

THE TOWN OF ERIN FIRE AND EMERGENCY SERVICES

FIREFIGHTER RECRUITMENT



Application Manual

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MESSAGE FROM THE RECRUITMENT TEAM

Thank you for taking interest in becoming a Volunteer Firefighter with the Town of Erin Fire and Emergency Services. The fire service is one of the most diverse and challenging professions known today. This diversity is coupled with the fact that the skills learned may be needed at any time of day, seven days a week, in any kind of weather, and under potentially stressful and emotional circumstances. All of these factors and more contribute to our profession, allowing it to be a very rewarding; yet demanding one.

The Town of Erin has always strived to hire the most suitable firefighters for our fire department. The fire recruiters are dedicated to selecting the most competent and qualified individuals who will help maintain our current level of service.

This business is not for everyone and you need more than a desire to help people. You also need courage, dedication, assertiveness and the willingness to learn new skills and face new challenges. The fire and rescue service is not for the meek and timid or for those who easily lose control during times of crisis. Our service is one that calls on its members to perform strenuous work, within adverse conditions and often in uncertain and hazardous environments.

The personal rewards and satisfaction received from the fire and emergency service are often beyond description. There is a sense of accomplishment after controlling a building fire, joy and elation when someone is rescued from a dangerous situation, compassion for accident victims, and fulfillment when seeing the smiles on the young children's faces during public education events.

The bottom line in our business is measured by the loss of a life, the pain and suffering following a tragedy, and property damage we have reduced or prevented. We exist and are prepared to provide the community with the best service that we can, through our extensive training programs and dedication to the department.

If you feel that you have what it takes to meet the challenge of our business, we welcome you to join our team.

FACTORS TO CONSIDER BEFORE APPLYING

- Before you decide to challenge yourself as a Town of Erin Firefighter, learn all you can about the job.
- The recruitment team has the responsibility of selecting individuals with personal values that match the Town of Erin Fire and Emergency Services. These values include pride, professionalism, respect and teamwork.
- Do I meet the minimum qualifications?
- Can I work for extended periods of time under arduous conditions and in extreme temperatures?
- Can I deal with members of the public when they are distressed, confused or being disruptive?
- Am I willing to be a part of a close knit team and learn to work under pressure without letting the rest of the team down?
- Am I a motivated person who challenges themselves to life long learning?
- Does my lifestyle allow me to commit to the required hours of training in house and home study as well as attend emergency calls?
- Successful completion of all assessment tests does not ensure a job offer.

BENEFITS OF VOLUNTEERING

- Successful candidates will receive the following certificates:
 - National Fire Protection Association (NFPA) Certification
 - NFPA 1001 Firefighter Level I and Level II
 - Canadian Red Cross First Responder
 - Defibrillation Certificate
 - DZ licensing
- Strong camaraderie exists within the fire service; and this is magnified within the station.
- Life long friendships have and will continue to evolve within our department and in the fire service.
- Our Firefighters are highly trained, motivated, compassionate people who are skilled in mitigating emergency scenes.
- It offers a challenging work environment.
- Personal satisfaction with meaningful incentives.

MINIMUM REQUIRMENTS

Personal Traits:

- Must be 18 years of age minimum
- Actively involved in the community
- Believe physical fitness is a way of life
- Effective oral and written communication and strong interpersonal skills to deal with members of the staff and the public.
- Must be able to treat all persons with the respect and dignity regardless of race, gender or beliefs
- Ability to continue required tasks especially during emotional suffering, tragedy or loss of life
- Maintain a positive attitude and professionalism on and off the job
- Ability to maintain a high degree of confidentiality at all times
- Ability to exercise discretion and tact

Vaccinations

- Successful candidates must provide proof of the following vaccinations before responding to emergency calls:
 - Hepatitis B shots (F.D. pays)
 - Tetanus
 - Diphtheria
 - Covid-19 (1st and 2nd vaccinations minimum)

The following vaccinations are recommended:

- Mumps
- Rubella
- Measles
- Yearly flu shots

Education and Certifications:

- Minimum of grade twelve (12) diploma or equivalent
- Minimum Class G license

The following Education & Certifications would be an asset:

- Post Secondary Education
- Standard First Aid & CPR certification
- Possess a valid Class D Province of Ontario Driver's License with a Z endorsement

APPLICATION PROCESS

• **STEP ONE: APPLICATION PROCESS**

Application packages can be picked up from the Town of Erin Municipal Office, Monday to Friday between the hours of 8:30 am and 4:30 pm.

Application deadline is Monday, October 31, 2022 at 4:00 pm.

Applicants may also go to www.erin.ca to download application forms.

• **STEP TWO: ORIENTATION NIGHT**

The potential candidate will have the opportunity to attend an orientation session held at Station 50 – Hillsburgh on Wednesday, October 12, 2022 starting at 7:00 pm. Applications will also be available at this event.

• **STEP THREE: RECRUIT ASSESSMENT:**

○ **Aptitude Test**

The aptitude test covers a broad range of skills and questions that are important to volunteer firefighting. The applicant must receive a pass to continue on with the hiring process

○ **Fitness Test**

The fitness test will include a number of firefighting skill related tasks. The candidate's ability to complete the course will be required in order to proceed with the hiring process.

○ **Formal Interview**

The candidate will be interviewed by the hiring committee comprised of Fire Department Officers.

NOTE: Each phase of the candidate assessment process will be used as filters to establish a hiring and waiting list for the Fire Department.

- **STEP FOUR: APPLICATION REVIEW AND VERIFICATION PROCESS**

We will conduct reference checks and review your application package.

- **STEP FIVE: JOB OFFER**

The recruitment team will make the final decision as to who will receive the job offer. The Fire Chief will call all successful candidates.

ORIENTATION

Applicants will have the opportunity to attend an orientation session, where full details regarding the Volunteer Firefighter recruitment process will be discussed. This orientation is not a mandatory step for applicants in the process of applying for a position with the Town of Erin Fire Department. The orientation will be held 7:00 pm, Wednesday, October 31, 2022 at Station 50 – Hillsburgh (2 Station Street, Hillsburgh)

The orientation will include information on the following:

- Application process
- Recruit training course
- Probationary process
- General information about the Town of Erin Fire Department

Town of Erin Firefighters will be available to answer any questions and provide a tour of the Fire Department and the apparatus.

Interested applicants are encouraged to bring family or close friends to the orientation.

FORMAL INTERVIEW

As part of the Recruit Assessment a formal interview will be conducted by the Hiring Committee comprised of Fire Department Officers.

Please bring the following to the interview:

- Original or photocopies of your stated qualifications, i.e. certificates, diplomas, licenses, etc.
- If not indicated on your application package please provide, a list of employment and character references. Minimum of three of each.
- Provide a driver's abstract with no more than 3 points accumulated.
- Criminal Record Search conducted by the Rockwood OPP Detachment.
- As part of the hiring process, the candidate will be required to provide a **medical certificate** from their qualified physician that indicates you are able to perform all expected duties of a Volunteer Firefighter. As a condition of employment, you will be expected to provide this medical certificate. We suggest that you do this immediately due to the amount of time it takes for a doctor's appointment.

VERIFICATION PROCESS

Part of the verification process, a member of the recruitment team will call employment and character references. It is the responsibility of the applicant to ensure all reference information is correct and up to date.

PROBATIONARY PERIOD

All applicants starting from the date of hire will be on probation for a period of one year. Probationary firefighters must pass the following to be accepted:

- Pass component one of the NFPA 1001 Firefighter 1 & 2 Exam.
- Pass DZ license within a period of two years. The fire department will provide licensing for successful applicants.
- Pass Canadian Red Cross, in house First Responder course.
- Pass PAD (Public Access Defibrillation) program.

Please note that the above exams can be challenged up to three times before the applicant is unsuccessful as a probationary firefighter. The Fire Chief has the authority to extend the probationary period if deemed necessary.