



Our Family Protecting Your Family

PART-TIME FIREFIGHTER 2020 CAREER GUIDE



HALTON HILLS FIRE DEPARTMENT

2020 Part-Time Firefighter Career Guide

SATISFACTION THAT COMES FROM HELPING OTHERS

PRIDE OF PROFESSIONALISM

These are only two of the reasons that make the **PART-TIME FIREFIGHTER** position with the Halton Hills Fire Department much more than just another job.

As a part-time firefighter you will face new and challenging situations unlike any other job. Because emergencies happen anytime, day or night, you will not have a set schedule of hours to work. You will carry a pager and respond to emergencies when able. You will fight fires, perform rescues, administer first aid, deal with hazardous materials, protect property and possibly be instrumental in saving lives.

We seek candidates, both men and women, who are representative of the community we serve. If you are physically fit, enjoy learning, work well with others and enjoy helping others, then you are a potential candidate for a part-time firefighter position with the Halton Hills Fire Department.

Read this guide carefully and if you feel you have what it takes to become a part-time firefighter, **COMPLETE AND RETURN** the application. The application can be completed on-line and should be emailed to ptrecruitment@haltonhills.ca. Applications can also be picked up at our Headquarters and Acton Stations.

Halton Hills Fire Department is an Equal Opportunity Employer

ELIGIBILITY CRITERIA

PART-TIME FIREFIGHTER

To be eligible for consideration as a part-time firefighter with the Halton Hills Fire Department you must:

- 1) Live within 5 km of the station to which you would be assigned. Because time is critical in responding to emergency incidents, it is not considered feasible to have firefighters living beyond this distance. Those living less than 3 km from the station will be given preferential consideration. Those employed in the urban area of the station to which they are assigned that receive written consent from their employer to respond to calls during daytime hours will also be given preferential consideration.
- 2) Applicants must submit with their application; resume, cover letter, supporting documents/certificates, Grade 12 Diploma or the education equivalent, and a copy of their current valid Ontario driver's licence confirming that they live within the fire station catchment area.
- 3) Applicants must have, or be able to obtain, a valid Class 'D' Driver's Licence with 'Z' endorsement and have a clean driver's abstract. (Successful applicants who do not currently hold an Ontario Class 'D' driver's licence with 'Z' endorsement must obtain same during their probationary period and are responsible for all associated costs.)

- 4) Have a Grade 12 Diploma or the education equivalent. The Halton Hills Fire Department Policy for recognized equivalent education is outlined below.
- 5) Be able to communicate clearly and understand English both orally and in written forms.
- 6) Be in good health and be capable of handling intense sustained physical effort.
- 7) Submit a Criminal Records Check (dated within the previous 12 months) available through the Halton Regional Police Services (this cost is the responsibility of the applicant). Candidates without a criminal record check, can submit a copy of the receipt as proof of request.
- 8) Submit a signed authorization allowing the Fire Department to obtain an Ontario Driver's License Abstract.

HALTON HILLS FIRE DEPARTMENT POLICY

RECOGNIZED GRADE 12 EQUIVALENCY

Applicants considered for a position with the Halton Hills Fire Department require a minimum Grade 12 or equivalent education and they must verify their education level prior to commencing any duties and/or training. **It is preferred that this documentation be submitted with your application.**

Acceptable education verification documents include:

- 1) Grade 12 - the applicant is required to produce a diploma or transcript from an Ontario Secondary School for the Grade 12 diploma.
- 2) Equivalent Education
 - a. The applicant is required to produce a transcript confirming the number of secondary school credits that he/she has earned to date, and;
 - b. additional education credits will be awarded on receipt of verification of adult education courses completed on the following basis;
 - i. 1 credit for every community college/secondary school course or combination of courses totaling 110 hours of study;
 - ii. 1/2 credit for every Ontario Fire College course or combination of courses totaling 40 hours of study;
 - iii. 1/2 credit for every Community College fire science/technology course or combination of course totaling 40 hours of study and;
 - iv. 2 credits for every period completed in a recognized apprenticeship program leading to an Ontario Trades Certificate.
- 3) Maturity credits will be awarded on the basis of 2 credits for each full year of age beyond the applicant's 19th birthday to a maximum of 12 maturity credits.
- 4) Applicants with out-of-province or out-of-country education qualifications will be assessed using the guidance and criteria of the Ontario Ministry of Education.

Any applicant with a total of 30 or more credits from any combination of the recognized sources will be considered to have the equivalent of Grade 12.

PART-TIME FIREFIGHTER SELECTION PROCESS

Step 1:

Those wishing to apply will have the opportunity to participate in a Zoom information session on **Thursday October 15, 2020**, designed to provide you with a detailed description of the tests used by the Department and answer any questions you may have about any aspect of the recruitment process. To attend this Zoom information, you must register no later than 4pm on **Wednesday, October 14, 2020**.

Applications will be accepted beginning **Friday, October 16, 2020**.

Step 2:

After review of all applications received, those applicants progressing will be invited to write the HHFD firefighter aptitude test.

Step 3:

Candidates for interviews will be selected. The Department thanks all those who apply, but advise that only those applicants selected for an interview will be contacted.

Step 4:

Applicants who advance from the interview stage must successfully complete, in one day, the Firefighter Services of Ontario Screening Test. The associated transportation costs and testing fee (\$340) will be the responsibility of the applicant. The Firefighter Services of Ontario Screening Test includes: 1) Clinical assessment, 2) Acrophobia test, and 3) Candidate Physical Ability Test (CPAT).

Applicants can review the Candidate Physical Ability Test (CPAT) orientation video on the Firefighter Services of Ontario website at www.fireontario.com/services. Further information regarding the Firefighter Services of Ontario can be found at www.fireontario.com/services.

Qualified applicants will attend the Firefighter Services of Ontario testing on **Saturday November 28 or Sunday November 29, 2020**.

If applicants have a valid Firefighter Services of Ontario certificate dated within six (6) months of the Halton Hills Fire Department's Firefighter Services of Ontario Screening test date, please contact Firefighter Services of Ontario at info@fireontario.com to have your results forwarded to the Halton Hills Fire Department. All three components of the Firefighter Services of Ontario screening tests must have been completed in one day.

Step 5:

Those considered to be a suitable candidate by the selection panel will be required to successfully complete a health and medical fitness evaluation administered by a medical professional appointed by the Fire Department. (**Friday December 4 or Saturday December 5, 2020**)

Step 6:

Those candidates who are considered medically fit by the physician will be required to:

1. submit a Criminal Records Check available through the Halton Regional Police Services (this cost is the responsibility of the applicant) and;

2. sign an authorization allowing the Fire Department to obtain an Ontario Driver's License Abstract.

Step 7:

Those candidates who are successful in the first five steps will be offered positions as probationary firefighters and embark on a one year training program.

The candidates will be assessed throughout their training program and those considered suitable will be appointed to the ranks of the part-time firefighters at the end of their probationary period.

APPLICANTS WHO DO NOT ATTEND THE REQUIRED TESTS AS SCHEDULED WILL NOT BE CONSIDERED

Assessing the numerous applicants is a very time consuming and costly undertaking for both the applicant and the Department. Therefore, other commitments and responsibilities of individual applicants are not considered in scheduling tests. If you are not available at the date and time of the test you may reapply to participate in the recruiting process next year.

CONDITIONS OF EMPLOYMENT

(Prior to Completion of the Probationary Period)

VACCINATIONS:

Firefighters are called upon to provide emergency medical treatment to people involved in fires, accidents and a host of other conditions. For the protection of our staff, the Department has established an injury prevention policy that requires staff to be vaccinated against specific diseases. The diseases against which staff is vaccinated is established by the Fire Department Physician and presently include Hepatitis B and Tetanus.

Probationary firefighters are required to participate in the vaccination program as specified by Department policy prior to the completion of their probationary period.

TESTING FOR DISEASE:

Firefighters contracting a communicable disease as a result of exposure during the performance of their duties are entitled to compensation, as they would be for any other job-related injury. It is however, potentially very difficult to establish that the exposure was job-related. To reduce this problem as much as possible, the Department requires that initial base line tests be done to establish exposure to the disease prior to the firefighter being hired.

Probationary firefighters are required to participate in the tests as specified by Department policy prior to the completion of their probationary period.

Testing positive for a particular disease would not, in most cases, preclude the probationary firefighter from being hired. It may, however, have significant ramifications on the firefighter's status to claim compensation for a job-related injury. The Department medical professional performing the tests will detail the ramifications for the individual.

Note:

The results of all tests conducted are considered confidential health information and handled accordingly by the Department appointed medical professional.

TRAINING:

Specific components of the firefighter training program are required to be completed by the probationary firefighter **prior to the completion of their probationary period.** Failure to complete the required training will result in the extension of the probationary period or may result in dismissal from the department. The circumstances or justification for training not being complete will be considered.

At the conclusion of the one year probationary period, firefighters who successfully complete all the components of their training to the satisfaction of the fire department, will result in a refund for the Firefighter Services of Ontario Screening Test.

WHAT'S IN IT FOR YOU?

JOB SATISFACTION:

The greatest reward received by the part-time firefighter is the satisfaction and sense of personal fulfillment that comes with knowing you perform a service to the community that **few others can or would do.**

Challenging yourself, often at the risk of your own health and safety, while working with others, as a team to save life and property is an experience you will long remember. **Being a firefighter is not however, for everyone.** It is often a very dirty, demanding job but for those who have what it takes, it is a job like no other.

REMUNERATION:

The majority of firefighters in Halton Hills are part-time (paid-on-call) employees of the Town. As a result, there is not a set schedule of hours to work. Each firefighter who responds to an alarm receives remuneration from the Town at the rate established by the Part-Time Firefighter Personnel Handbook.

Firefighters also receive remuneration for attending training sessions and courses on a similar basis.

WORKPLACE SAFETY INSURANCE:

Part-time firefighters, as municipal employees, are provided with Workplace Safety Insurance. The benefit paid to an injured firefighter in the event of lost time from work is the maximum amount payable as established by the Workplace Safety and Insurance Board.

The municipality does not, however, guarantee employment for part-time firefighters who lose their full-time job as a result of injuries received while performing firefighter duties.

Note:

Firefighters, unlike most employees, DO NOT have the right to refuse or stop work where health or safety is in danger.

LIFE INSURANCE:

Part-time firefighters receive a group life insurance benefit paid by the Town. The benefit paid is the maximum established by the Ontario Fire Fighters Association. The 2016 benefit is \$75,000.

HEALTH AND DISABILITY INSURANCE:

Part-time firefighters are provided with an insurance policy providing a number of health and disability benefits. The details of the insurance are provided to firefighters at the beginning of their probationary period.

CLOTHING:

Part-time firefighters are supplied with personal protective clothing in accordance with the Occupational Health and Safety Act and department policy.

At the end of the probationary period, a full dress uniform is supplied in accordance with department policy.