



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

Candidates 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 625-3866) 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 drivers 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.
- ✓ 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.

**** Thunder Bay Fire Rescue Services reserves the right to update requirements at anytime in order to meet recommended standards.***



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

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.

- Stage 1 – Application (Apply Online)
- Stage 2 – Shortlisting – First Round
- Stage 3 – Written Aptitude Test & Occupational Screening
- Stage 4 – Shortlisting – Second Round
- Stage 5 – Health & Medical Fitness Evaluation Assessments



- Stage 6 – Job-Related Physical Fitness Testing
- Stage 7 – Interview
- Stage 8 – Hiring Pool
- Stage 9 - Reference Checks
- Stage 10 – Conditional Offers

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

RECRUITMENT AND SELECTION PROCESS

STAGE 1 – Application (Apply Online)

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 answer application questions.

STAGE 2 – Shortlisting – Round 1

This stage allows for a comparison of the applicants based on minimum threshold qualifications, as stated on the job description. The minimum threshold qualifications are:

- Legally entitled to work in Canada,
- Secondary school graduation or equivalent,
- At least 18 years of age,
- Two years of accumulated work experience,
- Must possess a valid Ontario Class 'G' driver's licence or equivalent, and
- Must meet the definition of a competent driver as defined by the Corporation.

Applicants who meet the above requirements will be invited to Stage 3 of the process to write the written aptitude and occupational screening tests.

STAGE 3 - Written Aptitude Test & Occupational Screening

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.

Occupational Screening – Firefighting:

This is a *Functional Characteristics Assessment* tool which examines essential personal and performance *characteristics* in applicants for firefighting positions, based on occupational requirements that were identified by firefighting experts to be essential for the maintenance of public safety in firefighting. This is **not** an aptitude test.

The assessment includes questions which deal with a variety of emergency situations or sets of circumstances as well as mathematical and mechanical problems. Some questions in the assessment require the candidate to rate their responses to different situations and sets of circumstances. Other questions in the assessment require the candidate to make a correct choice among options.

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.

All costs to complete these tests will be absorbed by the candidate.

Applicants will be required to provide proof of identification with picture identification (driver’s license or passport). No other form of identification will be accepted.

Successful applicants from this stage will advance to Stage 4.

STAGE 4 – Shortlisting – Round 2

This stage allows for a comparison of applicants based on their qualifications and experience. Applicants whose qualifications and experience more closely match the minimum and asset qualifications of the Firefighter position will be invited to participate in Stage 5 and Stage 6 below.

Applicants invited to the next stage will also be provided with instructions to update their application by providing proof of education and certificates, as identified with their initial application.



STAGE 5 - 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.



STAGE 6 - 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 sledge hammer.

LADDER CLIMB:

Climb an extension ladder up four floors, uncouple and recouple a hose coupling (safety line attached) wearing an 18 kg vest.

LADDER LIFT:

Lift a 26 kg ladder off a wall bracket, place the ladder on the ground, then lift and return to the bracket.

All events below are timed events, each participant will be ranked by time.

HOSE CARRY:

Lift and carry a hose weighing 39 kg up and down 5 flights of stairs.

ROPE PULL:

Hoist and lower a hose weighing 23 kg up 6 stories, using a rope and roller.

HOSE DRAG:

Pull a 70 kg load along a 15 metre course.

VICTIM DRAG:

Drag a 91 kg rescue mannequin through a 15 metre obstacle course.

FORCED ENTRY:

Hit a heavily weighted tire repeatedly with a 4.5 Kg sledge hammer to move the tire 30.5 cm.

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

NOTE: Weights and distances may vary slightly.

Candidates who successfully pass this stage will proceed to the interview stage.



STAGE 7 - Interview

The interview is designed to assess soft skills such as accountability, empathy, collaboration and teamwork, ethical and moral judgment, self-awareness, problem solving, resilience, communication skills and conflict resolution.

Successful candidates will be ranked and placed into a hiring pool.

STAGE 8 – Hiring Pool

Leading candidates from the interview stage will be placed into a hiring pool, in ranked order. Candidates will be drawn from the hiring pool as vacancies arise.

STAGE 9 – 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. Reference checks will be completed when a candidate is drawn from the hiring pool. Successful reference checks will lead to a conditional offer of employment.

STAGE 10 – Conditional Offers

A conditional offer of employment will be made to a candidate to ensure the required conditions of employment of the firefighter job classification are met. Offers will be conditional on:

1. meeting the competent driver standard, as defined by the Corporation,
2. *meeting the 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,
3. meeting medical pre-placement health screening requirements, including successful completion of the Corporation’s employment medical examination requirements, and possible MTO medical exam,
4. completing baseline audiometric and pulmonary function testing, and
5. providing a successful Police Vulnerable Sector Check (PVSC).



*** Thunder Bay Fire Rescue Services reserves the right to update requirements at anytime in order to meet recommended standards.**

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

July 2022 rates, based on performance review and exam are:

	<u>Annual</u>	<u>Per Hour</u>
Firefighter 4th Class	\$63,680.40	\$29.1577
Firefighter 3rd Class (2nd year)	\$74,293.80	\$34.0173
Firefighter 2nd Class (3rd year)	\$90,213.90	\$41.3067
Firefighter 1st Class (4th year)	\$106,134.00	\$48.5962

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 Manager – Talent Acquisition & Development at 625-3298, or the Supervisor – Talent Acquisition 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 SUPERVISOR:	COMPANY OFFICER	
AFFILIATION:	T.B.P.F.F.A.	GROUP:

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 have excellent interpersonal and conflict resolution 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 have the ability to exercise ethical and moral judgment when dealing with confidential or sensitive issues
- 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, construction, trades (mechanical), emergency services (e.g. paramedic, police officer, nursing), military/coast guard, or recreational protective service experience (e.g. search and rescue, ski patrol, lifeguard)
- Post-secondary certificate, diploma or degree (related field)
- Trades qualification(s); or enrolment in an apprenticeship program
- National Fire Protection Association (NFPA) certifications or other fire-service related courses or programs (i.e. NFPA 1006 technician level, NFPA 1035, NFPA 1031, NFPA 1072, NFPA 1002, etc.)
- Previous experience with large vehicle operation, and/or heavy equipment
- Current Standard first aid, CPR and/or defibrillation certification
- Related health and safety training and certification (i.e. WHMIS, chainsaw, working at heights)
- Commitment to volunteerism and community involvement as demonstrated by experience volunteering in social/civil/community events and initiatives, non-profit organizations
- Previous experience with counselling, and crisis intervention
- Fluency in a second language or sign language
- Demonstrated athletic or physical capabilities and achievements

CONDITIONS OF EMPLOYMENT:

- Must remain a competent driver as defined by the Corporation
- May be required to provide a successful driver's record (uncertified)
- Within 15 working days of receiving a conditional offer of employment, must successfully obtain a written beginners license for an Ontario "D" Class drivers license with a "Z" endorsement



- After training, must be able to obtain and maintain an Ontario Class 'D' licence with a 'Z' endorsement
- Must be able to obtain Emergency First Responder, 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 requirements, 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 be able to work on a 24 hour shift schedule that involves working weekends and holidays

**** Thunder Bay Fire Rescue Services reserves the right to update requirements at any time in order to meet recommended standards.***