



Pembroke Fire Department Probationary Firefighter Recruitment Guide 2021

Welcome to the City of Pembroke Probationary Firefighter recruitment and selection process. This Recruitment Guide will be an invaluable aid for you in explaining the process as well as outlining the duties and responsibilities of the position of firefighter.

Recruitment and Selection Process

A detailed description of each stage is included in this guide. Please review each stage thoroughly and retain this guide for your records.

Stage I: Resume/Application

Stage II: Aptitude Test

Stage III: Interviews

Stage IV: CPAT Testing

Stage V: Conditional Job Offers

- Only those selected for further consideration will be contacted electronically. Remember to check your e-mail regularly.
- Dates, times and locations of the process will be confirmed at time of scheduling.

This guide will provide you with a basic understanding of the recruitment and selection process and the minimum requirements for the Probationary Firefighter position.

Join our team!

If you are physically fit, willing to help others and a team oriented individual, a career with the City of Pembroke Fire Department is an excellent opportunity. Along with firefighting duties, your responsibilities also include fire prevention and education, rescue work, medical assist calls, hazardous materials situations, maintaining apparatus and equipment and proficiency in radio communications. Living and working together in close quarters at the fire station and responsibility for station maintenance are aspects of this position. Cleaning and inspecting of personal protective equipment, vehicle maintenance, housekeeping and training take a significant amount of time for this firefighter.

Firefighters depend on each other to safely and successfully perform their duties; thus, teamwork is of the utmost importance. Firefighting is not a “9 to 5” job. It is a public service and requires working on days, evenings, weekends and holidays.

The City of Pembroke provides an excellent wage and benefit package.

Qualifications and Competencies (must have verification)

- Grade 12 diploma or acceptable equivalent in education
- Pre-entry Firefighter Certification will be considered an asset
- N.F.P.A. 1001 Firefighter 1 & 2 is a requirement for application
- Previous experience and/or training in firefighting, emergency medical response or a licensed trade
- Experience in coaching, counseling or in public education is considered an asset
- Must have a valid Ontario class DZ license and maintained a satisfactory driving record
- Applicants selected to move forward will be required to attend at the Pembroke Fire Department and successfully complete written aptitude testing by Firefighter Services of Ontario
- Applicants must complete a CPAT test or have completed in the past 12 months
- Must meet NFPA prescribed hearing and visual requirements (uncorrected acuity 20/100 binocular, corrected acuity 20/30 binocular and colour vision safe for firefighting – tested)
- Be legally entitled to work in Canada
- Must demonstrate corporate competencies: customer focus, results orientation, integrity and teamwork

Skills, Abilities and Work Demands

- Ability to work shifts including nights, weekends and statutory holidays. Able to handle intense and sustained physical effort to safely perform the duties of a firefighter in a team environment
- Knowledge of and the ability to work in the areas of electronics, electrical systems, mechanics, carpentry, safety practices and training in Occupational Health and Safety are all assets
- Ability to adhere to the Chain of Command and to interact harmoniously with co-workers, superiors and members of the public
- Ability to perform under stressful situations and able to accept change and strive for excellence in customer service
- Excellent listening and communication skills are essential. Must be able to communicate clearly in the English language. Other language skills will be considered an asset
- Basic computer skills in Word and Outlook
- Obtain and maintain a satisfactory CPIC (Criminal Record Check) and not have a criminal conviction for which a pardon has not been granted. A Vulnerable Sector Search will be required by the successful candidates at their own expense

Note: All costs with respect to the CPIC, Vulnerable Sector Search, CPAT, Licenses, Testing and Assessment listed above will be incurred by the applicant.

Promotional Process/Career Advancement

The City of Pembroke Fire Department offers many opportunities for promotion and advancement. It takes four years to advance from Probationary Firefighter to First Class Firefighter. Through the Collective Agreement between the City of Pembroke and the Pembroke Professional Firefighters Association, there are opportunities for applicants to attain ranks above First Class Firefighter. Career Firefighters applying to the City of Pembroke Fire Department, if successful during the recruitment process, will be required to start at the Probationary Firefighter level and salary.

2021 Probationary Firefighter Salary: \$61,848.58

Recruitment and Selection Process

A Career Probationary Firefighter position is available and resumes will be received and screened. Applicants must pass through all stages of the recruitment process to be successful. Those who fail to meet the required standards at any phase will be automatically disqualified.

Please note that the recruitment and selection process is subject to change based on the authorization of the Fire Chief and Human Resources.

The City of Pembroke and the Pembroke Fire Department would like to thank you for your interest in becoming a Probationary Firefighter and taking the time to apply.

Stage I: Resume/Applications

The City of Pembroke advertises all employment opportunities on the City website: www.pembroke.ca and on City of Pembroke social media sites, twitter and Facebook.

Candidates should download this Recruitment Guide for reference during the process.

Candidates showing interest in the position must provide a detailed Resume by e-mail only to:

Arin Crinnion, HR Coordinator

HR@pembroke.ca

Resumes must be received by 17:00 hours, Sunday, May 16, 2021

Your resume must clearly demonstrate how you meet the requirements of the position. Candidate's resumes will be screened and ranked based on the requirements of the position, the candidate's qualifications and previous work experience. Based on the results, candidates will advance to Stage II (Aptitude Test).

We thank all of those who apply, however only those selected for further consideration will be contacted electronically. (Remember to check your e-mail regularly).

Your resume must be submitted by the closing date and time listed above.

The City of Pembroke is an equal opportunity employer. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Stage II: Aptitude Testing

Candidates that are selected to move forward through the application process are required to attend a location, yet to be determined, to complete an aptitude exam and provide documentation of all personal certifications.

Payment for the written aptitude testing must be paid in cash on the day of the testing prior to the start of the test. The testing component fee for the Aptitude exam will be provided to the applicant at time of invitation.

The components of the Aptitude testing include:

1. Understanding of Oral information
2. Reading Comprehension
3. Mathematics
4. Maps, gears and diagrams

Upon completion of the above testing and assessment components, Firefighter Services of Ontario will forward individual candidate results directly to the City of Pembroke Fire Department for further processing. Scores will not be provided to individual candidates.

The City of Pembroke will electronically contact only the candidates that are advancing to Stage III (Interviews).

Stage III: Interviews

Only the candidates being invited to the interview stage will be contacted. These candidates will be contacted by e-mail and will be required to confirm their acceptance of the scheduled interview time and date. Panel interviews will be conducted by the City of Pembroke CAO and the Pembroke Fire Department Chief.

Upon interview registrations, candidates will be required to provide a valid Class DZ Driver's License for a driver license check and complete a candidate consent form for reference checks. This should include names of three (3) references which should be recent, present and/or past employers/supervisors.

Candidates must be successful through the interview process and references must be satisfactory to proceed to Stage IV (CPAT Testing).

Stage IV: C-PAT (Candidate Physical Ability Test) Testing

Following Interviews, the successful candidate/candidates will be required to complete a CPAT test unless they have successfully completed this test within the past 12 months (verification required)

The CPAT was designed by firefighters, for firefighters and is endorsed by the International Association of Firefighters and Fire Chiefs. Eight separate events make up the CPAT and all are directly related to firefighter fire ground activities;

1. Stair climb
2. Hose drag
3. Equipment carry
4. Ladder raise and extension
5. Forcible entry
6. Search
7. Rescue
8. Ceiling breach and pull

The CPAT is done in a sequence of events that requires you to progress along a predetermined path from event to event in a continuous manner.

This is a pass/fail test based on a validated maximum total time of 10 minutes and 20 seconds.

During all of the eight events, candidates wear a 50 pound (22.68 kg) vest to simulate the weight of self-contained breathing apparatus (SCBA) and firefighter protective clothing. An additional 25 pounds (11.34 kg), using two 12.5 pound (5.67 kg) weights that stimulate a high-rise pack (hose bundle), is added to the candidate's shoulders for the stair climb event.

If a candidate requires a CPAT test it will be booked and paid for by the candidate. (All travel and costs to attend the testing facility will be the responsibility of the candidate).

Have you successfully completed a CPAT test already?

The City of Pembroke will accept CPAT certifications up to twelve months prior to the date of the Stage II written aptitude testing.

Stage V: Conditional Job Offers

Conditional Job Offers will be made based on successful completion of the recruitment and selection process and the number of vacancies. You will be contacted by a representative from the City of Pembroke Human Resources if you are receiving a conditional job offer.

Candidates who do not receive a conditional job offer will be informed in writing and by e-mail.

To be eligible to continue further in the process, all conditions of employment must be satisfactorily met.

Conditional Offers of Employment will be contingent upon:

- A satisfactory medical examination completed by a physician indicating the candidate successfully meets the required standards of a Probationary Firefighter as per the requirements of the City of Pembroke medical assessment, which is provided at job offer. This assessment will be completed at the candidate's expense.
- Must obtain and maintain a satisfactory CPIC (Criminal Record Check) and not have a criminal conviction for which a pardon has not been granted. A Vulnerable Sector Search will be required by the successful candidate at their own expense.
- Verification of education and experience.
- Verification of valid Ontario Class DZ driver's license and satisfactory driving record which must be maintained.
- Must live or agree to live within 15 driving kilometers of The Pembroke Fire Station in the province of Ontario.

Employment Expectations

Firefighters must 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 required physical and mental health and 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.

The successful candidate will at all times present themselves in a professional manner and be fully conscious of the public's expectations of a firefighter.