

Thunder Bay Fire Rescue Firefighter Recruitment 2025



Agenda

Introductions

Requirements

The Steps of the Recruitment Process

Helpful Hints for Success

Thoughts from a recently hired TBFR firefighter

Questions

- **Take notes throughout presentation to inform any questions you may have at the end.**

Introductions

Fire Chief – Dave Paxton

Deputy Chief – Martin Hynna

Deputy Chief – Dave Tarini

Division Chief of Training – Peter Warywoda

Training Officers – Houston Welsh & Robert Monchka

Firefighter – Melissa Geils

Manager Talent Acquisition – Lorraine MacPhail

Supervisor Talent Acquisition – Kaitlin Kopechanski

THE STEPS IN THE RECRUITMENT PROCESS



To ensure fair and impartial firefighter recruitment, TBFR has established a comprehensive hiring process, which includes the following steps:

- 1 – Application (Online)**
- 2 – Shortlisting – Round 1**
- 3 – Written Aptitude & Occupational Screening Tests**
- 4 – Shortlisting – Round 2**
- 5 – Medical Evaluation & Fitness Assessment**
- 6 – Job-Related Physical Testing**
- 7 – Interview**
- 8 – Hiring Pool**
- 9 – Reference Checks**
- 10 – Conditional Offers**

Step 1 – Application



Online Application

The online application is located at:

www.thunderbay.ca/jobs

Competition # FIRE-2025

Applicants must complete all portions of the online application including the shortlisting questions and resume submission

Step 2 – Shortlisting – Round 1



In this step, shortlisting is based on minimum required qualifications - candidates must,

- Be legally entitled to work in Canada;**
- Be between 18 – 60 years of age;**
- Have a minimum two years of accumulated work experience;**
- Possess a secondary school diploma or equivalent;**
- Possess a valid Ontario Class “G” driver’s licence or equivalent;**
- Must meet the definition of a competent driver as defined by the Corporation.**

Throughout the recruitment process candidates must also:

- **Demonstrate the physical abilities and capacity to handle intense and sustained physical and mental exertion**
- **Pass the Corporation's Medical examination**
- **Meet the NFPA standard for visual acuity**
- **Prior to employment, candidates must successfully obtain a DZ beginners license and maintain the DZ licence as an ongoing condition of employment**
- **Successfully undergo a Police Records Check**

Disqualification Factors

In addition to the requirement of meeting the minimum qualifications, a candidate will be disqualified from the firefighter recruitment process if:

- False information is provided**
- Incomplete forms are submitted**
- Submissions are received past deadlines**

Step 3 - Written Aptitude Test and Occupational Screening



WHO WILL WRITE

Based on initial shortlisting, successful applicants will be invited to participate in the written exams.

On a first-come, first-serve basis to a maximum of 300, invited candidates must register and pay to write the exams.

The registration fee for the written exam process is **\$280.00 CDN.**

Additional information will be included with the invitation, including exam times and payment process.

Upon request, reasonable accommodation will be provided with respect to the materials and or exam process.

WHEN AND WHERE

The two written exams, Occupational Screening and Aptitude, will take place on Saturday May 31, 2025.

One test will take place in the morning, followed by a lunch break, with the second test in the afternoon.

Exact testing times and location are TBD; details will be included with your invitation.

Candidates must provide a valid driver's license or passport picture I.D.

WRITTEN APTITUDE TEST CHARACTERISTICS

Multiple-choice format with no penalty for wrong answers.

This test is specifically designed for entry-level firefighter candidates with no previous fire education or firefighting experience.

The test measures an applicant's ability in numerous areas including their understanding of written and oral information, mechanical aptitude and mathematics.

OCCUPATIONAL SCREENING

This test is a functional characteristics assessment tool which examines personal performance characteristics.

The test includes questions which deal with emergency situations or circumstances as well as mathematical and mechanical problems.

Candidates may be asked to rate their responses to different situations or to make a correct choice among options.

Shortlisting – Round 2

Candidates who are successful in achieving a passing mark on both exams will be advanced to Shortlisting – Round 2.

Candidates will be emailed instructions to update their application - providing proof of education and relevant certificates as identified in their application.

With your instructions, you will also be provided a medical examination form that will need to be completed by a doctor and submitted through the application portal.

A completed medical exam form is a requirement to be invited to Step 5.

Step 4 – Resume Shortlisting



CITY OF
Thunder Bay
Superior by Nature

Shortlisting – Round 2

This step allows for a comparison of the applicants based on qualifications, skills and abilities, as identified by the job description.

**Successful candidates will be invited to step 5
Medical and Fitness Assessment**

Step 5

Medical & Fitness Assessment



Cost for Medical and Fitness Testing

There is a cost of **\$220.00 +HST** to the candidate to participate in steps 5 and 6.

This fee will be paid in advance at the Canada Games Complex during registration. More information will be sent to all candidates who reach this step.

Step 5 Requirements

To participate in Medical and Fitness testing,

- **Candidates must provide picture I.D. – valid passport or driver's license.**
- **Candidates must present the medical evaluation form which they were provided, and which must be completed by a doctor.**
- **Candidates must allow to have their blood pressure assessed and may not proceed with testing if their blood pressure reading is 144/94 or greater.**

Sit-ups

- **As many as possible in 1-minute**
- **Assessed and evaluated**
- **Incorrect or incomplete sit-ups will not be counted.**

Sitting and Reach

The sit and reach measures general flexibility



Shuttle Run

The shuttle run (aka - beep test) evaluates aerobic fitness.



**Thunder Bay Fire Rescue
reserves the right to update
the test items and/or scoring.**

**A 15-minute break will be
allowed before going on to
job-related testing.**

Step 6

Job-Related Fitness Testing



Ladder Climb

While wearing a safety harness attached to a safety line, climb an extension ladder up four floors, uncouple and recouple a threaded hose fitting.



Ladder Lift

In a controlled manner, lift a 26 kg ladder off a wall bracket, place the ladder on the ground then return the ladder to the bracket.



Hose Carry

While wearing a weighted vest and ankle weights to simulate firefighting PPE, carry a hose bundle up and down 5 stories.

Total weight carried is approx. 39 kg.



Rope Pull

Using a rescue rope and roller, hoist and lower a hose weighing 22.5 kg a height of 6 stories.



Hose Drag

Pull a weighted wheeled-sled 15 meters. Once started, forward momentum must be continuous until completion.



Victim Drag

Drag a 91 kg rescue mannequin approximately 30 meters around staggered pylons.



Forcible Entry

Move a weighted tire approximately 30cm by striking it repeatedly with a 4.5 kg sledgehammer.



Step 7

The Job Interview



The interview is designed to assess soft-skills such as:

- **Accountability**
- **Empathy**
- **Collaboration & Teamwork**
- **Ethical & Moral Judgment**
- **Self-Awareness**
- **Problem Solving**
- **Resilience**
- **Communication Skills**
- **Conflict Resolution**

At the interview step candidates will be required to provide three work-related/professional references.

Supplied references are checked for all leading candidates to validate candidate information and get an overall sense of job performance from past employers prior to an offer of employment.

Step 8

Hiring Pool



Hiring Pool

Candidates from the interview stage will be placed into a ranked hiring pool.

Candidates will be drawn from the hiring pool as vacancies arise.

Reference Checks

Candidates who are successful in making it into the hiring pool will have their references checked prior to a conditional offer of employment.

Criteria for Conditional Offers

- Meet the competent driver standard as defined by the Corporation
- Meet the visual acuity standard
- Meet required medical standard (COTB & MTO)
- Completed baseline audiometric and pulmonary function testing, and
- Provided a successful Police Vulnerable Sector Check (PVSC)

Probationary Period

The probationary period for newly-hired recruit firefighters lasts 12-months.

Throughout the 16 to 20 week Recruit Academy, and through the remainder of their first-year, recruits will be continuously evaluated with feedback provided in the way of progress reports.

Helpful Hints



- **Be diligent and thorough in all aspects of the recruitment process.**
- **Provide accurate and current contact information.**
- **Continually monitor your email (including your junk mail folder) during the recruitment process as updates will be provided via email.**
- **Exhibit excellence in the following essential personal traits: punctuality, honesty, courtesy, attentiveness and integrity.**

Questions?



Firefighter
Melissa Geils

Joined TBFR
in 2023

