



IMPORTANT INFORMATION FOR FULL-TIME FIREFIGHTER APPLICANTS

REQUIRED QUALIFICATIONS:

All applicants must meet the following minimum qualifications. Failure to do so will result in the applicant being eliminated from the recruitment process.

- High school graduate (OSSD) or equivalent
- Valid Class "G" Driver's Licence or equivalent with a clean drivers abstract*
- Valid Standard First Aid/Level C CPR certificate at the time of application*
- Canadian Citizen or legal entitlement to work in Canada
- At least 18 years of age at the time of application*
- No criminal offences

* Proof will be required when requested during the recruitment process.

PREFERRED QUALIFICATIONS:

- OFAI Pre-Service Fire Fighter Education and Training Program certificate
- NFPA 1001 – Fire Fighter I and II certification
- EMCA
- Fire Service related course(s)
- Ontario Fire Fighter certification (OFM)
- Career Firefighting service
- Volunteer Firefighting service
- Wildland Fire Fighting experience
- Post-secondary education (Degree, Diploma, Certificate)
- Trade certification
- Mine Rescue

For more information and to apply online, please visit www.greatersudbury.ca/fire. Applications will be accepted until **11:59 pm on April 3, 2026**, Applications will not be accepted after this date.

Once the position closes, all applicants who meet the minimum qualifications will receive notification and direction on attending the aptitude test. Please monitor your junk mail folder for that email.

All information regarding the selection and recruitment process is included below.

**Please read the Recruitment Policy
carefully prior to applying for a position**

INFORMATION ABOUT THE FIRE DEPARTMENT

ORIGINS - The City of Greater Sudbury has a population of 170, 065 people in a 3,600 square kilometer area. The Fire Services division is comprised of 120 plus full-time staff and approximately 215 volunteer firefighters stationed throughout the city.

FIREFIGHTER RESPONSIBILITIES - Firefighters work under the supervision of a Captain and a Platoon Chief to combat fires, perform rescue work, administer basic and advanced life support services, and operate and maintain firefighting apparatus and equipment, including the maintenance and cleanliness of all fire stations.

LOCATIONS - There are five full-time fire stations located throughout Greater Sudbury, and Firefighters will be assigned to those stations as required.

SHIFT SCHEDULES - Firefighters work twenty-four hour shifts with an average of 42 hours per week.

TRAINING - There is an initial training period as well as continuous training throughout your career, covering both academic and practical subjects. Under legislated requirements, all Firefighters will be trained to the NFPA standards. Firefighters are paid during all training periods.

PROBATIONARY PERIOD - There is a twelve-month probationary period from the date of hire. Each Probationary Firefighter must pass testing to be promoted to Firefighter 4th Class following their one-year probationary period.

EXAMINATIONS AND PERSONAL EVALUATION - Recruits are required to successfully complete oral and written examinations throughout their training period as well as personal evaluations on two occasions during the twelve -month probationary period.

ASSOCIATION - Firefighters are represented by the Sudbury Professional Firefighters Association (SPFFA) Local 527.

FIREFIGHTER RECRUITMENT POLICY - The City of Greater Sudbury is committed to attracting high performing and qualified Firefighter candidates through its Firefighter Recruiting Process. The process is designed to be an open and equitable one that measures, through rating and ranking, the competencies of those candidates who most closely meet the selection criteria for the position of Firefighter. The City of Greater Sudbury announces the recruitment drive in local newspapers and on the City of Greater Sudbury website.

The City of Greater Sudbury recognizes the Firefighter's role is one that requires continuous learning and encourages candidates to acquire the necessary knowledge and skills to remain abreast of the latest changes in their field.

Training and experience opportunities in the fire service are expanding daily. It is important that the process credit candidates appropriately for their career preparation. Prior to each recruiting process, Fire Division personnel will review the procedure and make recommendations to the Fire Chief outlining any changes to the procedure that may be required.

The City of Greater Sudbury welcomes all candidates to the process and thanks candidates for their interest in employment with the City of Greater Sudbury.

SELECTION PROCESS FOR FIREFIGHTERS

RECRUITMENT OF A FIREFIGHTER

Purpose	To provide for a fair and open process for recruiting high performing and qualified Firefighters for the Greater Sudbury Fire Services Division.
Responsibility	The Fire Chief and the Deputy Fire Chief(s) are responsible for the execution of this procedure. The Fire Chief and Deputy Fire Chief(s) are responsible for reviewing the procedure prior to the commencement of each firefighter recruiting process and making any necessary changes.
Applicant Screening	<p>All Application for Employment forms will be scrutinized by a hiring team. Only applicants who properly complete the application process and who meet the required minimum qualifications will receive further consideration.</p> <p>Supporting documentation will be required at the interview stage for the following qualifications:</p> <ul style="list-style-type: none">• degrees, diplomas, certificates, or transcripts for all post-secondary education• Valid and current Cardiopulmonary Resuscitation Certificate Level C• Valid and current Standard First Aid Certificate• Letter from employer(s) verifying length of service for credit in areas of Full-time Firefighting Experience, Volunteer Firefighting Experience, Wildland Firefighting Experience, Emergency Medical Response, Police Service and Mine Rescue• Trade certificate• Ontario Firefighter certification• Drivers abstract <p>If any documents provided are misleading or inaccurate, the candidate will be disqualified from further consideration.</p>
Aptitude Testing	<p>All candidates who meet the required qualifications will be invited to participate in the aptitude testing process. Aptitude testing will be completed in person and any costs associated with travel is the responsibility of the applicant.</p> <p>To proceed with the aptitude test, candidates will be charged a non-refundable administration fee of \$320.00 including HST in accordance with Schedule CSD-17 City of Sudbury User Fees. Only online payments will be accepted. After payment is confirmed, each candidate will receive an invitation to attend the aptitude test.</p> <p>Only the person whose name appears on the application form will be permitted to write the test. Photo identification and the test payment receipt will be required.</p>
Physical Testing	<p>Only those selected from the aptitude testing will be contacted to proceed to the physical fitness testing which includes a swim test. These tests will be conducted in accordance with City of Greater Sudbury developed testing and will be completed in one day. Physical fitness testing will be performed at Laurentian University, and the swim test will be completed at a local pool. Transportation to and from the pool will be provided.</p> <p>The following tests will be performed:</p> <ul style="list-style-type: none">• A VO2 Max (or equivalent) test• Swim test• Tests for Claustrophobia and Acrophobia• Strength, balance, power, and endurance testing

Interview Process

Only those selected from the physical testing will be contacted to proceed to an online interview. The candidates will be interviewed on the following components as a minimum:

- Presentation and interview demeanor
- Verbal communication skills
- Personal qualities
- Personal suitability
- Ability to make a positive contribution to a team environment
- Customer service focus
- Knowledge of fire services
- Knowledge of the City of Greater Sudbury and its Fire Services Division

Rankings

Following the interview process, the candidates will be ranked based on their combined scores from the aptitude test, physical fitness test, interview process, and application.

Psychological Testing

All candidates having passed the aptitude test, the physical fitness test and the interview process will proceed to two days of psychological testing. Testing will consist of a written component and an in-person interview.

References

All candidates who passed the psychological testing process will then be required to provide three employment references. One employment reference will be a manager or supervisor for whom the candidate worked during the twelve-month period preceding the interview date.

Offers

Candidates will be offered employment in order of ranking and will have one week to respond.

Medical Forms

Prior to commencing the Training Academy, medical clearance completed by a physician must be provided and will include a medical assessment, vision and hearing tests. Applicants are responsible for all costs associated with testing. All required forms will be provided to candidates.

Training Academy

All new hires are required to complete 16 weeks of Training Academy prior to Platoon placement. The Training Academy is held at Lionel E. Lalonde Centre in Azilda. Housing is not provided. Expected Training Academy start date is TBD.

Corporation's Exclusive

The Corporation reserves the right to transfer any of its existing permanent employees right into the Fire Services Division, as required, provided they have successfully completed the required examinations and are determined by the Fire Chief to be qualified for the position of Firefighter.

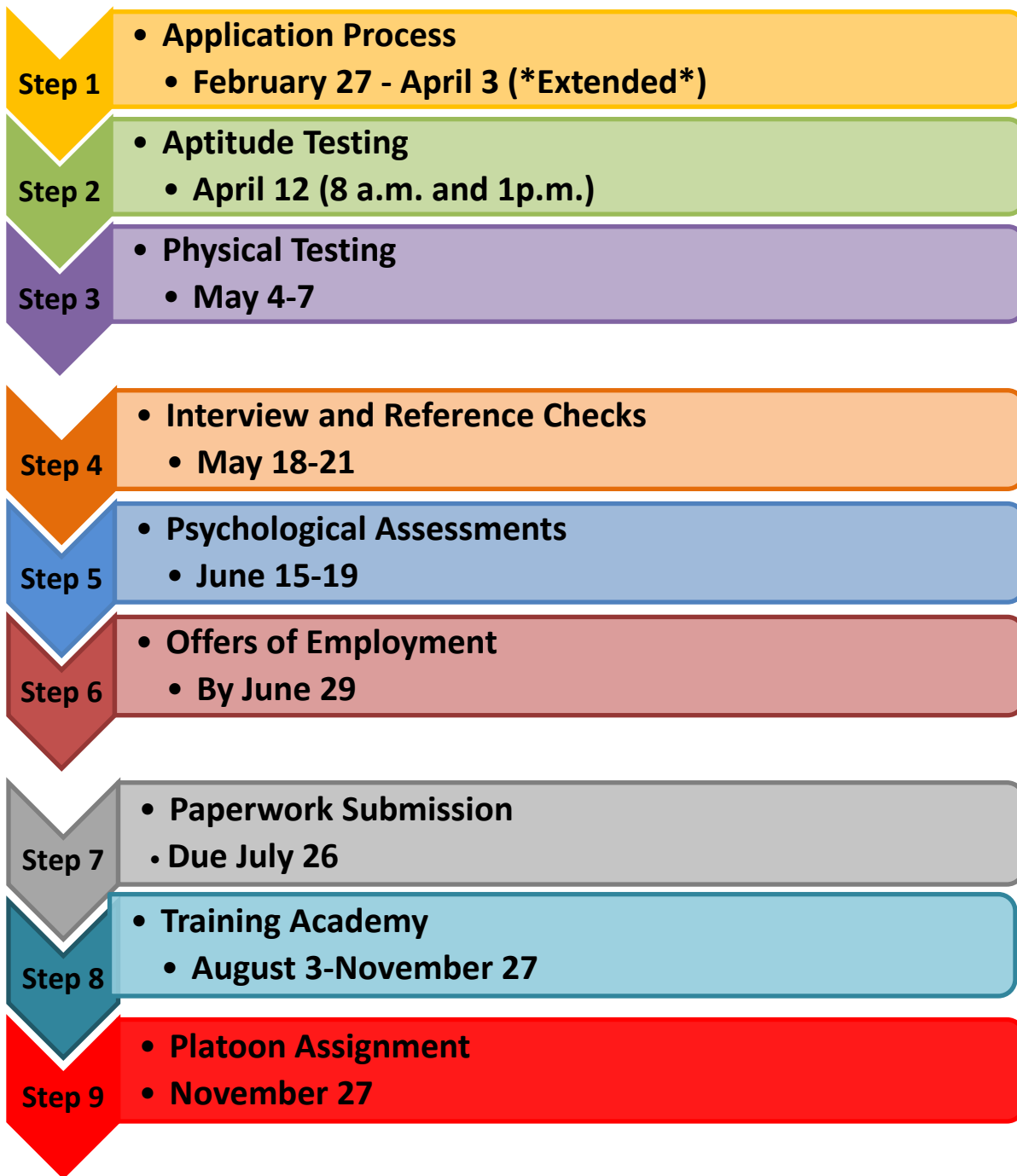
PLEASE NOTE: The recruitment process, including all testing and interviews, will be performed in English.

Applicants are responsible for all costs incurred for tests, examinations and/or copies of certificates.

Only those who are successful in each stage of the process will be contacted.

RECRUITMENT PROCESS TIMELINE

Please review the timeline closely to ensure you are available for all dates. It is the applicant's responsibility to address all application requirements, meet deadlines and be available to attend scheduled appointments. Additional dates other than what is listed below will not be offered.



NOTE: Specific dates or subsequent recruitment steps will be finalized and shared with candidates following the application deadline.