



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*
- Canadian Citizen or legal entitlement to work in Canada
- At least 18 years of age*
- No criminal offences

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* 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

Applications must be submitted online at www.greatersudbury.ca/fire by **4:30 p.m., Thursday, November 10, 2022**. Any application received after this date will not be considered.

Applicants will receive an email with a link to register for the aptitude test. Please check your junk mail folder for the email. Applicants will be required to pay a one-time non-refundable administration fee of \$238.94 + HST. Proof of payment will be required throughout the hiring process.

Please read the Recruitment Policy carefully

INFORMATION ABOUT THE FIRE DEPARTMENT

ORIGINS - The City of Greater Sudbury has a population of 166,004 people in a 3,600 square kilometer area. The Fire Services Division is comprised of 120 plus career staff and approximately 275 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, operate and maintain firefighting apparatus and equipment, including the maintenance and cleanliness of all Fire Stations.

LOCATIONS - There are five (5) full-time fire stations located in the City of Greater Sudbury and Firefighters will be assigned to those stations as required.

SHIFT SCHEDULES - Firefighters work twenty-four (24) hour shifts with an average of 42 hours per week.

TRAINING - There exists 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 - The probationary period is for a duration of twelve (12) months from the date of hire.

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 (12) 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 that most closely meet the selection criteria for the position of Firefighter. The City of Greater Sudbury announces its recruitment drive in local newspapers and the City of Greater Sudbury website.

The City recognizes that 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 the candidates for their interest in employment with the City.

SELECTION PROCESS FOR FIREFIGHTERS

RECRUITMENT OF A FIREFIGHTER

- 1 Purpose**

To provide for a fair and open process for recruiting high performing and qualified Firefighters for the Greater Sudbury Fire Services Division.
- 2 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 to review the procedure prior to the commencement of each firefighter recruiting process and make any necessary changes.
- 3 Applicant Screening**

All Application for Employment Forms will be scrutinized by the Hiring Team and only applicants meeting the following basic qualifications will receive further consideration:

Completed Application for Employment Form;

Candidates will be charged a non-refundable administration fee of \$238.94 + HST, payable prior to being able to sign up for the aptitude testing. Only online payments will be acceptable.

Applicants must possess at least a Class "G" licence with a clean drivers abstract.

Supporting documentation will be required at the interview stage for any of the following qualifications:

 - Degrees, Diplomas, certificates, or transcripts for all post-secondary education
 - Valid and current Cardio Pulmonary Resuscitation Certificate Level C
 - Valid and current Standard First Aid Certificate
 - Letter from employer(s) verifying length of service for credit in areas of Career Firefighting Experience, Volunteer Firefighting Experience, Wildland Firefighting Experience, Military Experience, Emergency Medical Response, Police Service and Mine Rescue
 - Trade Certificate
 - Ontario Firefighter Certification
 - Drivers abstract

If any documents provided are misleading or inaccurate, the candidate will be disqualified from further consideration.
- 4 Examinations**

All candidates who meet the required qualifications will be invited to participate in the aptitude testing process.

Only the person whose name appears on the application form will be permitted to write the tests. Photo identification and the payment receipt provided during the application process will be required.

5 Physical Testing	<p>Only those selected from the aptitude testing will be contacted to proceed to the physical fitness testing.</p> <p>There will be two (2) days of job-related physical fitness testing. These tests will be conducted in accordance with City of Greater Sudbury developed testing. Physical fitness testing will be done at Laurentian University and the swim test will be done at a local Pool.</p> <p>Day 1</p> <ul style="list-style-type: none"> • A VO₂ Max (or equivalent) test and a swim test. • Tests for Claustrophobia and Acrophobia • Only the candidates who pass the first day's threshold will proceed to day two. <p>Day 2</p> <ul style="list-style-type: none"> • Will evaluate the candidate's strength, balance, power, and endurance.
6 Interview Process	<p>Only those selected from the physical testing will be contacted to proceed to the interview. The candidates will be interviewed on the following components as a minimum:</p> <ul style="list-style-type: none"> • 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 the fire services • Knowledge of the City of Greater Sudbury and its Fire Services Division
7 Rankings	<p>Following the interview process, the candidates will be ranked based on their combined scores from the aptitude testing, physical fitness testing, interview process, and application.</p>
8 Psychological Testing	<p>All candidates having passed the aptitude test, the physical fitness test, and the interview process will proceed to two (2) days of psychological testing. Day one will consist of a written test and day two will be an interview with a psychologist.</p>
9 Employment References	<p>All candidates having passed the psychological testing process will then be required to supply the names of three (3) employment references. One employment reference will be a manager or supervisor for whom the candidate worked during the twelve (12) month period preceding the interview date.</p>
10 Vacancies	<p>Candidates will be offered employment from the list of qualified candidates in order of their ranking.</p>
11 Medical Forms	<p>Candidates will need medical clearance completed by a physician.</p> <ul style="list-style-type: none"> • Provide <u>at own cost</u> medical, vision and hearing tests. • Required forms will be provided to candidates.
12 Corporation's Exclusive Right	<p>The Corporation reserves the right to transfer any of its existing permanent employees into the Fire Services Division, as required, without reference to the priority waiting list established above, provided they have successfully completed the required examinations and are determined by the Fire Chief to be qualified for the position of firefighter.</p>
13 Note	<p>Applicants are responsible for all costs incurred for any tests, examinations and/or copies of certificates.</p> <p>Applicants may be required to complete additional testing throughout the recruitment process.</p>