



The Corporation of the City of Thunder Bay Fire Rescue

Dear Applicant:

Welcome to the City of Thunder Bay's firefighter recruitment and selection process. This handbook provides an outline of the recruitment and selection process as well as an outline of the duties and responsibilities for the position of firefighter.

Please read this handbook carefully. Failure to follow the direction or meet the deadlines at any of the stages of the recruitment and selection procedures may result in the disqualification of your application for employment.

The City of Thunder Bay adheres to the Human Rights Code of Ontario during all stages of the selection process. The Thunder Bay Fire Rescue is an equal opportunity employer and those seeking employment, are expected to be non-discriminatory in their attitudes and actions, when dealing with colleagues and the public.

All inquiries regarding the procedure should be made to the Thunder Bay Fire Rescue, 330 Vickers Street North, Thunder Bay, Ontario P7C 4B2 Telephone (807) 625-2103, Fax (807) 623-4545.

I wish you success in your endeavor to become a firefighter for the City of Thunder Bay.

Sincerely,

A handwritten signature in black ink, appearing to read "GH", is written over a white background.

Greg Hankkio
Fire Chief

Fight Fires, Save Lives



The Thunder Bay Fire Rescue is continually working on building a diverse, innovative, nationally recognized Fire Rescue Service committed to ongoing quality service to the community it serves.

MISSION

Thunder Bay Fire Rescue strives to save life, property and the environment by providing fire protection, rescue, public education and medical assistance to our community.

VISION

Our vision is to be proactive in preventing fires and other risks rather than reacting to them. We will achieve this through a well managed and up-to-date system that operates in collaboration with the community, other public services, and businesses to address future challenges.



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REQUIREMENTS

Men and women who can meet and maintain the following minimum requirements are encouraged to apply for a position as a City of Thunder Bay Firefighter.

<i>In Order To Be Considered You Must:</i>

- ✓ Be legally entitled to work in Canada (for clarification contact the Corporation's Human Resources Division at 625-3298) and be at least 18 years of age.
- ✓ Possess the prescribed physical and visual abilities and have the capacity to handle intense and sustained physical and mental effort.
- ✓ Must meet standards for visual acuity (Best-corrected—stable 20/40 binocular visual acuity with no less than 20/100 in the worse eye [soft or RGP contacts, glasses/lens inserts are all acceptable] and Un-corrected—stable 20/100 binocular visual acuity), normal colour vision (testing with either Ishihara Colour Vision Test or the Farnsworth D-15) and vision field testing.
- ✓ Have a valid Ontario driver's licence and have a good driving record. After training, must be able to obtain and maintain an Ontario Class 'D' licence with a 'Z' endorsement (Ministry of Transportation's requirements), as a condition of employment.
- ✓ A minimum of secondary school graduation (grade 12).
- ✓ A minimum of two years of recent accumulated work experience.
- ✓ Must possess or be able to obtain Standard First Aid, CPR certification and defibrillation certification.
- ✓ Successfully undergo the Police Records Check and the Corporation's employment Medical examination.

The Corporation will recognize successful completion of a community college aptitude test, which establishes a person's learning potential to that of a grade 12 graduate, as proof of Grade 12.

Successful completion of a degree or diploma from a post secondary institution, or a journeyman certificate supersedes the secondary school (grade 12) requirement.

Applicants will be required to provide proof of education with their application.



Employment Equity

An applicant's ancestry, colour, race, place of origin, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, marital status, family status, disability, age, or record of offences **are not** components in the selection process. The City of Thunder Bay is proud to be an Equal Opportunity Employer. Reasonable accommodations are available upon request.

Other Disqualification Factors

In addition to not meeting the above minimum qualifications, a candidate will be disqualified from the process if:

- False information is provided
- Submissions are received past deadlines
- Incomplete forms are submitted
- no proof of minimum education provided

What Does It Take To Become A Firefighter?

The physical demands of the job are endless, as is the ability to absorb years of continuous education and training.

Being a firefighter is self-rewarding. Few professions allow you to put your life in jeopardy to save another. With this comes a feeling of great satisfaction when helping others.

The purpose of this guide is to help you decide if you have what it takes to become a firefighter.

You will be required to become skillful in the operation and use of a wide variety of specialized equipment used for hazardous material spills, rope rescue and water/ice rescue.

The Thunder Bay Fire Rescue recruiting process involves hundreds of interested candidates considering fire fighting as a career. In order to ensure the hiring process is fair and impartial, we have adopted the following screening process.

1. Resume/Application Review (Short-listing of Applicants)
2. Verification of Required Documents



3. Written Aptitude Test
4. Health & Medical Evaluation Fitness Assessment
5. Job-Related Physical Fitness Testing
6. Interview
7. Reference Checks

It is most important to remember that all candidates hired must successfully complete a twelve-month probation period to continue employment with the Thunder Bay Fire Rescue. Written examinations and practical evaluations are part of this process.

RECRUITMENT AND SELECTION PROCESS

1ST STAGE – Resume/Application Review (Shortlisting of Applicants)

Interested applicants will be required to apply online at www.thunderbay.ca/jobs. Applicants will complete an online City application form, submit a resume, cover letter and proof of education and certificates identified within the resume.

This stage allows for a comparison of the applicants based on qualifications, skills and abilities, and conditions of employment as identified by the job description (see Appendix 1). Applicants whose qualifications and experience more closely match the minimum and asset qualifications of the Firefighter job description will be invited to Stage 3 of the process to write the written aptitude test.

2ND STAGE – Verification of Required Documents

This stage ensures that all the credentials identified by applicants are validated. If required, applicants may be required to submit proof of documentation.

3RD STAGE - Written Aptitude Test

This test is specifically designed for entry-level applicants with no previous fire related education or experience. The test measures applicant's abilities in a number of areas including their



understanding of written and oral information, their mechanical aptitude and mathematics. The exam is in a multiple choice format with no penalty for wrong answers. Applicants who have been invited to this stage will be provided with more information about this process (including how to pay for the registration fee) prior to the test date.

Applicants will be required to provide proof of identification with picture identification. No other form of identification will be accepted.

Applicants who obtain a passing mark on this written test will be invited to participate in Stage 4 and Stage 5 below.

4TH STAGE - Health & Medical Evaluation Fitness Assessment

Physical conditioning must be at a high level, therefore the applicants selected to proceed to this part of the process participate in a medical/physical test to determine their ability to handle the heavy physical, mental and emotional demands of the job.

The fitness test determines the candidate's general level of physical conditioning and also helps to determine the candidate's suitability to participate in the job related fitness tests.

A medical by the applicant's family doctor is required prior to the fitness test. Any cost associated with the medical is to be paid by the applicant. There is a fitness and job related test fee which is to be paid by the applicant prior to the test.

All the fitness and job related testing will take place at Station 3, 60 South Water Street. The testing is done in groups of 4-6 applicants per time block.

It is highly recommended that all individuals interested in entering the Firefighter examination process begin a physical training program immediately and plan on continuing that program throughout the testing process and into their firefighting career.

The general fitness test consists of the following items:

BLOOD PRESSURE: The candidate may not proceed if blood pressure reading is **144/94 or** greater. In the event that a candidate's blood pressure is at or above the max threshold the City's Health and Disability Nurse will be involved with further verification of a blood pressure reading. There is no scoring of this component.



1. **SIT AND REACH:** The applicant sits with the legs fully extended and reaches with the hands as far forward as possible while bending at the hips. The soles of the feet are placed against the measuring device and this is the 26-cm mark.
2. **SIT-UPS:** The applicant is in a back lying position on a mat with the knees bent and the feet flat on the floor. The feet will be anchored at the base of the ankles. One sit-up is measured beginning with the shoulders on the mat, lifting the body until the elbows touch the knees and then returning to the starting position. Sit-ups will be done consecutively without pausing until -fatigue or at the end of the one-minute time limit.
3. **SHUTTLE RUN:** This test is an evaluation of aerobic fitness. A warm-up is included, as part of the test and only the last portion requires maximal effort. The objective is to follow the progressively increasing pace over a 20-metre course.

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

Successful candidates will be allowed a 15 minute rest break before they go on to the Job Related Physical Fitness testing.

For further information on fitness testing, contact the Program Supervisor - Adult Fitness and Wellness, Canada Games Complex, 807-684-3338.

5TH STAGE - Job Related Physical Fitness Tests

The seven tests to be performed are designed to recreate the physical demands of a firefighter's job. Candidates will handle some items of equipment commonly used by professional firefighters such as ladders, hoses, ropes and self-contained breathing apparatus. The inability to wear breathing apparatus, to go into small areas because of fear of being confined (Claustrophobia), or the inability to climb ladders due to a fear of heights (acrophobia), fails the candidate.

Victim Drag

Drag a 200-pound [91 Kilograms] rescue mannequin through a 50-foot obstacle course.

Ladder Climb

Climb an extension ladder up four floors, uncouple and recouple a hose coupling (Safety line attached) wearing a 40 pound [18 Kg] vest.



Ladder Lift

Lift ladder off a wall bracket, place the ladder on the ground, then lift and return to the bracket.

Rope Pull

Hoist and lower a hose weighing 70 pounds [32 kilograms] up 3 stories, 3 times using a rope and roller.

Hose Carry

Lift and carry a hose weighing 85 pounds [39 kilograms] up and down 3 stories, 3 times.

Hose Drag

Pull a 150 pound [70-kilogram] load along a 15-metre course.

NOTE: Weights and distances may vary slightly.

Successful candidates will be asked to provide an envelope with three current work related/professional references and an updated cover letter upon successful completion of the Job Related Physical Fitness Tests and before leaving the testing site.

6TH STAGE - Interview

A personal interview is conducted to determine a candidate's employment experience, related skills and to provide further insight into the applicant's suitability for the job.

7TH STAGE – Reference Checks

Reference checks are done for all leading candidates to validate candidate information and get an overall sense of job performance from past employers. Candidates will be required to provide three work related/professional references.



FIREFIGHTER - POSITION INFORMATION

Position Summary

A firefighter is responsible for controlling and extinguishing fire, salvage, and rescue work; providing fire prevention education to the community, and many other duties. Duties within a Fire Station involve training and emergency response preparedness, and maintenance of station, vehicles, and equipment.

Major Duties

1. Responds to emergencies and operates tools and equipment including:
 - Uses all issued personal protective clothing and equipment including Self Contained Breathing Apparatus;
 - Uses hoses, nozzles, adapters, appliances, and portable extinguishers;
 - Operates fire hydrants, sprinklers, standpipe connections and fire protection systems;
 - Sets-up and operates from ladders;
 - Uses forcible entry and extrication tools, including hand tools and gas powered saws;
 - Uses technical rescue equipment including rope rescue equipment, and heavy hydraulic extrication tools;
 - Performs salvage and overhaul including the use of air quality monitors and ventilation fans;
 - Administers medical care using BLS equipment, oxygen administration, and external defibrillators; and
 - Preserves evidence at emergency scenes.
2. Drives and operates all fire department vehicles and apparatus.
3. Maintains knowledge and familiarity with departmental guidelines, policies, and procedures.
4. Participates in Pre-Incident Planning, Home Fire Safety Program, and all department public service programs.
5. Participates in on-going professional development through training and education, and engages in written, practical and oral examinations as is stipulated by Department policy and legislation.
6. Adheres to departmental and corporate policies and procedures.
7. Cleans, decontaminates and maintains personal protective clothing, and equipment.
8. Cleans and maintains the fire station, furnishings and property.
9. Maintains professionalism and courtesy in performing their duties.
10. Performs other duties as may be directed by superior officers.



Please see Appendix 1 for a full version of the City of Thunder Bay’s Firefighter job description.

CITY OF THUNDER BAY FIREFIGHTER SALARIES AND BENEFITS

Salaries

January 2021 rates, based on performance review and exam are:

	<u>Annual</u>	<u>Per Hour</u>
Firefighter 4th Class	\$62,022.60	\$28.3986
Firefighter 3rd Class (2nd year)	\$72,359.70	\$33.1317
Firefighter 2nd Class (3rd year)	\$87,865.35	\$40.2314
Firefighter 1st Class (4th year)	\$103,371.00	\$47.3310

Benefits

- ✓ 13 designated holidays annually
- ✓ Sick Pay (Vested)
- ✓ Health & Dental Plan (100% Employer Paid)
- ✓ Life Insurance & Accidental, Death & Dismemberment Insurance
- ✓ Long Term Disability Insurance
- ✓ 2 weeks vacation increased with Service
- ✓ OMERS Pension Plan
- ✓ Financial rewards for Long Service

If you have any questions, please call Fire Administration at 625-2103 or Division Chief Martin Hynna at martin.hynna@thunderbay.ca, or the Corporation’s Supervisor-Staffing, Development & Support Services at 625-3298, or the Coordinator – Recruitment & Support Services at 625-3866.



APPENDIX 1 – FIREFIGHTER JOB DESCRIPTION

The Corporation of the City of Thunder Bay
Human Resources & Corporate Safety Division

POSITION DESCRIPTION

POSITION TITLE:	FIREFIGHTER
DEPARTMENT:	DEVELOPMENT & EMERGENCY SERVICES
DIVISION:	THUNDER BAY FIRE RESCUE
SECTION:	SUPPRESSION
GENERAL	COMPANY OFFICER
SUPERVISOR:	

AFFILIATION:	T.B.P.F.F.A.	GROUP:	
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POSITION SUMMARY: Under the direction of an officer, the firefighter, is responsible for controlling and extinguishing fire, salvage, and rescue work; providing fire prevention education to the community, and many other duties. Duties within a Fire Station involve training and emergency response preparedness, and maintenance of station, vehicles, and equipment.

MAJOR DUTIES:

1. Responds to emergencies and operates tools and equipment including:
 - Uses all issued personal protective clothing and equipment including Self Contained Breathing Apparatus;
 - Uses hoses, nozzles, adapters, appliances, and portable extinguishers;
 - Operates fire hydrants, sprinklers, standpipe connections and fire protection systems;
 - Sets-up and operates from ladders;
 - Uses forcible entry and extrication tools, including hand tools and gas powered saws;
 - Uses technical rescue equipment including rope rescue equipment, and heavy hydraulic extrication tools;
 - Performs salvage and overhaul including the use of air quality monitors and ventilation fans;
 - Administers medical care using BLS equipment, oxygen administration, and external defibrillators; and
 - Preserves evidence at emergency scenes.
2. Drives and operates all fire department vehicles and apparatus.
3. Maintains knowledge and familiarity with departmental guidelines, policies, and procedures.
4. Participates in Pre-Incident Planning, Home Fire Safety Program, and all department public service programs.
5. Participates in on-going professional development through training and education, and engages in written, practical and oral examinations as is stipulated by Department policy and legislation.
6. Adheres to departmental and corporate policies and procedures.
7. Cleans, decontaminates and maintains personal protective clothing, and equipment.
8. Cleans and maintains the fire station, furnishings and property.
9. Maintains professionalism and courtesy in performing their duties.



10. Performs other duties as may be directed by superior officers.

QUALIFICATIONS:

Education/Experience:

- Secondary school graduation or equivalent
- Must be at least 18 years of age
- Two years of accumulated work experience

Skills/Abilities:

- Must be compassionate, honest, integral and have a genuine interest to serve and provide an essential service to meet the needs of the community
- Must have excellent customer service skills with the ability to interact with the public, Fire Services and all other levels of City Staff, in a professional, courteous and tactful manner
- Must be able to identify, understand, and meet/exceed the requirements of internal and external customers
- Must have the ability to communicate effectively, including the ability to issue and accurately comprehend written/oral information and instructions in stressful situations
- Must be reliable and have the ability to work with minimum supervision
- Must be able to follow direction and effectively prioritize tasks/demands as appropriate
- Must have proven ability to function and contribute as an effective team member and to work independently
- Must have strong analytical/critical thinking, problem-solving, and decision-making skills
- Must be competent within the meaning of the *Occupational Health and Safety Act*
- Must have a mechanical aptitude
- Must be fit and able to handle the sustained, intense physical and psychological effort required to perform the duties of the position
- Must be willing and able to work in extremely adverse, dangerous and stressful situations
- Must possess a valid Ontario Class 'G' driver's licence or equivalent
- Must meet the definition of a competent driver as defined by the Corporation
- Knowledge and ability to work effectively with computers, computer programs, and software

Assets:

- Previous experience in fire suppression, fire prevention, emergency services (e.g. paramedic, police officer, nursing), military/coast guard, search & rescue
- Post-secondary diploma or degree
- Trades qualification(s) (red seal, certifications)
- National Fire Protection Association (NFPA) certifications in NFPA 1006 technician level, NFPA 1035, NFPA 1031, NFPA 1072, NFPA 1002
- Previous Recreational Protective Service experience (Lifeguard, ski patrol, etc.)
- Previous experience with large vehicle operation, and/or heavy equipment
- Valid Standard first aid, CPR certification and defibrillation certification
- Related health and safety training and certification (i.e. WHMIS, chainsaw, working at heights)
- Previous coaching/teaching/counselling/recreation leadership experience
- Commitment to volunteerism and community involvement as demonstrated by experience volunteering in social/civil/community events and initiatives, non-profit organizations, counselling, crisis intervention
- Fluency in a second language or sign language
- Demonstrated athletic or physical capabilities and achievements
- Ontario Fire Administration Inc. (OFAI) testing certificate



CONDITIONS OF EMPLOYMENT:

- Must remain a competent driver as defined by the Corporation
- May be required to provide a successful driver’s record (uncertified)
- After training, must be able to obtain and maintain an Ontario Class ‘D’ licence with a ‘Z’ endorsement
- Must possess or be able to obtain Standard First Aid, CPR certification and defibrillation certification
- Must meet standards for visual acuity (Best-corrected – stable 20/40 binocular visual acuity with no less than 20/100 in the worse eye [soft or RGP contacts, glasses/lens inserts are all acceptable] and Un-corrected – stable 20/100 binocular visual acuity), normal colour vision (testing with either Ishihara Colour Vision Test or the Farnsworth D-15) and vision field testing
- Must undergo medical pre-placement health screening including successful completion of the Corporation’s employment medical examination, possible MTO medical exam, along with baseline audiometric and pulmonary function testing
- Must undergo a successful Police Vulnerable Sector Check (PVSC)
- Must have the ability to work at heights or on ladders without signs of acrophobia and in confined spaces wearing SCBA without signs of claustrophobia
- Must successfully complete the Fire Department’s job-related physical fitness testing
- Must successfully complete the required probationary exam and evaluation
- Must work on a 24 hour shift schedule that involves working weekends and holidays

PREPARED BY:	G. HANKKIO	APPROVED BY:	L. MACPHAIL
EFFECTIVE DATE:	JULY 8, 2008	SUPERSEDES	AUGUST 30, 2006
HOUSEKEEPING:	JANUARY 18, 2010 (DEPT) OCTOBER 3, 2011 (REORG) JULY 1, 2014 (REORG) DECEMBER 18, 2017 JUNE 7, 2018 SEPTEMBER 4, 2018 (PRC) DECEMBER 1, 2018 (CVOR) JANUARY 28, 2020 JANUARY 21, 2021 JANUARY 28, 2021	DATE:	NOVEMBER 21, 2003

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Given the high volume of applicants that are typically received, the screening of applications will be based on the minimum and asset qualifications listed for this position. Applicants whose qualifications and experience more closely match the minimum and asset qualifications of the position will proceed to the next stage of the recruitment process.