekends and function in an environment where you live and work together in close quarters?
- Can you put your life at risk to save someone else's?

Good Luck in the process.

The Fire Department

Mission Statement

"Who We Are Today"

The Burlington Fire Department is a team of highly trained and caring professionals who provide vital emergency response, prevention and education services that increase community safety and quality of life.

Vision Statement

"Who We Want To Be"

The Burlington Fire Department will be the leader in our profession in service excellence, advanced training, employee development, use of technology and ongoing department evaluation to ensure community safety and quality of life.

Our Values

- Public safety
- Firefighter safety
- Customer service

Our three key values are at the forefront of everything we do. These values guide us every day as we integrate the three lines of defense - public education, inspection and code enforcement and emergency response - to prevent fires and reduce losses, injuries and deaths.

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;
- High level rope 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 answering telephones. You are expected to follow Standard Operating Guidelines and directions to complete tasks as assigned. Maintaining physical 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 the handling of hazardous materials, emergency medical procedures, and fire prevention legislation. Firefighters use teaching skills to pass this knowledge on to the public, promoting fire prevention and safety awareness.

Equally important is the capacity to assess a situation and act accordingly as per your training and experience. Firefighters are frequently called upon to use their foresight, training and judgement to rescue others and protect themselves.



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 emergency, firefighters must be able to accept orders without question and work effectively as members of a team of professionals.

What you can expect

There is a twelve-month probationary period in which the firefighter will undergo extensive in-service training. If you fail to meet performance expectations during this training period, your employment may be terminated.

Firefighters are members of the Burlington Firefighters' Association, Local 1552 of the International Association of Firefighters.

Firefighters currently work a 24-hour shift schedule. With an average of seven shifts in a 28-day cycle.

Selection Process

The City of Burlington uses a process that promotes fairness and equity among candidates. We urge you to read through this entire section to gain a better understanding of the process. We have tried to include the timing and submission requirements at each step to assist in you in preparing for this process. Please continue to check our website for any changes in timelines.

The recruitment process is lengthy and involves many steps. This ensures that we hire candidates that are best suited to the position and our organization. Being prepared is an important part of a firefighter's job and this starts with the recruitment process.



Outlined below is a brief description of the process that the City of Burlington will be following. A chart has been included at the end of this guide, which outlines dates and documentation required for each step in the process. These dates may be changed based on circumstances. Movement from one step to the next will depend on the

applicants' performance at each step. Costs associated with obtaining qualifications, certificates, and mandatory requirements are the responsibility of the candidate.

The selection process consists of the following steps:

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| Step One | Apply online at www.burlington.ca/careers |
| Step Two | Mandatory and Preferred Qualifications |
| Step Three | Applicant Pre-Register with Firefighter Services of Ontario |
| Step Four | Applicant Assessment at Firefighter Services of Ontario |
| Step Five | First Round Behaviour Based Interview |
| Step Six | Technical Assessments |
| Step Seven | Second Round Behaviour Based Interview – only if needed |
| Step Eight | First Responder Psychological Suitability Assessment |
| Step Nine | Conditional Offer/Qualified Candidates List |
| Step Ten | Reference Checks |
| Step Eleven | Pre-Employment Criteria |
| Step Twelve | First day of Training |

Expectation of each selection step

Step One: Apply Online to the City of Burlington

Candidates **must** register as an applicant (if you have not already done so) as well as apply to this specific vacancy at www.burlington.ca/careers, by **11:59pm September 21, 2018**. You will receive an email thanking you for your application as well as an email acknowledging your

application to this vacancy. If you do not receive an email acknowledging your application, please contact Human Resources at 905-335-7602.

Step Two: Mandatory and Preferred Qualifications

To be considered as a candidate in this process you must meet the following mandatory qualifications:

- Proof of Grade 12 education or equivalent;
- Be at least 18 years of age;
- Be legally entitled to work in Canada;
- Possess a valid unrestricted Ontario Class D drivers licence with Z endorsement, or a proven equivalent (Proof of this is not required until conditional offer of employment)
- Have current First Aid and CPR certifications, minimum Level C
- Have passed NFPA 1001 Level I & II or OFM Certificate of Compliance (Grandfathered)
- Have not been convicted of a criminal offence for which a pardon has not been granted (Proof of this is not required until conditional offer of employment);
- Successfully completed all five components of the Firefighter Services of Ontario Screening Test in one day

This section encompasses the education and skills that most closely reflect the firefighters' responsibilities, the preferred qualifications are:

- A completed Pre-Service Firefighter Education and Training Program in Ontario OR equivalent;
- Firefighting Experience: Currently functioning as a career or volunteer firefighter
- Registered Nurse or Paramedic
- Completed University Degree or College Diploma
- Valid Trade Certificate (Provincial or Federal)

Step Three: Pre-Registration

Applicants must pre-register with Firefighter Services of Ontario **by 4:00p.m. September 21, 2018**. To pre-register for the five (5) components of testing please go to <https://register.fireontario.com/>

Step Four: Applicant Assessment

Candidate individual testing will be completed in one day at Firefighter Services of Ontario. Transportation and Firefighter Services of Ontario Screening costs will be the responsibility of the candidate. **Candidates are required to bring their resume, cover letter, proof of mandatory qualifications and proof of any preferred qualifications that they would like to be considered to their appointment at Firefighter Services of Ontario.** Firefighter Services of Ontario will forward all provided documents and test results to the City of Burlington. Firefighter Services of Ontario testing will take place on **October 13 and November 17, 2018**. Candidates should only register for **one** date and must register with Firefighter Services of Ontario by 4:00p.m. September 21, 2018.

Candidates who have completed all five (5) components at Firefighter Services of Ontario in one day, on or after May 18, 2018 may apply. Please email info@fireontario.com to confirm eligibility. Candidates are asked to submit their resume, cover letter, proof of mandatory

qualifications and proof of any preferred qualifications that they would like to be considered to Firefighter Services of Ontario, along with the application processing fee, to Firefighter Services of Ontario no later than 11:59p.m on Saturday, November 17, 2018.

Component 1 – Clinical Evaluation – the clinical assessment gives you a score on each of five components 1) body composition 2) waist-to-hip-ratio 3) maximal aerobic fitness 4) trunk flexibility 5) 60 second sit-up test. You can view details of these clinical measures at <http://fireontario.com/services/clinical-assessment/>.

Component 2 – CPS Aptitude Examination – The Cooperative Personnel Services (CPS) Aptitude firefighter-specific entry exam is a multiple-choice test. In test (1) understanding oral information (2) understanding written firefighting material (3) arithmetic reasoning and (4) maps, diagrams and mechanical drawings. A CPS preparation manual is available and can be purchased by emailing info@fireontario.com. You can view details of the CPS aptitude exam at <http://fireontario.com/services/aptitude-examination/>.

Component 3 – Candidate Physical Ability Test (CPAT) – As a firefighter you must perform extremely demanding job tasks that require high levels of flexibility, cardiopulmonary endurance, muscular strength, and muscular endurance. The CPAT consists of eight critical physical tasks that simulate real on-the-job duties. The test is physically demanding so you need to be physically fit to succeed. Practical CPAT orientation is available and is highly recommended. Candidates can book through Firefighter Services of Ontario. For more information contact Firefighter Services of Ontario by email at info@fireontario.com and through their website at <http://fireontario.com/services/occupational-assessment-cpat/>. This website also contains a virtual orientation, so you can become familiar with the CPAT course and physically prepare for it.

Component 4 – Tread Water Test – This test will determine your ability to tread water and a fear of water evaluation.

Component 5 – Medical Assessment (Hearing & Visual Screening) – Firefighter Services of Ontario vision and hearing standards follow the recommendations of the National Fire Protection Association (NFPA). <http://www.fireontario.com/services/medical-assessment/>

Step Five: First Round Interview

If you have been invited to a first round interview, you will be contacted by **November 25, 2018.**

Test results and preferred qualifications will rank order candidates and determine who will be granted an interview. The interview panel will consist of Fire Department and Human Resources Representatives. The questions are behavioural based and will convey your professional experiences in areas related to the core competencies of a Burlington Firefighter and our Corporate Values.

Core Competencies

Initiative

Actively seeks out challenge and opportunities to grow and advance; has pursued self-improvement; volunteers to help others; displays

	self-discipline in completing task and projects, and often goes beyond what was asked for demonstrates punctuality and reliability
Performance Under Stress	Remains clear-headed and takes effective, purposeful action when confronted with dangerous and/or stressful circumstances; remains outwardly calm and composed under pressure
Leadership/Integrity	Ensures assigned tasks are completed correctly; provides leadership by setting an example that others tend to follow; does a proper job, not taking short-cuts or the easy path; owns up to mistakes; speaks up on matters of principle
Effective Relationships	Actively participates in team activities, both on and off the job; motivated to do his/her best so as not to let the team down; able to offer and accept constructive criticism in a mature and objective manner; willing to share knowledge, and to help coach and develop others; puts team interests before own interests; demonstrates tact and respect for others feelings.
Communications	Listens well; avoids interrupting; asks clarifying questions; provides direct, non-evasive answers; responds to the question that was asked; speaks in a clear, coherent fashion; provides responses that are organized, and that offers an appropriate level of detail; maintains appropriate eye contact
Problem Solving	Approaches problem in logical manner; gathers facts and examines situation systematically; seeks assistance from appropriate sources; demonstrates openness to others' ideas and suggested solutions; willing to alter plans in light of changed circumstances; follows through on implementation and evaluates results.

Step Six: Technical Assessments

Acrophobia Test:

The acrophobia test requires candidates to climb a 100-foot ladder, wearing a harness for safety purposes. Once at the top of the ladder candidates will be asked to anchor themselves using a ladder belt. Before returning to the ground, candidates will be asked to lean backwards on the ladder and look down at the operator then communicate via radio, prior to descent.

The purpose of this drill is to verify the firefighter's ability to work safely at heights, with no fear.

Claustrophobia Test:

The claustrophobia test requires candidates to don a SCBA with a blacked-out face piece, then proceed through the confidence maze while following a life line.

The purpose of this drill is to verify the firefighter's ability to work in the dark, as well as, closed areas, without fear.

Medical:

The candidate will be required to perform a primary survey on a simulated patient.

The purpose of this drill is to ensure the candidate has a working knowledge of medical protocols.

Mechanical skill Test:

The candidate given a Positive pressure fan will perform a daily inspection check and start up procedures.

The purpose of this drill is to verify the firefighter's ability to make safe and start a gas engine.

SCBA and PPE donning and doffing

The candidate given all PPE and an SCBA will be required to don all equipment in a timely fashion. (SCOTT 4.5 SBCA used for this drill)

The purpose of this drill is to verify that the firefighter can dress in all PPE in a timely fashion.

Step Seven: Second Round Interview – only if needed

The second interview panel will consist of Fire Department and Human Resources Representatives.

Step Eight: First Responder Psychological Suitability assessment

Those candidates who are moved into this step will be provided with further detail.

Step Nine: Conditional Job Offer/Qualified Candidates List

At this step, candidates will receive one of the following three documents,

1. A written job offer;
2. A letter indicating that you are on the qualified candidates list; or
3. An email indicating that your application will not proceed further in our process.

The offer is conditional upon:

- Pre-employment medical
- Reference Checks
- Providing:
 - A Police Check dated no earlier than December 1, 2018.
 - A Ministry of Transportation Driver's Abstract dated no earlier than December 1, 2018 indicating your qualification to drive

Step Ten: Reference Checks

References will be checked for selected applicants. Candidates will be notified prior to references being contacted.

Step Eleven: Formal Job Offer

Step Twelve: First Day of Training

January 7, 2019

Contacts

To obtain clarification on this process, please contact:



- Samantha Glover: 905-335-7600 ext. 7626 Human Resources

Due to the high volume of interest in this position, please do not call regarding the status of your application.

2018 Recruitment Process Timelines

Recruitment Step	Documentation Required/Notes	Key Dates
<p><u>Step One:</u> Apply online at www.burlington.ca/careers</p>	<p>Please note late registrations will not be accepted</p>	<p>September 10-21, 2018 at 11:59p.m.</p>
<p><u>Step Two:</u> Mandatory and Preferred Qualification will be reviewed and determined for suitability</p>		
<p><u>Step Three:</u> Pre-Registration with Firefighter Services of Ontario. https://register.fireontario.com/</p>	<ul style="list-style-type: none"> • Please ensure you have completed <u>Step One</u> • Please note late registrations will not be accepted 	<p>September 10-21, 2018 at 4:00p.m.</p>
<p><u>Step Four:</u> Applicant Screening Candidate individual testing will be completed in one day at Firefighter Services of Ontario. Transportation and Firefighter Services of Ontario Screening costs will be the responsibility of the candidate.</p>	<p>Applicants are required to bring:</p> <ol style="list-style-type: none"> 1. Resume 2. Cover letter, 3. Proof of mandatory 4. Preferred qualifications <p>to their screening appointment at <u>Firefighter Services of Ontario</u></p>	<p>October 13 & November 17, 2018</p>
<p><u>Step Five:</u> Interviews A team of Fire and Human Resources staff will interview candidates.</p>	<p>The Human Resources Department will contact candidates selected for a first interview. Eligibility will be based on screening results, mandatory and preferred qualifications.</p>	<p>Candidates offered an interview will be notified by November 25, 2018</p>
<p><u>Step Six:</u> Technical Assessment (no cost to the candidate)</p>		<p>Late November 2018</p>
<p><u>Step Seven:</u> Second Round Interviews – only if needed</p>		<p>November 2018</p>

<p><u>Step Eight:</u> First Responder Psychological Suitability Assessment (no cost to the candidate)</p>		<p>Early December 2018</p>
<p><u>Step Nine:</u> Conditional Job Offer/Qualified Candidates List</p>	<p>Candidates will receive: A. A written job offer; B. A letter indicating that you are on the qualified candidates list; or C. An email indicating that your application will not proceed further in our process.</p> <p>Candidates offered a position (under A above) must:</p> <ul style="list-style-type: none"> • Pass a Pre-employment Medical with Occupational Health Care-A-Van Inc. located at 206 Lock Street South, Hamilton • Provide a Police Check dated no earlier than December 1, 2018 • Provide a Ministry of Transportation Driver's Abstract dated no earlier than December 1, 2018 	<p>December 2018</p>
<p><u>Step Ten:</u> Reference Checks</p>		<p>December 2018</p>
<p><u>Step Eleven:</u> Formal Job Offer</p>		<p>December 2018</p>
<p><u>Step Twelve:</u> Training Begins</p>		<p>January 7, 2019</p>