

Brockville Fire Department

Probationary Firefighter Recruitment and Selection Information

Welcome to the City of Brockville – Brockville Fire Department Probationary Firefighter recruitment and selection process. This recruitment guide will be an invaluable aid for you in explaining the process as well as outlining the duties and responsibilities of the position.

The City of Brockville recognizes the importance of building an exemplary municipal service reflective of its residents, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drive a high standard of service and innovation. The city supports equitable employment practices and promotes representation of women, Indigenous people, persons with disabilities, visible minorities, 2SLGBTQ+ and newcomers to Canada. Applicants are encouraged to self-identify in the application process.

Recruitment & Selection Process (Probationary Firefighter)

A detailed description of each stage is included in this guide. Please review each stage thoroughly and retain this guide for your records.

Stage I	Apply online through the City of Brockville website and submit all required documentation.
Stage II	In Person Preliminary Interview
Stage III	Physical Fitness & Agility Testing
Stage IV	In Person Interview
Stage V	Employment References
Stage VI	Conditional Offer of Employment

This guide will provide you with a basic understanding of the Probationary Firefighter Recruitment process and the minimum requirements to be eligible for a Career Firefighter position with the Brockville Fire Department.

How to qualify?

Minimum Requirements/Qualifications

- Grade 12 diploma or equivalent in education
- NFPA 1001 Level I & II certification
- Possess a valid Class "DZ" driver's license (or out-of-province equivalency) and a satisfactory driving record (no more than 3 demerit points)
- Valid and current Standard First Aid and CPR Level C certificate
- Meet the prescribed visual requirements (20/40 in each eye WITHOUT corrective lenses and colour vision safe for firefighting)
- Must be able to adhere to NFPA hearing standards and respond to verbally

transmitted instructions over radio.

- Speak, read, and write English fluently, and communicate clearly and precisely under demanding, high-pressure situations.
- Able to perform the essential duties of the job safely under intense and sustained physical efforts.
- Obtain and maintain a satisfactory criminal record check, including Vulnerable Sector, at time of employment, and not have a criminal conviction for which a pardon has not been granted.
- Be legally entitled to work in Canada.
- Ability to work 24 hour rotating shifts including nights, weekends and holidays.

Promotional Process/Career Advancement

The City of Brockville Fire Department offers many opportunities for promotion and advancement. It takes 4 years to advance from probationary firefighter to first class firefighter. Through the Collective Agreement between the City and the Brockville Professional Firefighters Association, there are opportunities for applicants to attain the rank above first-class firefighter and/or apply for positions in either the Fire Prevention Division or the Training Division.

Career firefighters applying to the City of Brockville, if successful during the recruitment process, will be required to start at the probationary firefighter level and salary. This is followed by a 12-month probationary period as defined in the Fire Protection and Prevention Act S.O. 1997 c4.

Stage I: Apply Online

The City of Brockville does not accept applications in person. All candidates must apply online at <https://brockville.com/city-services/careers/>.

- Go to the City of Brockville website at <https://brockville.com/city-services/careers/>
- Click on “Current Opportunities”
- Select “Read More” under the job title to view the full job description.
- At the bottom of the screen under “Apply Now” enter the required information.
- You will be required to upload a copy of your resume and any relevant credentials.
- Online applications will be accepted until 4:00 p.m. of the closing date listed on the job posting.

Your resume must clearly demonstrate how you meet the requirements of the position. We thank all of those who apply; however, only those selected for further consideration will be contacted. The City of Brockville is an equal opportunity employer and we are committed to the establishment of a workforce which reflects the diversity of the community it serves and encourages applications from all qualified individuals including marginalized communities and underrepresented groups.

Accessibility accommodations are available for all parts of the recruitment and selection process. Applicants need to make their needs known in advance. Information collected

will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Stage II: Preliminary Interview

Applicants who are successful in proceeding to Stage II will be selected for a Preliminary Interview with a member of the Human Resources Department and the Brockville Fire Department.

Stage III: Physical Fitness/Agility Testing

Firefighting is a labour-intensive job that requires the individual to maintain a definite skill level in many areas. These skills are necessary to allow the individual to operate safely and effectively on the fire ground.

The physical tasks that make up this test are designed to be directly related to fire suppression operations. Firefighters must have the strength, agility and endurance to carry and climb ladders, wear and use self-contained breathing apparatus, place and operate hose lines, execute a rescue and many other demanding, high-risk situations. Since all of the job-related tasks represent the minimum standard, the candidate must be able to complete each component before being considered to advance to the next stage in the recruitment process.

Successful applicants who are selected to proceed to Stage II will be contacted by Human Resources to complete a series of physical testing components which could include assessments related to functional fitness tests, skills components, swim test, etc. The testing is completed by a third party and will be scheduled by The City.

Testing Overview

During testing, candidates should wear loose fitting clothing that covers their arms and legs and comfortable shoes.

Candidates should be prepared to conduct assorted testing tasks including physical activities while potentially wearing full protective bunker gear and SCBA (weight of approx. 40lbs).

A valid Class "DZ" drivers licence, NFPA 1001 Level I & II certification and educational requirements will be validated upon arrival.

Candidates are required to sign a medical waiver prior to commencing testing. You will find a copy of the medical waiver at the end of this document. If a candidate answers yes to any of the questions on the form they will be required to obtain medical clearance from their physician prior to testing. This clearance form provides the necessary medical opinion that it is safe for the candidate to proceed through the testing procedure and must be presented upon arrival. Plan to arrive 30 minutes ahead of your scheduled testing time.

Stage IV: Behavioural Based Job Interview

Applicants who are successful to proceed to Stage III will be contacted and invited to a behavioural based interview with members of The Brockville Fire Department and Human Resources.

Stage V: Employment References

Applicants who are successful to advance to the employment reference stage will be contacted by members of the Human Resources department and will be instructed to provide a list of employment references to be completed.

Stage VI – Conditional Employment Offer (based on the following)

Conditional job offers will be made based on successful completion of the recruitment and selection process and the number of vacancies. You will be contacted by a representative from Human Resources if you are receiving a conditional offer.

Criminal Record Check

You will be required to obtain (and maintain) a current satisfactory CPIC (Criminal Reference Check including Vulnerable Sector) at your own expense and you must not have a criminal conviction for which a pardon/record suspension has not been granted at the time of application.

Medical Assessment

You will be required to undergo a satisfactory medical assessment conducted by a 3rd party medical provider through the City of Brockville. This medical assessment will be conducted by a physician and you must successfully meet the required standards of The Brockville Fire Department for a Probationary Firefighter.

Licence and Driver's Abstract Check

You must have a valid Class "DZ" Driver's Licence in good standing with no more than (3) demerit points. Human Resources will complete the Driver's abstract for each candidate.

Additional conditions of employment as a Probationary Firefighter are listed.

- Satisfactory completion of a one-year probationary period applies.

Recruit Training Program

Successful candidates will take part in a recruit training program before reporting to shift.

Please note that the recruitment and selection process is subject to change based on the authorization of the Fire Chief and Human Resources.

The City of Brockville and The Brockville Fire Department would like to thank you for your interest in becoming a Probationary Firefighter and for taking the time to apply.

Brockville Fire Department

Firefighter Candidate Testing

Physical Assessment Clearance

Please read the questions below carefully and answer each one honestly by checking yes or no	YES	NO
1. Has your doctor ever said that you have a heart condition or high blood pressure		
2. Do you feel pain in your chest at rest, during your daily activities of living or when you perform physical activities?		
3. Do you lose balance because of dizziness or have you lost consciousness in the last 12 months?		
4. Have you ever been diagnosed with another chronic medical condition (other than heart disease or high blood pressure)		
5. Are you currently taking prescribed medications for a chronic medical condition		
6. Do you currently have (or have had within the past 12 months) a bone, joint, or soft tissue (muscle, ligament or tendon) problem that could be made worse by becoming more physically active?		
7. Has your doctor ever said that you should only perform medically supervised physical activity?		

If you answered YES to any of the questions on the above questionnaire, you are NOT permitted to participate in the candidate physical testing without medical clearance. You will be required to see a physician and have them complete the medical clearance for physical activity form. This form must be presented upon time of testing to proceed with the testing.

If you answered NO to all the questions above, you are cleared for physical activity. Please sign the Participation Declaration below.

Participation Declaration

I, the undersigned, have read, understood to my full satisfaction and completed this questionnaire. I acknowledge that this physical activity clearance is valid for a maximum of 12 months from the date it is completed and becomes invalid if my condition changes. I also acknowledge that the City of Brockville may retain a copy of this form for its records. In these instances, it will maintain the confidentiality of the same, complying with applicable law.

NAME _____ DATE _____

SIGNATURE _____ WITNESS _____

Physical Assessment Waiver

I, for myself, my heirs, executors, administrators or assigns, hereby consent to and agree to participate in the physical testing for the position of Firefighter. I understand that I will be participating in a series of tests to demonstrate my strength, endurance and physical agility and I for myself, my heirs, executors, administrators or assigns, hereby waive any and all claims against the Corporation and The Brockville Fire Department. I remise, release and forever discharge the Corporation and The Brockville Fire Department from any and all liability for any damage, cause matter or thing arising out of or resulting from my participation in the aforementioned testing and series of tests to demonstrate my abilities of strength, endurance and physical agility.

Signed _____ Printed name _____

On this day _____

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Job Related Agility Test – Medical Clearance Form

Doctor:

Your patient, _____ is a candidate for the position of Probationary Firefighter for The Brockville Fire Department. The competition includes a Job Related Agility Test. Your medical opinion is required regarding whether this person:

Is medically suitable to undergo these tests;

Please check **ONE** of the following:

This patient:

<input type="checkbox"/>	Is medically suitable for the Job Related Agility Tests without a physician present
<input type="checkbox"/>	Is not medically suitable for the Job Related Agility Test at this time

Physician's Name: _____

(Please print or type)

Address: _____

Postal Code: _____ Telephone #: _____

Physicians Signature: _____

Date: _____

~ Please return this form to your patient when complete ~

The Job Related Agility Test Medical Clearance form must be completed and presented to the registration table at the testing grounds.