

City of Greater Sudbury

Fire Services



Volunteer Firefighter Recruitment

Information Guide



City of Greater Sudbury

Volunteer Firefighter Recruitment

Information Guide

Summary of Hiring Stages:

1. Application Process: Where to find an Application?

- www.greatersudbury.ca/fireservices
- Citizen Service Centres
- LEL Centre, 239 Montée Principale St. Azilda

2. Interview Process: Location for Interviews

- Various Locations

3. Physical Ability Test: Location for Testing

- LEL Centre, 239 Montée Principale St. Azilda

4. Testing/ Forms to Submit

- Criminal Record Check
- 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 | 6:00 – 9:00 p.m. |
| Waters | 25 Black Lake Rd. | Thursday | 6:00 – 9:00 p.m. |
| Lively | 229 Ninth Ave | Thursday | 6:00 – 9:00 p.m. |
| Whitefish | 4895 R.R. 55 | Thursday | 6:00 – 9:00 p.m. |
| Beaver Lake | 7535 Hwy 17 W | Thursday | Trains at Whitefish |
| Azilda | 239 Montée Principale | Wednesday | 7:00 – 9:00 p.m. |
| Chelmsford | 3400 Hwy 144 | Wednesday | 7:00 – 9:00 p.m. |
| Dowling | 65 Hwy 144 | Wednesday | 6:30 – 8:30 p.m. |
| Vermillion Lake | 2214 Vermillion Lake Rd. | Wednesday | 6:30 – 8:30 p.m. |
| Levack | 50 Nickel St. | Wednesday | 6:30 – 8:30 p.m. |
| Val Caron | 3064 Leduc Street | Tuesday | 6:30 – 9:30 p.m. |
| Val Therese | 4200 Hwy 69 N. | Tuesday | 6:30 – 9:30 p.m. |
| Hanmer | 4680 Lafontaine | Tuesday | 6:30 – 9:30 p.m. |
| Capreol | 65 Railway Street | Tuesday | 6:30 – 9:30 p.m. |
| Garson | 206 Church Street | Monday | 7:00 – 9:00 p.m. |
| Falconbridge | 21 Edison Road | Monday | 7:00 – 9:00 p.m. |
| Skead | 20 MacLennan Drive | Monday | 7:00 – 9:00 p.m. |
| Coniston | 7 Second Avenue | Monday | 7:00 – 9:00 p.m. |
| Wahnapitae | 1623 Hill Street | Monday | 7:00 – 9:00 p.m. |
| Red Deer Lake | Red Deer Lake Road N. | Monday | Trains at Wahnapitae |

2. Interview Process

Only those who make the shortlist will be contacted for an interview.

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

You must successfully pass the interview process to be considered further.

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

- Medical, Vision, Audiology

3. Physical Test

Candidates who successfully pass the interview will be invited to attend the 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.

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 the ground and place on hooks shoulder high
 - Drag 85kg dummy 15m in 15 seconds
 - Perform task on ladder 4m off ground

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 (CRC) 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.