

City of Greater Sudbury

Fire Services



**Volunteer Firefighter Recruitment
Information Guide**



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Summary of Hiring Stages:

1. Application Process: Where to find an Application?

- www.greatersudbury.ca/fire

2. Physical Ability Test: Location for Testing

- LEL Centre, 239 Montée Principale, Azilda

3. Interview Process

- Interviews will be conducted in person at 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 Standard First Aid/CPR Level C 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 certification 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 and continues for 12 months.

1. Application Process

Minimum mandatory requirements to become a Volunteer Firefighter with the City of Greater Sudbury include:

- **Grade 12 Diploma or Trade Certificate**
- **Posses a valid Class “G” Driver’s License**
- **Must possess or have access to own transportation**
- **Standard First Aid Cardio Pulmonary Resuscitation (CPR) Level C Certificate**
- **Must be at least 18 years of age**
- **Maintain physical fitness for Firefighter Requirements**
- **Must live in the coverage area of a volunteer station**

How to Apply

We strongly recommend applicants apply online at www.greatersudbury.ca/fire by completing the application and submitting it with their resume. Please only list certificates on resume. Do not submit them with your application. Proof of certificates and transcripts will be requested after 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.

If you are unable to apply online, please call 705-674-4455, extension 2777 for assistance.

Training Nights

Station	Address	Training Night	Training Time
Copper Cliff	7 Serpentine St.	Thursday	18:00 – 21:00
Waters	25 Black Lake Rd.	Thursday	18:00 – 21:00
Lively	229 Ninth Ave	Thursday	18:00 – 21:00
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	18:00 – 21:00
Chelmsford	3400 Hwy 144	Wednesday	18:00 – 21:00

Dowling	65 Hwy 144	Wednesday	18:00 – 21:00
Vermillion Lake	2214 Vermillion Lake Rd.	Wednesday	Trains at Dowling
Levack	50 Nickel St.	Wednesday	18:00 – 21:00
Val Caron	3064 Leduc Street	Tuesday	Trains at Val Therese
Val Therese	4200 Hwy 69 N.	Tuesday	18:00 – 21:00
Hanmer	4680 Lafontaine	Tuesday	18:00 – 21:00
Capreol	65 Railway Street	Tuesday	18:00 – 21:00

Garson	206 Church Street	Monday	18:00 – 21:00
Falconbridge	21 Edison Road	Monday	18:00 – 21:00
Skead	20 MacLennan Drive	Monday	18:00 – 21:00
Coniston	7 Second Avenue	Monday	18:00 – 21:00
Wahnapitae	162 Hill Street	Monday	18:00 – 21:00

Station Call Outs

Below is a chart that outlines the number of calls each station has responded to in the past three years:

Station	2019	2020	2021	2022
Copper Cliff	23	20	23	28
Waters	123	120	110	126
Lively	136	141	127	153
Whitefish	52	51	58	45
Beaver Lake	30	33	44	26
Azilda	127	96	116	110
Chelmsford	202	167	170	158
Dowling (and Vermillion)	87	62	84	84
Levack	46	49	49	54
Val Caron	50	51	64	32
Val Therese	132	114	109	77
Hanmer	82	92	68	45
Capreol	62	57	50	58
Garson	114	119	109	102
Falconbridge	34	46	42	26
Skead	10	9	4	9
Coniston	57	48	65	59
Wahnapitae	65	47	59	65

2. 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 100 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

- Evolutions:
 - Candidate will climb an extension ladder on the East side of the tower to the 4th floor and transition onto the 4th floor, then transition back onto the fixed ladder and descend.
 - Candidate will lift to chest height an auto-ex tool and lower it to the ground and repeat 10 times, following the 10th rep, candidate will hold the auto-ex tool at chest height for as long as they can.
 - Candidate will shoulder a hose and carry it up the staircase to the 4th floor and descend the staircase.
 - Candidate will complete a one handed carry of a pail with 50lbs for 15 metres, switch hands and carry the pail back.
 - Candidate will shoulder a 65mm hose which is attached to a 100mm hose, drag the hose for 100 metres.
 - Manikin Drag – Candidate will drag an 85 kg (185 lbs.) manikin 15 metres.

Claustrophobic/confined space test

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

3. Interview Process

Only those who make the shortlist and pass the physical test will be contacted for an interview. Interviews will be conducted in person.

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

- Medical, Vision, Audiology

4. Testing/Forms

The forms and testing listed below will be requested if you successfully pass the physical testing and interview process:

****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 190 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

Licence and Driver's Abstract Check

Candidates must have a minimum Class "G" Driver's Licence (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 shall attend 280 hours of training, including Live Fire Training, within the first 2 years of employment.
- A DZ licence shall be obtained with the first year of employment. This course includes 2 days of class training, 30 hours of driving and 5 hours of testing and practical theory. The course is offered through the City of Sudbury and is at no expense to the recruit (a \$5,000.00 course). Recruits do not get paid for DZ license 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 as per minimum standard specified in the CBA.
- Satisfactory completion of six and twelve month performance reviews.