

**City of Greater Sudbury**

**Fire Services**



**Volunteer Firefighter Recruitment  
Information Guide**



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**Information Guide**

**Summary of Hiring Stages:**

1. **Application Process**: Where to find an Application?
  - [www.greatersudbury.ca/fireservices](http://www.greatersudbury.ca/fireservices)
  - Citizen Service Centres
  - LEL Centre, 239 Montée Principale St. Azilda
  
2. **Interview Process**: Location for Interviews
  - LEL Centre, 239 Montée Principale, Azilda
  
3. **Physical Ability Test**: Location for Testing
  - LEL Centre, 239 Montée Principale, Azilda
  
4. **Testing/ Forms to Submit**
  - Criminal Record Check – Vulnerable Sector
  - Medicals (Hearing, Vision, Medical)
  - Copy of Driver’s License
  - Proof of CPR Level C & Standard First Aid Certificate
  
5. **Offers**: When will offers be made?
  - Offers will be made once all stages are completed successfully and all mandatory requirements are met.
  
6. **Mandatory Training**
  - Candidates must pass all components of the curriculum and training offered during this process.
  - Failure will result in elimination from further consideration in the recruitment process
  
7. **Probation**
  - Probation to begin on date of hire



## Training Nights/Fire Hall Visits

During the Application Process, we strongly encourage applicants to attend the station to which they are applying on the designated training night for a tour and to answer any questions.

Station	Address	Training Night	Training Time
Copper Cliff	7 Serpentine St.	Thursday	18:30 – 20:30
Waters	25 Black Lake Rd.	Thursday	18:30 – 20:30
Lively	229 Ninth Ave	Thursday	18:00 – 20:00
Whitefish	4895 R.R. 55	Thursday	18:00 – 21:00
Beaver Lake	7535 Hwy 17 W	Thursday	Trains at Whitefish
Azilda	239 Montée Principale	Wednesday	19:00 – 21:00
Chelmsford	3400 Hwy 144	Wednesday	19:00 – 21:00
Dowling	65 Hwy 144	Wednesday	18:30 – 21:30
Vermillion Lake	2214 Vermillion Lake Rd.	Wednesday	Trains at Dowling
Levack	50 Nickel St.	Wednesday	18:30 – 20:30
Val Caron	3064 Leduc Street	Tuesday	Trains at Val Therese
Val Therese	4200 Hwy 69 N.	Tuesday	19:00 – 21:00
Hanmer	4680 Lafontaine	Tuesday	19:00 – 21:00
Capreol	65 Railway Street	Tuesday	19:00 – 21:00
Garson	206 Church Street	Monday	18:30 – 21:30
Falconbridge	21 Edison Road	1 <sup>st</sup> & 2 <sup>nd</sup> Monday	19:00 – 21:00
Skead	20 MacLennan Drive	1 <sup>st</sup> & 3 <sup>rd</sup> Monday	19:00 – 21:00
Coniston	7 Second Avenue	2 <sup>nd</sup> & 4 <sup>th</sup> Monday	18:30 – 21:30
Wahnapitae	162 Hill Street	2 <sup>nd</sup> & 4 <sup>th</sup> Monday	18:30 – 21:30
Red Deer Lake	Red Deer Lake Road N.	2 <sup>nd</sup> & 4 <sup>th</sup> Monday	Trains at Wahnapitae

## 2. Interview Process

Only those who make the shortlist will be contacted.

**Original and one copy of each of the following documents are required at the interview:**

- Proof of diplomas and certificates that are listed on your resume or application

**The following forms will be provided to applicants who successfully pass the interview for completion:**

- Medical, Vision, Audiology

### 3. Physical Test

#### Attire:

- Please ensure you wear the appropriate clothing (active wear – running shoes and gym clothes) to complete the physical test. No watches, loose or restrictive jewellery.
- Must be clean shaven for mask fit

#### Prior to Physical Testing:

Blood pressure will be taken

- If your blood pressure is higher than 150/100 you will not be permitted to proceed

Heart rate will be measured

- If your heart rate exceeds 110 bpm you will not be permitted to proceed
- Please be advised that certain substances may elevate heart rate and blood pressure (caffeine, smoking, some over the counter cold medications) and it is recommended to avoid these substances the day of your Physical Test

#### Physical Testing

- All evolutions will be performed with a weighted vest to simulate bunker gear and SCBA and must be completed within 3 minutes.
- Evolutions:
  - Carry 65mm hose up and down flights of stairs
  - Lift a 7m extension ladder off hooks at set height, place on the ground and replace back on hooks
  - Drag 85kg dummy 15m
  - Climb up and down a 10.6m (35 foot) extension ladder

#### Claustrophobic/confined space test

- Candidates will be tested for claustrophobia in a confined space environment.

### 4. Testing/Forms

To be eligible to continue further in the process, the following conditions must be satisfied and forms returned in person at the Lionel E. Lalonde Centre.

***\*Please note: all costs for the tests/evaluations are the responsibility of the applicant.***

## **Criminal Record Check**

Successful candidates will be required to obtain a Criminal Record Check (Vulnerable Sector) from the **Greater Sudbury Police Services**. In order for an application to be considered, candidates must not have a criminal conviction for which a pardon has not been granted at the time of the application. You can obtain the CRC by attending at 200 Brady St. Sudbury ON from Monday to Friday 8:00 a.m. to 4:30 p.m. You will need to provide 2 pieces of identification: One (1) with picture and one (1) with signature. **It will take approximately 4 - 6 weeks to have it completed.** Do not submit the Criminal Record Check with the application.

## **Medical Testing**

Medical, Vision (includes a colour vision test), and Auditory

## **License and Driver's Abstract Check**

Candidates must have a minimum Class "G" Driver's License (address must match what is listed on your contact information in your application). The City of Greater Sudbury will run a driver's abstract for candidates of choice.

## **Reference Checks**

References provided on the release form submitted at the time of the interview will be contacted.

## **5. Offers**

Offers will be made to the successful candidates.

## **Documentation to be submitted before Mandatory Training**

	Banking information for Direct Deposit	Void cheque or direct deposit pre-authorized transaction form
	Volunteer Firefighter Questionnaire	Candidates will be required to provide names for emergency contacts and additional information
	Copy of CPR & First Aid Certificate	Proof of CPR Level C & a Standard First Aid Certificate must be submitted
	Criminal Record Check	Successful candidates will be required to obtain a CRC
	Copy of Driver's License	Address must match what is on Driver's License
	Medical Forms (Medical, Vision, Audiology)	Must meet medical, vision, and audiology standards for firefighters

## **6. Mandatory Training**

Candidates will attend an unpaid 40 hour training session, including Live Fire Training.

***Please note:*** Candidates must pass all components of the curriculum and training offered during this process. Failure will result in elimination from further consideration in the recruitment process.

## **7. Probation**

New members of the CGS Volunteer Firefighter Service will serve a probationary period of 12 months.

Successful completion of probation includes:

- Obtaining a DZ license (through City of Greater Sudbury)
- Attend weekly training sessions
- Attend emergency calls

Upon successful completion of the probationary period, new members will receive a one-time lump sum of \$500 and an hourly rate increase.