



## 2022-2023 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 the community, which ultimately builds 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, weekends, and holidays, 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 an emergency, firefighters must be able to accept orders without question and work effectively as members of a team of professionals.

### What you can expect

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 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 fire fighters' 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:**

- Step One** Apply online at [www.burlington.ca/careers](http://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 Virtual Multiple Mini Interview
- Step Six** Second Round Behaviour Based Interview
- Step Seven** Conditional Offer/Qualified Candidates List
- Step Eight** Reference Checks
- Step Nine** Pre-Employment Criteria
- Step Ten** First day of Training
- Step Eleven** Probation

### 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](http://www.burlington.ca/careers), **by 11:59pm December 9, 2022**. You will receive an email thanking you for your application; if you do not receive an email

acknowledging your application please contact Human Resources at 905-335-7602 or [hr@burlington.ca](mailto:hr@burlington.ca) before December 9, 2022.

## 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;
- 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);
- A valid Class DZ driver's license is required with an acceptable driver's abstract with no more than three (3) driving related convictions and an accumulation of no more than three (3) demerit points in the previous three (3) years prior to the date of hire. (Proof of this is not required until conditional offer of employment)
- Have current First Aid and CPR certifications, minimum Level C
- Successfully completed all seven (7) components of the Firefighter Services of Ontario Screening Test in one day; and
- Successfully completed NFPA 1001 level 1 & level 2

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

- Firefighting Experience: 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. December 9, 2022**. To pre-register for the seven (7) 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 **December 17, 2022, January 7 and 14 2023**. Candidates should only register for **one** date and must register with Firefighter Services of Ontario by 4:00 p.m. December 9, 2022.

Candidates who have completed all seven (7) components at Firefighter Services of Ontario in one day, on or after July 14, 2022 may apply. Please email [info@fireontario.com](mailto: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 11:59 p.m. on December 9, 2022.

**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/>

**Component 6 - Acrophobia Test** – The purpose of this drill is to verify the firefighter's ability to work safely at heights, with no fear. <https://www.fireontario.com/services/acrophobia-test/>

**Component 7 - Emotional Stability and Resiliency Assessment** This assessment is designed to screen fire fighter applicants for characteristics of resilience and emotional stability. It helps to identify positive psychological characteristics that are associated with successful performance as a firefighter. <https://www.fireontario.com/services/> **This Assessment must be completed by December 16, 2022.**

#### **Step Five: Multiple Mini Interview (vMMI)**

If you have been invited to a first-round interview, you will be contacted in **February 2023** (date subject to change).

Test results and preferred qualifications will result in a ranked order of candidates and determine who will be granted an interview. The interview panel will consist of City of Burlington Fire Department and Human Resources Representatives.

During the MMI, you will cycle through a series of mini-interviews with a number of different interviewers. Before each mini-interview, you will be given 2 minutes to read a scenario and gather your thoughts on the subject matter. You will have 5 minutes to discuss the scenario with your interviewer after which you will move to the next interview scenario. Once again, you will have 2 minutes to read the presented information and prepare yourself for your discussion with the next interviewer. There is no need to prepare for a multiple mini-interview – you just need to bring your authentic self to the interview process. Interviews may occur virtually or in person.

### **Step Six: Second Round Interview**

The second interview panel will consist of City of Burlington 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**

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|--|---|
| <b><i>Initiative</i></b>               | 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  |
| <b><i>Performance Under Stress</i></b> | Remains clear-headed and takes effective, purposeful action when confronted with dangerous and/or stressful circumstances; remains outwardly calm and composed under pressure   |
| <b><i>Leadership/Integrity</i></b>     | 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   |
| <b><i>Effective Relationships</i></b>  | 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. |
| <b><i>Communications</i></b>           | 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  |
| <b><i>Problem Solving</i></b>          | 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 Seven: 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 the date of conditional offer.
  - A Ministry of Transportation Driver's Abstract dated no earlier than the date of conditional offer.

### **Step Eight: Reference Checks**

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

### **Step Nine: Formal Job Offer**

### **Step Ten: First Day of Training**

April 2023 (tentative)

### **Step Eleven: Probation**

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.

### **Contacts**

To obtain clarification on this process, please contact:

- Wendy Garside at [Wendy.Garside@burlington.ca](mailto:Wendy.Garside@burlington.ca) Human Resources

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

## 2023-2023 Recruitment Process Timelines

Recruitment Step	Documentation Required/Notes	Key Dates
<p><b><u>Step One:</u></b> Apply online at <a href="http://www.burlington.ca/careers">www.burlington.ca/careers</a></p>	<p><b>Please note late registrations will not be accepted</b></p>	<p><b>Before December 9, 2022 at 11:59p.m.</b></p>
<p><b><u>Step Two:</u></b> Mandatory and Preferred Qualification will be reviewed and determined for suitability</p>		
<p><b><u>Step Three:</u></b> Pre-Registration with Firefighter Services of Ontario. <a href="https://register.fireontario.com/">https://register.fireontario.com/</a></p>	<ul style="list-style-type: none"> <li>• Please ensure you have completed <b><u>Step One</u></b></li> <li>• <b>Please note late registrations will not be accepted</b></li> </ul>	<p><b>Before December 9, 2022 at 4:00p.m.</b></p>
<p><b><u>Step Four:</u></b> <b>Applicant Screening</b> Candidate individual testing will be completed in one day at Firefighter Services of Ontario. Transportation and Firefighter Services of Ontario Screening <b>costs</b> will be the responsibility of the candidate.</p>	<p><b>Applicants are required to bring:</b></p> <ol style="list-style-type: none"> <li>1. <b>Resume</b></li> <li>2. <b>Cover letter,</b></li> <li>3. <b>Proof of mandatory</b></li> <li>4. <b>Preferred qualifications</b></li> </ol> <p><b>to their screening appointment at <u>Firefighter Services of Ontario</u></b></p>	<p><b>December 17, 2022, January 7 and 14, 2023</b></p> <p><b>Note the Emotional Stability and Resiliency Assessment must be completed by December 16, 2022.</b></p>
<p><b><u>Step Five:</u></b> <b>vMMI Interviews</b> A team of Fire and Human Resources staff will interview candidates.</p>	<p>The Human Resources Department will contact candidates selected for a vMMI interviews. Eligibility will be based on results from Firefighter Services of Ontario, mandatory and preferred qualifications.</p>	<p><b>Candidates offered an interview will be notified in February 2023</b></p>
<p><b><u>Step Six:</u></b> <b>Second Round Interviews</b></p>		<p><b>Feb - March 2023</b></p>
<p><b><u>Step Seven:</u></b> <b>Conditional Job Offer/Qualified Candidates List</b></p>	<p>Candidates will receive:</p> <ol style="list-style-type: none"> <li>A. A written job offer;</li> <li>B. A letter indicating that you are on the qualified candidates list; or</li> </ol>	<p><b>March 2023</b></p>

	<p>C. An email indicating that your application will not proceed further in our process.</p> <p>Candidates offered a position <b>(under A above) must:</b></p> <ul style="list-style-type: none"> <li>• Pass a Pre-employment Medical</li> <li>• Provide a Police Check</li> <li>• Provide a Ministry of Transportation Driver's Abstract</li> </ul>	
<b><u>Step Eight:</u></b> <b>Reference Checks</b>		<b>March 2023</b>
<b><u>Step Nine:</u></b> <b>Formal Job Offer</b>		<b>March 2023</b>
<b><u>Step Ten:</u></b> <b>Training Begins</b>		<b>April 2023</b>
<b><u>Step Eleven:</u></b> <b>Probationary Period</b>		<b>1 year from start date</b>

*All dates subject to change.*