



**SAULT  
STE. MARIE**



# **FIREFIGHTER RECRUITMENT GUIDE**

## **Fire Services**

We are committed to the protection of life, property and the environment within our community in a responsible and caring manner.

The City of Sault Ste. Marie Fire Service believes that the key element of an engaged and innovative workforce is providing personnel with a work environment that is supportive, inclusive and respectful.

# Sault Ste. Marie Fire Services

## Vision Statement

### *"Who We Want To Be"*

The Sault Ste. Marie Fire Service is committed to provide effective and efficient emergency service in a caring manner to create a safe community.

## Mission Statement

### *"Who We Are Today"*

The Sault Ste. Marie Fire Service is a proud partner within our community that provides exceptional service through prevention, education, protection and wellness.

## Our Values

- Public safety
- Firefighter safety
- Customer service
- Integrity and Honesty

Our four key values are at the forefront of everything we do. These values guide us every day as we integrate the three lines of defense - public education, inspection and code enforcement and emergency response - to prevent fires and reduce losses, injuries and deaths.

## The Suppression Division is responsible for:

- Responding to all fires
- Auto extrication
- Hazardous material responses
- Medical response with AED
- Rescue response (shore base ice & water, tiered response - ambulance & police)
- Fire Prevention and Public Education activities
- Training in all aspects of emergency response
- Development of Operating Guidelines
- Maintenance of promotional system
- Researching firefighting methodologies

# Preferred Competencies

<b>Initiative</b>	Actively seeks out challenge and opportunities to grow and advance; has pursued self-improvement; volunteers to help others; displays self-discipline in completing task and projects, and often goes beyond what was asked for demonstrates punctuality and reliability
<b>Performance Under Stress</b>	Remains clear-headed and takes effective, purposeful action when confronted with dangerous and/or stressful circumstances; remains outwardly calm and composed under pressure
<b>Leadership/Integrity</b>	Ensures assigned tasks are completed correctly; provides leadership by setting an example that others tend to follow; does a proper job, not taking short-cuts or the easy path; owns up to mistakes; speaks up on matters of principle
<b>Effective Relationships</b>	Actively participates in team activities, both on and off the job; motivated to do his/her best so as not to let the team down; able to offer and accept constructive criticism in a mature and objective manner; willing to share knowledge, and to help coach and develop others; puts team interests before own interests; demonstrates tact and respect for others feelings.
<b>Communications</b>	Listens well; avoids interrupting; asks clarifying questions; provides direct, non-evasive answers; responds to the question that was asked; speaks in a clear, coherent fashion; provides responses that are organized, and that offers an appropriate level of detail; maintains appropriate eye contact
<b>Problem Solving</b>	Approaches problem in logical manner; gathers facts and examines situation systematically; seeks assistance from appropriate sources; demonstrates openness to others' ideas and suggested solutions; willing to alter plans in light of changed circumstances; follows through on implementation and evaluates results.

Members of the Sault Ste. Marie Fire Services expect the following from all personnel.

- ✓ Ethics and Integrity
- ✓ Trust and Respect
- ✓ Employee Engagement
- ✓ Follow the chain of command
- ✓ Open communication and active listening

The Sault Ste. Marie Fire Service is a proud member of the community. The community expects our members to perform their tasks eagerly and in a professional manner every day.

# Criteria

You will be challenged to look within yourself to see if you have what it takes to meet the expectations of a career as a Firefighter. Our competition is thorough and you need to be prepared for these questions:

- What unique skills can you offer our department?
- What sets you apart from other candidates?
- Can you work in an environment that follows a strict code of conduct and follow a chain of command?
- Can you work in close quarters with others?
- Can you work shift work, evenings, weekends and holidays?
- Can you put your life at risk to save someone else?

If you feel that you can meet the above expectations and answer yes to all of these questions we encourage you to apply to the City of Sault Ste. Marie Fire Service.

## **To be considered as a final candidate you must meet the following mandatory qualifications:**

- Secondary School Diploma; or equivalent with proof;
- Minimum 18 years of age;
- Legally entitled to work in Canada;
- Valid Ontario unrestricted, Class 'DZ' License, at time of employment offer;
- Current Drivers Abstract;
- Valid First Aid and CPR certification, minimum Level C;
- Completion of NFPA 1001 Firefighter Level I and II with Accreditation from International Fire Services Accreditation Congress (IFSAC) or Pro-Board;
- OFMEM Grandfathering Letter stating that the requirements for NFPA 1001, Level I & Level II based on experience or knowledge have been met;
- Valid (proof of original) 'Firefighter Services Ontario' Certificate Test for Sault Ste. Marie;
- Ability to work 24 hours shifts, weekends and holidays
- Ability to handle periods of intense and sustained physical, mental and emotional stress

**In addition to the above mandatory qualifications, candidates are encouraged to acquire additional education, training, job related experience, labor experience and other abilities. Preferred Qualifications are:**

- Pre-Service Firefighter Education and Training from an OFM, IFSAC or Pro-Board recognized institution
- Fire Science (Degree or Diploma)
- Fire Science Technology (Diploma or Certification)
- Career Firefighting Service
- Volunteer Firefighting Service
- Emergency First Response Training
- Post Secondary Education (Degree, Diploma, Certificate)
- Trade Certification
- Fire Service Related Course(s)
- Occupational Health & Safety Training/Courses (Diploma, Certificate)
- Community Involvement

# The Position

## General Information

Career firefighters provide emergency response to a wide variety of occurrences including fires, emergency medical calls, motor vehicle accidents and alarm system activations.

Other duties include, but are not limited to, delivering fire safety public education, performing station duties such as tours, cleaning, maintaining grounds and dispatching units to alarms. You are expected to follow Standard Operating Guidelines and directions to complete tasks as assigned. Maintaining physical wellness is key in fulfilling your job requirements.

As a firefighter you will receive extensive and continuous in-service training. This education not only provides knowledge of the latest developments in firefighting and rescue techniques but also covers the handling of hazardous materials, emergency medical procedures, and fire prevention legislation. Firefighters use teaching skills to pass this knowledge on to the public, promoting fire prevention and safety awareness.

Equally important is the capacity to assess a situation and act accordingly as per your training and experience. Firefighters are frequently called upon to use their foresight, training and judgement to rescue others and protect themselves.

In addition to frequent contact with the public, firefighters also spend periods of time living and working together. Whether it is sharing routine maintenance chores or providing back up at the scene of emergency, firefighters must be able to accept orders without question and work effectively as members of a team of professionals.

## What you can expect

There is a twelve-month probationary period in which the firefighter will undergo extensive in-service training. If you fail to meet performance expectations during this training period, your employment may be terminated. The City of Sault Ste. Marie offers a comprehensive benefit package, member of OMERS Pension Plan and will become a member of the Sault Ste. Marie Professional Firefighters' Association, Local 529 of the International Association of Firefighters.

# Selection Process

The City of Sault Ste. Marie uses a process that promotes fairness and equity among candidates. We urge you to read through this entire section to gain a better understanding of the process. We have included the timing and submission requirements at each step to assist in you in preparing for this process. (Note: these can be subject to change.)



The recruitment process is lengthy and involves many steps. This ensures that we hire candidates that are best suited to the position and our organization. Being prepared is an important part of a Firefighters job and this starts with the recruitment process.

Outlined below is a brief description of the process that the City of Sault Ste. Marie will conduct. Movement from one step to the next will depend on the applicants' performance at each step. Costs associated with obtaining qualifications, certificates, and mandatory requirements are the responsibility of the candidate.

**The selection process consists of the following steps: Each step must be successfully passed in order to proceed to next step**

- |                   |   |
|-------------------|---|
| <b>Step One</b>   | Submit Application Package  |
| <b>Step Two</b>   | Applicant Qualifications Screened   |
| <b>Step Three</b> | Selected applicants notified to schedule testing with Firefighter Services of Ontario |
| <b>Step Four</b>  | First Interview   |
| <b>Step Five</b>  | Second Interview  |
| <b>Step Six</b>   | Reference Check   |
| <b>Step Seven</b> | Added to Reserve List   |
| <b>Step Eight</b> | Employment Offer  |

## Step One:

Submit Application Package online to:

E-mail: [human.resources@cityssm.on.ca](mailto:human.resources@cityssm.on.ca)

Subject line: Firefighter #040-047-2020

Deadline: July 30, 2020 at 12:00pm

## Step Two:

### Applicant's Qualifications Screened

To be considered as a candidate in this process you must provide proof of the following mandatory qualifications with your Application Package:

- Secondary School Diploma; or equivalent
- Valid Ontario Class 'DZ' License, unrestricted
- Current Drivers Abstract
- First Aid and CPR certification, minimum Level C
- Completion of NFPA 1001 Firefighter Level I and II, IFSAC or PRO-Board; or, in progress with completion prior to August 31, 2020, as originally scheduled.
- OFMEM Grandfathering Letter stating that the requirements for NFPA 1001, Level I & Level II based on experience or knowledge have been met, if applicable.

## Step Three:

**Upon review of entire application package received, selected applicants notified to register with Firefighter Services of Ontario.**

- ❖ Only those selected applicants will be notified and provided details on completing the Firefighter Services Ontario test. **Do not** schedule testing if you have not been contacted.

The Firefighter Services Ontario test is located in St. Catharines, Ontario. There will be two (2) firm dates for those applicants selected to attend and complete the testing. **August 8 and August 15, 2020.** Applicants are responsible to schedule a time on one of the dates to participate in the testing (only once they have been notified by City of Sault Ste. Marie, Human Resource Department). All costs associated with the testing and travel will be the responsibility of the applicant. The Firefighter Services of Ontario testing costs is \$315.00 including H.S.T., the Resiliency and Emotional Stability Assessment (completed online due to COVID, prior to August 31, 2020) is \$55.00.

Firefighter Services of Ontario will provide the City of Sault Ste. Marie Human Resource Department a list of successful candidates. You will also be provided proof of completion for your records.

The Firefighter Recruitment Committee will review all successful applicants and those candidates selected for interviews will be contacted.

Below is a link to Firefighter Services of Ontario website.

<https://www.fireontario.com/>

## **Step Four:**

### **First Interview**

Applicants that successfully meet the required testing criteria will be contacted and provided details on first interview.

Only those applicants that are successful in the first interview will proceed in the selection process.

## **Step Five:**

### **Second Interview**

Selected applicants will be contacted and provided details on second interview.

## **Step Six:**

### **Reference Check**

Applicants successful in the interview process will have references contacted and verified.

## **Step Seven:**

### **Candidate Added to Reserve List**

- ❖ The Firefighter Reserve List will be created with selected applicants.
- ❖ Selected candidates will be considered for future potential opportunities as new Firefighter Recruits with the Sault Ste. Marie Fire Service.
- ❖ This does not guarantee the candidate employment.
- ❖ The list may be valid for up to 3 years, or at the discretion of the City.

## **Step Eight:**

### **Upon receiving a written offer of employment the following will be required:**

- ❖ Current Drivers Abstract (within last 30 days)
- ❖ Vo2 Max (within last 6 months)
- ❖ City of Sault Ste. Marie Municipal Swim Test (within last 12 months)
- ❖ Criminal record check, including vulnerable sector search, acceptable to the City. (within last 90 days)
- ❖ Pre-employment medical
- ❖ Hearing assessment

Details will be discussed when an offer of employment has been extended.

**\*NOTE:**

- ❖ The Firefighter Reserve List Selection Guide is subject to change, at any time.
- ❖ All costs associated with the selection process will be incurred by the applicant.

We thank all applicants for their interest; however, only candidates under consideration will be contacted.

The City of Sault Ste. Marie is an equal opportunity employer in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code.

The City of Sault Ste. Marie will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.

Inquiries regarding the Selection Process can be directed to the City of Sault Ste. Marie, Human Resource Department.

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