



FIRE RECRUITMENT GUIDE

Our Family Protecting Your Family

A Message from the Recruitment Team

Thank you for taking the time to consider the Halton Hills 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.

Our community and fire department are growing. We are looking for candidates who are excited to be a part of a growing organization.

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.



Town of Halton Hills

The Town of Halton Hills 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 Town values and expects the following from all staff:

- Respect
- Honesty
- Excellence
- Creativity
- Team
- Fun

Firefighters are expected to maintain a high standard of professionalism, solve problems, work as part of a dynamic team and possess excellent interpersonal and organizational skills.

Teamwork is very important; Firefighters work together in close quarters throughout their shift schedule. This requires all team members to depend on each other to perform their duties successfully whether having to share routine tasks at the fire station, providing services at an emergency scene, or providing service assistance to other agencies and/or the public.

We challenge you to look within yourself to see if you have what it takes to meet the expectations of this career. 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 at different locations, varying shifts and statutory holidays?
- Are you able to function in an environment where you spend long hours working together with your team in close quarters?
- Can you work safely in an environment that exposes you to hazards and risks?

Good luck as you move through the recruitment process.



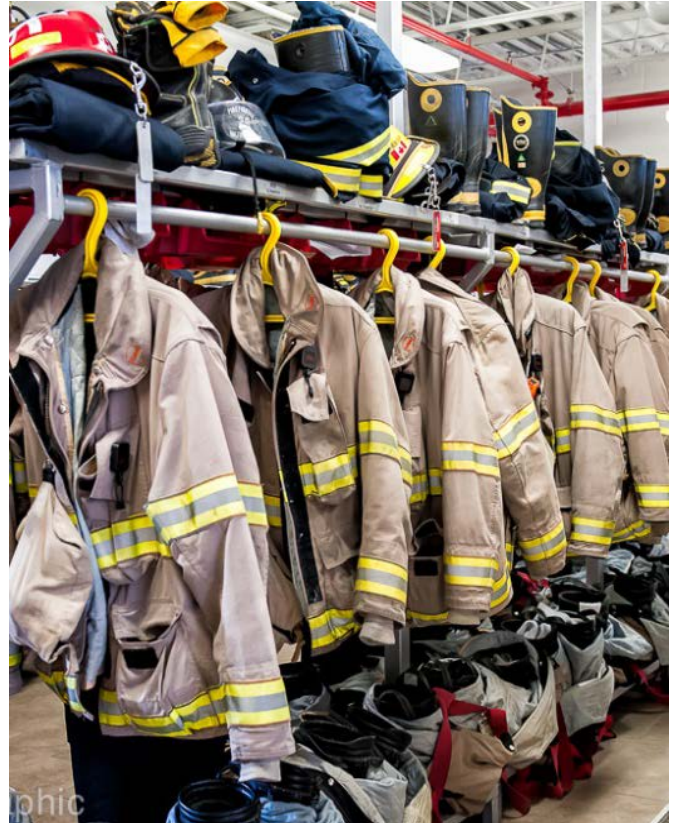
The Halton Hills Fire Department

Vision Statement

Provide the citizens of Halton Hills with exemplary service in a cost-effective manner

Mission Statement

Provide fire protection and prevention services to protect our community and enhance life safety



Motto

Our Family Protecting Your Family



Firefighter 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 highly specialized areas of expertise such as:

- Hazardous materials;
- High level rope rescue;
- Ice/water rescue; and,
- Emergency patient care.

Other duties include, but are not limited to, delivering fire safety public education, performing station duties such as tours, cleaning, maintaining grounds and acting as ambassadors of the fire department. You are expected to follow the Town of Halton Hills policies and fire department policies and guidelines. Maintaining mental and physical wellness is key in fulfilling your job requirements.



As a firefighter you will receive extensive training followed by 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 and their co-workers.

Firefighting is a para-military organization. Firefighters must be able to work effectively as a team and accept direction and carry out orders from superior officers without question.

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 standards during this training period, your employment may be terminated. Successful candidates will become members and are represented by the Halton Hills Professional Firefighters' Association, Local 3327.



Selection Process

The Town of Halton Hills 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 as you prepare for this process.



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 Town of Halton Hills 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 | Candidates are responsible for ensuring they meet the Mandatory, and if applicable, the Preferred Qualifications |
| Step Two | Applicants Register with Firefighter Services of Ontario |
| Step Three | Pre-Employment Testing at Firefighter Services of Ontario (FSO) |
| Step Four | Apply in-person at Firefighter Services of Ontario |
| Step Five | Human Relations Test |
| Step Six | Candidate Interviews |
| Step Seven | Second Round Interviews <u>if required</u> |
| Step Eight | Candidate reference checks and clearance letters |
| Step Nine | Medical test |
| Step Ten | Offer of employment |
| Step Eleven | Employment start date |



Expectation of Each Selection Step

STEP ONE: Mandatory and Preferred Qualifications

MANDATORY Qualifications:

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

- Ontario Secondary School Diploma or academic equivalent;
- Be at least 18 years of age;
- Be legally entitled to work in Canada;
- Possession and maintenance of a valid unrestricted Ontario Driver's License, or equivalent, minimum class D.Z. Applicants with more than six demerit points are ineligible for consideration;
- Have current First Aid and CPR certifications, minimum Level C
- Have not been convicted of a criminal offence for which a pardon has not been granted. Criminal record check with vulnerable screening (proof of this is not required until conditional offer of employment);
- Must have passed all six (6) components of the Screening tests in one day, in accordance with the standards set by Firefighter Services of Ontario and Job Posting 2019-13.

PREFERRED Qualifications:

This section encompasses the education and skills that most closely reflect the firefighters responsibilities:

- A completed Pre-Service Firefighter Education and Training Program in Ontario OR NFPA 1001 OR equivalent;
- Experience as a volunteer or full-time municipal Firefighter in a municipal fire department;
- Completed University Degree or College Diploma
- Valid Trade Certificate (Provincial or Federal)

STEP TWO: Registration

To complete the Firefighter Services of Ontario screening you must register by **5PM EST on Friday, April 19, 2019**. Test dates are May 4, 2019 and May 11, 2019. It is highly recommended that you register as early as possible as appointments are based on first come, first serve. Please register at <https://register.fireontario.com> for the following tests:

- 1) medical assessment (includes vision and hearing tests)
- 2) clinical assessment
- 3) tread water test
- 4) acrophobia test
- 5) Candidate Physical Ability Test (CPAT)
- 6) written aptitude exam (CPS)



Applicants must have a Firefighter Services of Ontario certificate that is completed on or after October 13, 2018. Please contact Firefighter Services of Ontario at info@fireontario.com to confirm your eligibility. You must have passed all six (6) components of the Screening tests in one day, in accordance to the standards set by Firefighter Services of Ontario.

Applicants can review the Candidate Physical Ability Test (CPAT) orientation video on the Firefighter Services of Ontario web site at www.fireontario.com/services. Further information regarding the tests at Firefighter Services of Ontario can be found at www.fireontario.com/services.

STEP THREE: 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

Firefighter Services of Ontario will forward all test results to the Town of Halton Hills.

Component 1 – Clinical Assessment – 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); and 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.

Test (1) understanding oral information; (2) reading comprehension; (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 – determines 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 – Requires candidate to climb a 30 foot ladder wearing a harness, helmet and gloves for safety purposes. Once at the top of the ladder, candidates will be asked to anchor themselves with one leg over and through the rung. Before returning to the ground, candidates will be asked to lean backwards on the ladder and look down at a mark



on the ground for 10 seconds. The purpose of this test is to verify the firefighter's ability to work safely at heights with no fear.

STEP FOUR: Apply In-Person at Firefighter Services of Ontario

Candidates who have passed all six (6) components of the screening tests in one day, in accordance with the standards set by Firefighter Services of Ontario, will submit their application package to Firefighter Services of Ontario (\$30 fee). Candidates are asked to bring their application package with them to their appointment. The application check list can be found on the FSO website www.fireontario.com.

Candidates who have completed all six tests in one day, on or after October 13, 2018, may be eligible to apply. Please email info@fireontario.com to confirm your eligibility.

Test results and qualifications will rank candidates and determine who will be granted an interview.

STEP FIVE: Human Relations Test

This component must be completed to be eligible to move on to the interview process and will take place at the Halton Hills Fire Department.

STEP SIX: Interview

Only those candidates selected for an interview will be contacted.

The interview panel will consist of Fire Department and Human Resources Representatives. Questions may include behavioural, situational and general knowledge.

STEP SEVEN: Second Round Interview – ONLY IF REQUIRED

The second interview panel will consist of Fire Department and Human Resources Representatives and will be conducted only if required.

STEP EIGHT: Candidate Reference Checks and Clearance Letters

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



Component 1 - Submit a criminal records check with vulnerable screening

Component 2 - Sign an authorization - allowing the Fire Department to obtain an Ontario Driver's License Abstract.

STEP NINE: Medical

Medical testing conducted by a Fire Department approved physician.

STEP TEN: Offer of Employment

Successful applicants may be contacted by the Town of Halton Hills (Fire Department) with an offer of employment.

STEP ELEVEN: Employment Start Date

Contacts

All testing inquiries will be handled by Firefighter Services of Ontario. Please email info@fireontario.com.

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



2019 Recruitment Process Timelines

Recruitment Step	Documentation Required/Notes	Key Dates
<u>Step One:</u> Mandatory and Preferred Qualifications	Candidates are responsible for ensuring they meet the qualifications	
<u>Step Two:</u> Registration https://register.fireontario.com/	Test dates are May 4, 2019 and May 11, 2019. Please note late registrations will not be accepted	Deadline to register is Friday, April 19, 2019 by 5PM EST.
<u>Step Three:</u> Applicant Assessment	Testing will be held at Firefighter Services of Ontario located at St. Catharines Collegiate (34 Catherine St., St. Catharines)	Test dates are May 4, 2019 and May 11, 2019
<u>Step Four:</u> Apply in-person	Candidates will submit their application package to Firefighter Services of Ontario	Deadline to submit your application package is May 11, 2019 by 11:59PM EST.
<u>Step Five:</u> Human Relations Testing	To be administered at the Halton Hills Fire Department	
<u>Step Six:</u> Interview A team of Fire and Human Resources staff will interview candidates.	The Human Resources Department will contact candidates selected for interviews. Eligibility will be based on screening results, mandatory and preferred qualifications.	Candidates offered an interview will be notified by DATE
<u>Step Seven:</u> Second Interviews if required		To be determined
<u>Step Eight:</u> Reference Checks and Clearance Letters		To be determined *
<u>Step Nine:</u> Medical testing		To be determined *
<u>Step Ten:</u> Offer of Employment		To be determined *
<u>Step Eleven:</u> Employment start date		To be determined *

*Dates to be determined based on number of applicants at each stage

