

MILTON **FIRE DEPARTMENT**

2018

Milton Fire Department Part-time Fire Fighter Recruitment Process Guide

“Looking for a challenging and rewarding career?”



The Milton Fire Department is a composite professional emergency response organization, consisting of individuals dedicated to providing a high standard of service to the community we protect.

We are committed to:

- Protecting the lives and property of the residents of the municipality we serve from the ravages of fire, natural or man-made disasters, medical emergencies, the release of dangerous chemicals and/or other emergencies that may occur;
- Developing and providing quality fire inspection, fire prevention and training programs;
- Providing efficient, effective 911 public-safety communications to the residents of the Municipality and other emergency service providers;
- Working with other organizations and/or individuals to ensure that a high standard of service is maintained within our area of jurisdiction.

Our Mandate:

The mandate of the Milton Fire Department is to provide fire protection services and emergency response, public fire and life safety education and fire prevention initiatives to protect the lives and property of the citizens, businesses and visitors to the Town of Milton.

Our Vision:

The Vision of the Milton Fire Department is to be a well planned, well trained and a well equipped emergency response agency where the safety and well being of all involved in any emergency response is paramount.

Our Goals:

Throughout our organization and in everything we do, we value providing:

- Appropriate public fire and life safety education and other fire prevention programs and measures as legislated by the FPPA
- Exceptional training to its members through well planned programs followed by appropriate testing and documentation
- Effective, timely and adequate staff emergency response and assistance as appropriate to the needs and circumstances of the municipality and as required by the FPPA and other applicable legislation



Firefighter Job Profile

Rewarding Career

The rewards of being a Firefighter are extensive. The work is exciting and challenging. Below is a summary of key components of the job.

Summary of Duties

- Responsible for all fire suppression duties necessary to save life and property. Combat, extinguish and/or prevent fires by rapidly and efficiently performing varied duties as required under emergency conditions (frequently involving considerable hazard).
- Provide emergency medical response and aid; perform rescue/extrication operations where necessary to prevent loss of life or further injury from any cause.
- Provide service assistance with respect to, but not restricted to the following: police, paramedics and public.
- Responsible for station maintenance and upkeep of firefighting equipment and Fire Department property.
- Responsible for upgrading and maintaining skills/knowledge and physical requirements to current standards.
- Perform duties in fire prevention, and public education as assigned.

Work Performance

Fire Emergency

- Responds to all emergency calls immediately, as directed
- Drives and/or operates any vehicle or equipment as assigned
- Performs a variety of rescue-related duties to protect the public and lessen severity of injuries
- Lays and connects hose; holds nozzles and directs high pressure water streams, raises; climbs and works from ladders; and uses or operates all equipment associated with the control and extinguishment of fire or other incidents
- Wears self-contained breathing apparatus and full protective clothing while working in noxious and/or smoke filled environments
- Ventilates buildings or areas to release heat, smoke, or fumes
- Places salvage covers so as to protect property and prevent water damage
- Performs overhaul operations in order to ensure that the fire has been completely extinguished

Medical Emergency

- Drives, checks safety of immediate area, brings required medical equipment
- Assesses situation/victim by taking medical history, visual and vital signs
- Conducts appropriate intervention, including CPR, other first-aid as required
- Assists paramedics - conveys information, lifts and carries patients, etc.
- Manages crowd/by-standers/victim's relatives, etc.

Other Emergencies

- Performs a variety of rescue-related duties to protect the public and lessen severity of injuries related to motor vehicle collisions, confined space entrapment, water hazards, industrial accidents, incidents involving hazardous materials, etc.
- Assesses and performs extrication of the victims in motor vehicle collisions

Non-emergency Duties

- Performs various maintenance duties to fire services apparatus, equipment and department property

- Participates in departmental training programs to be proficient, knowledgeable and up to date with respect to equipment and procedures for fire fighting, medical and other emergencies
- Participates in public relations projects involving visits, demonstrations, parades, etc., as directed
- Assists with on the job training of other firefighters
- Performs other duties as assigned

To be a successful firefighter you must possess:

- Motivation to serve
- Effective communication skills (written and verbal)
- Physical, mental, emotional health
- Ability to exercise sound judgment
- Strong sense of responsibility
- Compassion
- Ability to work as team member
- Tolerance
- Honesty and integrity
- Problem-solving skills
- Strong work ethic
- Physically fit and able to perform sustained and intense physical effort
- Ability to work at heights and in confined space.

We are currently looking for part-time firefighters to join our work force at our four (4) stations:

Station #1 / Training Centre (currently under renovations)
405 Steeles Ave. E.

Station #2
Reid Side Road (Campbellville)

Station #3 / Headquarters
610 Savoline Blvd.

Station #4
405 James Snow Prky S.

We seek candidates, both men and woman, 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.

Fee for the application process is **\$79.00**

Eligibility Criteria

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

1. Not be employed as a full-time firefighter with another municipality
2. Have a principal residence and/or employment within the municipality or a reasonable response time to the fire station as time is critical in responding to emergency incidents; in the urban area (Stations 1, 3 & 4), priority is being given to those applicants who live within 3 kms of the station where they would be assigned
3. Provide proof of residence that you live within the fire station catchment area
4. Have, or be able to obtain, a valid 'D' Driver's License with 'Z' endorsement and have a clean drivers abstract (Successful applicants who do not currently hold an Ontario Class 'D' Driver's License with 'Z' endorsement must obtain same during their probationary period and are responsible for all associated costs.)

5. Have a Grade 12 Diploma or the educational equivalent
6. Be able to communicate clearly and understand both orally and in written English
7. Be in good health and be capable of handling intense sustained physical effort

Part-time Firefighter Selection Process

There will be seven stages to the hiring process for part time firefighters:

Step 1: Orientation Session

Those wishing to apply may attend an Orientation Session, designed to provide you with an overview of the fire service, detailed description of the tests used by the Department and to provide you with answers to any questions you may have about any aspect of the recruitment process.

Wednesday, March 21, 2018, 7 pm
Milton Sports Centre, 605 Santa Maria Blvd.

Step 2: Application

Applications will be accepted beginning March 9, 2018 and closing on Tuesday April 3, 2018 at 3 pm; visit www.milton.ca/careers.

A review of applications will be conducted and selected applicants will have the opportunity to advance to Step 3 of the selection process.

Step 3: Aptitude Screening

Selected candidates will be invited to complete the Cooperative Personnel Services (CPS) Firefighter Entry- Aptitude Screen Test. Applicants must be able to attend the testing date on either:

Thursday, April 5, 2018 at 6:30 pm
Milton Lions Club Hall (Memorial Arena)
77 Thompson Rd. S.

OR

Saturday April 7, 2018 at 8:30 am
Milton Sports Centre - Banquet Room
605 Santa Maria Blvd.

Applicants can review the Aptitude Examination information at Firefighter Services of Ontario website at www.fireontario.com/services/aptitude-examination/

Step 4: Interview

Candidates for interviews will be selected. The Department thanks all those who apply, but advises that only those applicants selected for an interview will be contacted. Candidates will be required to bring additional documentation and/or proof of credentials. Interview dates will be as follows:

- Thursday, April 12, 2018 at 7 pm
- Friday, April 13, 2018 at 3 pm
- Saturday, April 14, 2018 at 9 am

A review of interview results will be conducted and selected applicants will have the opportunity to advance to Step 5 of the selection process.

Step 5: Occupational Physical Assessment/Acrophobia Test

Applicants who advance from the interview stage must provide a valid Candidate Physical Ability Test (CPAT) dated within one year of the application closing date. An opportunity to complete the CPAT with Firefighters Services of Ontario has been arranged April 28, 2018. The associated transportation costs and testing fee (\$120) will be the responsibility of the applicant.

The tasks that make up the physical testing are designed to reflect job-specific tasks required in the performance of firefighting duties. The purpose of this analysis is primarily to provide you with a realistic idea of incident tasks you will be expected to perform and also to provide the fire department with a valid assessment of your physical capabilities relative to the functions required by the position. Tasks include:

- Stair Climb
- Hose Drag
- Equipment Carry
- Ladder Raise and Extension
- Forcible Entry
- Search
- Rescue
- Ceiling Breach and Pull

Applicants can review the Candidate Physical Ability Test (CPAT) orientation video on the Firefighter Services of Ontario website at www.fireontario.com/services/occupational-assessment-cpat/.

Applicants must also complete an acrophobia test assessing fear of heights and manual dexterity. The associated transportation costs and testing fee (\$20) will be the responsibility of the applicant.

Applicants can review the Acrophobia Test information on the Firefighter Services of Ontario website at www.fireontario.com/services/acrophobia-test/.

Step 6: Documentation

Those considered to be suitable candidates will be required to:

- Provide medical documentation from a physician stating they are medically cleared to perform the role (cost to the applicant)
(The purpose of the Medical Examination Report is to determine if, in the opinion of the physician, the applicant is medically fit to be an active firefighter. A Firefighter Position Profile Appendix 'A' is included in this package. Please ensure that it is provided to your physician at the time of your medical examination. A Medical Examination Report form is also included in this package.)
- Submit a Criminal Records Check and Vulnerable Sector Screening through the Halton Regional Police Services www.haltonpolice.ca/about/courtsrecords/policerrecordchecks.php (\$25 cost to the applicant)
- Submit a clean Ontario Driver's License Abstract (3-year uncertified record) dated within 60 days of the application closing date www.ontario.ca/page/order-drivers-record (\$12 cost to the applicant); persons with 4 or more demerit points need not apply

Step 7: Selection

Those candidates who are successful in the first six (6) steps will be offered positions as probationary part-time firefighters and embark on a one year training program, with an offer of employment the week of April 30, 2018.

Training and Participation

Over the years, the fire service has evolved into a public safety agency providing highly technical and diverse services. The general public has come to rely on the Fire Department as the “first responder” not only when life and property are threatened by man-made and natural disasters, but for seemingly smaller problems as well.

To ensure that all members of the Fire Department are prepared to deliver the best level of services required, training standards have been developed to provide each member with the needed skills, knowledge, and abilities necessary to deliver fire and emergency services to the citizens of the municipality.

Training Requirements

A. All probationary part-time fire fighters entering the system will be required to complete a recruit training program taught by departmental instructors, regardless of whether the individual may have prior training or experience.

B. Probationary part-time fire fighters that successfully complete the designated sections of the recruit training may begin responding to emergency calls; however, they may assist fully qualified fire fighters only when proper supervision is provided. Probationary part-time firefighters may not enter burning buildings, participate in activities requiring advanced training or be subjected to hazardous environments.

Training is provided in accordance with accredited standards of the National Fire Protection Association.

Proficiency Requirements

Once the training levels have been achieved, Probationary part-time fire fighters are required to attend a performance-based examination to demonstrate the skills required to perform the job safely and effectively.

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

Projected start date: May 7, 2018

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



Other General Information:

The Part-time Recruit Training Program takes approximately twelve (12) months to complete. Participants are expected to train:

- Every Tuesday and Thursday from 6:30 pm to 9:30 pm for the first two (2) months
- After two (2) months every Tuesday from 6:30 pm to 9:30 pm, and
- Typically every 4th Saturday

After approximately four (4) months, Recruits are invited to attend their assigned station regular weekly training:

- Monday nights 6:30 pm to 9:30 pm for Stations #2 and #3, OR
- Wednesday nights, 6:30 pm to 9:30 pm for Stations #1 and #4

Part-time staff receive remuneration for each hour worked and responding to incidents on a similar basis.

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

THANK YOU FOR CONSIDERING JOINING THE MILTON FIRE DEPARTMENT

We want to acknowledge the effort every applicant puts into the pursuit of being a fire fighter and their desire to assist in the protection of the community.



'Serving to Save Since 1857'