

City of Greater Sudbury

Fire Services



Volunteer Firefighter Recruitment

Information Guide

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Summary of Hiring Stages:

1. Application Process

Where to get an Application:

- www.greatersudbury.ca/fire
- Citizen Service Centers
- LEL Center, 239 Montee Principale St, Azilda

2. Interview Process

Location for Interviews:

- Various Locations

3. Physical Ability Test

Location for testing:

- LEL Center, 239 Montee Principale St, Azilda

4. Testing/Forms to Submit

- Criminal Record Check
- Medicals
- License
- Driver's Abstract and References

5. Offers

- Offers will be made

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

1. Application Process

Please choose one method only when applying: E-mail, mail or In Person.

We strongly recommend applicants apply via e-mail by completing the application and submitting it with their resume. Please only list certificates on resume, do not submit with the application. Proof of certificates and transcripts will be requested at the interview stage.

Any mandatory section of the application process not completed in full will result in the disqualification of the applicant. Any false statements made on a resume or application will disqualify the applicant from employment or cause dismissal.

How to Apply via E-mail:

Applications can be downloaded at www.greatersudbury.ca/fire

Completed applications can be sent via e-mail to hrjobs@greatersudbury.ca

How to Apply In Person:

Applications may be printed at the above mentioned link or picked up at the following locations:

Lionel E. Lalonde Centre
Fire Services
239 Montee Principale
Azilda ON, P0M 1B0

Citizen Service Centres:

Capreol	Frank R. Mazzuca Branch	9 Morin Street
Chelmsford	Normand Huneault Branch	3502 Errington Street
Dowling	Lionel Rheaume Branch	79 Main Street West
Garson	Library and Service Centre	214 Orell Street
Lively	Earl Mumford Branch	15 Kin Drive, Unit A
Valley East	Valley East Library	4100 Elmview Drive
Tom Davies Square	Citizen Service Centre	200 Brady Street

Training Nights/Fire Hall Visit

During the application process, we strongly encourage applicants to attend the station to which they're applying on the designated training night for a tour and to answer any questions.

Station	Address	Scheduled Training Night	Scheduled Training Time
Copper Cliff	7 Serpentine Street	Thursday	6:00 – 9:00 p.m.
Waters	25 Black Lake Road	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 17W	Thursday	Trains at Whitefish
Azilda	120 Agnes Street	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 Street	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.
Wahnapiatae	1623 Hill Street	Monday	7:00 – 9:00 p.m.
Red Deer Lake	Red Deer Lake Road N.	Monday	Trains at Wahnapiatae

2. Interview Process

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

Required documents to be provided at the interview:

Original and one (1) 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 CGS Consent Form will be provided when contacted for an interview. You will be required to bring the completed Reference Consent Form to the interview listing three (3) references. Please note these employment references must be people that you have reported to and at least one of the references must be someone you have reported to within the last three (3) years.
- 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, Auditory Forms
- Swim Test forms (Stations 10 and 22)

3. Physical Test

Candidates who successfully pass the interview will be invited to attend the Physical. 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 160/100 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 Fitness Test

Physical Testing

- All evolutions will be performed with a weight vest to simulate bunker gear and SCBA
- Carry 65mm hose up and down 3 flights of stairs
- Lift a 7m extension ladder off 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

4. Testing/Forms

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

****Please note:** that 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 3 weeks to have it completed. **Do not submit the Criminal Record Check with the application.**

Medical Testing

- Medical
- Vision (includes a colour vision test)
- Auditory

Other Testing

- Swim (if applicable – Azilda & Skead)

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 forms 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

<input type="checkbox"/>	Banking Information for Direct Deposit	Void cheque or direct deposit pre-authorized transaction form
<input type="checkbox"/>	Volunteer Firefighter Questionnaire (provided)	Candidates will be required to provide names for emergency contacts and additional required information
<input type="checkbox"/>	Federal and Provincial Tax Forms	

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.