



**North
Battleford**



CITY OF NORTH BATTLEFORD

FIRE DEPARTMENT

***PART-TIME PAID ON CALL
FIREFIGHTER***

RECRUITMENT PACKAGE



Dear Potential Part-time Paid-On-Call Fire Fighter Candidate,

On behalf of the City of North Battleford Fire Department, thank you for taking the time to consider a part time paid on call position with our department. This package has been produced to inform you of the position requirements and your role as a potential candidate in our part-time paid on call fire fighter recruitment process.

The attached documentation is an explanation of the stages of the recruitment process. **Please thoroughly read this information before proceeding in the process.** Applicants who do not meet the minimum requirements will not be considered. If you have any questions, please contact the Human Resources Department at 306-445-1708.

Once you have reviewed this package in its entirety and you are interested in proceeding further with the recruitment process, please submit the following documentation at the time of your initial application:

- Complete, current resume
- Copies of any relevant course certificates and/or qualifications
- References (a minimum of two character and two work references)

Your resume and supporting documentation should be submitted to the **Human Resources Department; by email: hr@cityofnb.ca**.

Resumes will be kept on file until the completion of the recruitment process, and if successful, will form part of your on-going employment file with the City.

Applicants who are considered beyond the application stage will be contacted by phone to be advised of further testing and interview dates.

Thank you again for taking the opportunity to explore a position with our Fire Department. We wish you every success in your endeavours.

Sincerely yours,

Lindsay Holm
Fire Chief

Employment Opportunity Part-time Paid-on-Call Fire Fighter

The City of North Battleford Fire Department is accepting applications for the position of Part-time Paid-on-Call Fire Fighter.

The North Battleford Fire Department is a progressive, composite fire department located in Northwest Saskatchewan. Primarily responsible for the protection of lives and property in the City of roughly 14,000 people, the Fire Department operates out of one centrally located fire station and is staffed 24/7 with career fire fighters, with the assistance of a number of trained part-time paid-on-call fire fighters.

This is an excellent opportunity to provide a valuable service back to the City of North Battleford. In this part time paid on call position, you will be provided with extensive training and have opportunities to obtain certification in fire fighting and rescue activities. You will be required to attend weekly training sessions and respond to emergency calls which can happen at any hour of the day and night. You will participate alongside our career and other part-time paid on call fire fighters in stressful, physically and mentally challenging situations which can be inherently dangerous, for which you will receive specialized training.

The minimum qualifications to be considered for this position are as follows:

- ✓ Be at least 18 years of age
- ✓ Possess a valid, Saskatchewan Drivers License (with an acceptable driving record)
- ✓ Be competent in written and spoken English
- ✓ Be legally entitled to work in Canada
- ✓ Be able to provide an acceptable criminal records check, incl. vulnerable sector screening
- ✓ Be able to provide a medical screening letter from your physician
- ✓ Successfully complete the physical tests

Applications for this position shall be in the form of a current resume, with supporting documentation **AND** references (min. of 2 character, and 2 work references). Applications shall be submitted to the Human Resources Department by email via the City's website and may be considered for further involvement in the selection process. Only those candidates who are selected for further consideration will be contacted. Successful applications will commence employment on the date indicated or otherwise agreed to, and should be prepared to undertake the time commitment necessary for this position.

Your resume and supporting documentation should be submitted to the Human Resources Department; quoting the posting number and sent by email: hr@cityofnb.ca.

PART-TIME PAID-ON-CALL FIREFIGHTER RECRUITMENT PROCESS

The recruitment process consists of nine (9) stages. Each stage is described in more detail in the following pages. At the conclusion of each stage, it shall be decided which candidates may proceed to the next stage, at the City's sole discretion.

STAGE 1 ADVERTISEMENT

The City of North Battleford Fire Department will advertise using various methods. Interested candidates will be invited to an orientation session at the fire hall to get a better understanding of the position and be provided with an opportunity to learn more about the requirements of the position. All applicants must meet minimum requirements and follow the proper application process.

STAGE 2 APPLICANT PRESCREENING

Upon closing of the application date, the Human Resources Department will conduct a prescreening process with applicants who meet the minimum qualifications. This process will include prescreening questions.

STAGE 3 ORIENTATION SESSION

An orientation session is arranged and conducted by the Fire Department to further explain the Part-time Paid-on-Call Fire Fighter position and competition process. The orientation session will be held at the fire station (902-104th Street) in the Lecture Room. Self-contained breathing apparatus mask suitability will be assessed at the orientation.

DATE & TIME: To be determined

STAGE 4 APPLICATION REVIEW

A complete resume, including a list of references (a min. of 2 character and 2 work references) is required at the point of application. Candidates must verify all qualifications with supporting documentation including photocopies of all certificates, diplomas, transcripts, etc.

STAGE 5 PRACTICAL PHYSICAL FITNESS TEST

The Practical Physical Fitness test is designed to gauge the candidate's physical and mental fitness to meet the requirements of the job. Candidates must pass all tests to be considered for a position. See the Practical Fitness Testing Release form in Appendix "A" for details of the tests.

***"Fire fighter Recruitment Medical Clearance"* and *"Practical Fitness Testing Release"* forms must be signed prior to commencing in fitness tests.**

*Appendix A”

I.) “Fire fighter Recruitment Medical Clearance”

This form must be signed by the candidate’s physician, at candidate’s expense, prior to undergoing Practical Fitness Testing.

II.) “Practical Fitness Testing Release”

This form must be signed by candidate prior to undergoing Practical Fitness Testing.

STAGE 6 INTERVIEW

Candidates who are successful at the written & physical testing will be considered to attend an interview. The interview is not designed to test the candidate’s technical knowledge, but rather allows for the opportunity to further assess the candidate’s suitability in other areas.

STAGE 7 SELECTION AND APPOINTMENT

Based on information that is obtained from the entire process, the selection committee will choose a suitable candidate(s). The successful candidate(s) will be offered the position of probationary paid-on-call fire fighter, conditional on the provision of a satisfactory medical assessment, eye examination, criminal records check and drivers abstract. The individual shall also sign a Policy for the Employment of Part-time Paid On Call Fire fighters to acknowledge that he or she understands the conditions of employment as described in the policy.

STAGE 8 CRIMINAL RECORD CHECK & DRIVERS ABSTRACT CHECK

Upon acceptance of a conditional offer of employment, a Security Clearance/Criminal Record check will be conducted on each Candidate. The candidate will be expected to pay for, at the candidate’s expense, a criminal records check (conducted by the RCMP), and also pay for and provide a copy of a drivers abstract.

STAGE 9 MEDICAL ASSESSMENT AND EYE EXAMINATION

Medical Assessment

Candidate must undertake a complete medical exam and supply an original copy of a certificate signed by a medical Doctor, at candidate’s expense. (Appendix B – Physician’s Certificate)

Eye Examination

Candidates must undertake an eye examination which consists of the Farnsworth D-15 test in relation to color vision and must have at least 20/30 vision in each eye without corrective lenses. Peripheral vision, without correction, shall be 140° in the horizontal meridian of each eye. To be done at the candidate's expense.

The "Optometrist's Certificate" must be signed by an Optometrist and returned to the Fire and Emergency Services. (Appendix C – Optometrist's Certificate)

APPENDIX "A"

CITY OF NORTH BATTLEFORD

FIRE DEPARTMENT



PART TIME PAID-ON-CALL FIRE FIGHTER RECRUITMENT MEDICAL CLEARANCE

RE: Job Related Physical Fitness Test

MEDICAL CLEARANCE FOR JOB RELATED PRACTICAL SKILLS

1. **Aerial Ladder Climb** – 22.86meters (75 ft.) climb at a 70° angle (Acrophobia Test).
2. **Rescue Search** – The candidate will conduct a rescue search while wearing a full self-contained breathing apparatus with blacked out mask.(Claustrophobia)
3. **Hose Carry & Lift** – The candidate shall carry 45m(150 ft) of 45mm(1.75 in) hose up three(3) flights of stairs then shall lift, hand over hand, 15m(50 ft) of 65mm(2.5 in) hose, a height of 11m(35 ft), (Strength and Endurance).
4. **Beam Walk** – walk 6 meters (20 ft.) on a balance beam while carrying 19.05kg (42 lb.) (Balance and Agility).
5. **Ladder Lift** – Remove a 7 meter (24 ft.) extension ladder off of the truck and put it on the ground, then replace the ladder to its original position (Co-ordination and Dexterity)
6. **Victim Drag** – Pick-up and drag a 79kg (175 lb.) Rescue dummy at least 15 meters (50 ft.) in 45 seconds (Stress and Endurance).
7. **Ventilation Drill** – Swing 2.9kg (6.5 lb.) Mallet against a wooden block 50 times in one minute (Endurance and Co-ordination)
8. **Hose Drag** – Drag 45 meters (150 ft.) of 65mm (2.5 in.) hose until they are completely straight, then the entire weight, 15 meters (50 ft.), within 30 seconds (Strength and Endurance)
9. **Swim Tests** – Tread water for three (3) minutes in street clothes (jeans and t-shirt). Swim fifty(50) meters any stroke in swim suit.

CANDIDATE _____(print)

PHYSICIAN _____(print)

PHYSICIAN OFFICAL STAMP

I know of no medical reason why the candidate should not attempt the above tests.

PHYSICIAN _____
Signature

DATE _____

CITY OF NORTH BATTLEFORD

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Practical Fitness Testing Release

I, _____, have applied to the City of North Battleford for a position with the Fire Department.

It is deemed necessary before my application is finally dealt with that I, in common with other applicants, should submit myself to a series of physical fitness tests, including climbing, carrying, lifting, dragging, and other physical activities incidental to the ordinary work of a fire fighter; through the Fire Department and its agents.

I, THE UNDERSIGNED, DO HEREBY AGREE to submit myself to all the physical fitness tests required by the Fire Department of the City of North Battleford. Under the supervision of the Fire Chief, or his representatives for the purpose of ascertaining my physical qualifications for the employment for which I have applied.

I do hereby, for myself, my heirs, administrators, executors, and assigns, remise, release and forever discharge the said City of North Battleford and its officers, servants and employees of and from any and all actions, causes of action, claims and demands whatsoever, which I or my heirs, executors, administrators or assigns may have arising out of my submission to the said physical fitness tests.

I, hereby, further acknowledge that I submit myself to the said tests of my own free will and with full knowledge of their nature, and with full knowledge of the contents of this release.

Dated at North Battleford, Saskatchewan, this _____ day of _____ A.D., 20____.

Witness

Applicant

Name (please print)



CITY OF NORTH BATTLEFORD

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PHYSICIAN'S CERTIFICATE

Name of Candidate _____

Date of Examination _____

I, _____, a duly qualified Medical Practitioner, do hereby certify that I examined the above mentioned candidate.

I am satisfied that he/she is not suffering from any illness, disability or medical condition that would render it unsafe for him/her to perform as a fire fighter and that he/she meets the standards for a fire fighter, some duties of which are outlined below:

- Going from periods of rest/inactivity to immediate readiness (some studies suggests this can increase the heart rate by 50+ bpm)
- Wearing personal protective equipment weighing approx. 40 kgs
- Carrying equipment up and down stairs in buildings
- Advancing charged hoses (240 pounds of nozzle thrust)
- Breaking down doors, walls ceilings and roofs possibly using the following equipment - chain saw, hack saw, K-12 saw, sledge hammer,
- Working over head with a pike pole or hoses
- Raising ladders
- Rescuing victims (including carrying victims)
- Raising and lowering equipment or victims from building/high-rise windows via ropes
- Automobile extrication
- Carrying equipment long distances from the truck to the fire site.
- Extensive crawling in smoke filled environments while wearing respiratory protective gear

Physician's Name

Physician's Signature



Physician's stamp



APPENDIX "C"



CITY OF NORTH BATTLEFORD

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OPTOMETRIST'S CERTIFICATE

Name of Candidate _____

Date of Examination _____

I, _____, a duly qualified Optometrist, do hereby certify that I examined the above mentioned candidate.

I am satisfied that he/she meets the standard for a fire fighter.

- ✓ Color vision – Farnsworth D-15
- ✓ Visual acuity - minimum 20/30 each eye w/o correction
- ✓ Peripheral vision - 140° each eye w/o correction

Optometrist's Name (Please print)

Optometrist's Signature