

This Brochure contains the basic information regarding City of Oshawa Fire Fighting career opportunities and the recruiting process.

➤ **ENTRY LEVEL CLASSIFICATION AND RESPONSIBILITIES**

The entry level classification is Fire Fighter-Probationer. The Fire Fighter, working under the supervision of Officers, is required to: work as part of a professional team, operate and maintain fire fighting apparatus, equipment, and fire stations; combat fires; perform rescue work; administer designated emergency medical procedures; dispatch; inspect properties and equipment for fire hazards, and participate in public education programs. Candidates must have a strong desire to serve the community, a strong work ethic, and a strong sense of loyalty and duty.

➤ **PROBATIONARY PERIOD**

The probationary period for new Fire Fighters is 365 calendar days during which time suitability for regular employment is assessed. Throughout this period, employees are subject to dismissal with notice in accordance with the Employment Standards Act.

➤ **SHIFT WORK SCHEDULE**

Fire Fighters are required to work an alternating day/night schedule, which averages 42 hours per week over a four-week period. Work is scheduled on all days of the week including Saturdays, Sundays and holidays using shifts of 10, 14 and 24 hours in length.

➤ **LOCATION**

There are currently five fire stations located throughout the City of Oshawa. Staff may be assigned or transferred to any station at any time.

➤ **UNION AFFILIATION**

Fire Fighters are required to maintain membership in the Oshawa Fire Fighters Association, Local #465, of the International Association of Fire Fighters (IAFF). Union dues deductions commence with the first pay and each Fire Fighter must become a member of the Local within 30 days after he/she ceased to be a probationer. Retirement for Fire Fighters is mandatory upon attaining the age of 60.

➤ **QUALIFICATIONS**

1. Able to carry out fire fighting and rescue duties in a teamwork setting under arduous physical conditions. A capacity for rapid, intense and sustained physical effort is required.
2. Possess a minimum Grade 12 education or approved equivalent and successful completion of the Pre-Service Firefighter Education & Training Program or successfully completed an NFPA 1001 accredited program from a recognized institution or successful completion of the OFM curriculum components 1, 2 and 3 with examination certificate. Please ensure you are able to provide proof of successful completion.
3. Have a minimum one-year of prior full-time work experience. Construction, trades or mechanical experience is an asset.
4. Possess and maintain a valid unrestricted Ontario Driver's Licence, minimum Class "DZ", and current abstract. Experience operating heavy vehicles is an asset.
5. Hold current CPR and St. John's Ambulance (or equivalent) First Aid qualifications. Proof of qualifications will be requested. Successful completion of advanced level EMS training is an asset.
6. Successfully complete the Brock University Fire Fighter Screening Test including Cooperative Personnel Services (CPS) aptitude test, CPAT, medical (including vision and hearing tests), clinical, acrophobia test and swim test (administered at Brock University).
7. Speak, read and write English fluently, and communicate clearly and precisely under demanding conditions. Second languages are an asset.
8. Demonstrate a commitment to maintaining good physical fitness. Show mature judgement and reasoning, and possess an interest in fire fighting as a career.
9. Able to work on rotating shifts, including nights, weekends and holidays.
10. Have no criminal convictions for which a pardon has not been granted and be legally entitled to work in Canada, i.e. be a Canadian citizen, landed immigrant or a holder of a valid work permit.
11. Specialized rescue courses and computer skills are considered assets.

➤ APPLICATION PROCESS

1. The number of openings in the Oshawa Fire Service is traditionally very limited. Recruiting and testing are usually conducted only as needed but may be conducted for future needs. Openings, when they occur, are normally in the entry level classification of Fire Fighter-Probationer.
2. When recruiting starts, the City advertises on the City web site. All previous applicants must re-apply to the advertisement.
3. Detailed resumes must be submitted **electronically** by accessing the City of Oshawa website at www.oshawa.ca
4. Applications which contain errors or omissions, as per step 3, or failure to follow procedural directions and meet deadlines at any stage of the recruiting process, will result in an application being disqualified. **Hard copies of resumes will not be accepted.**

➤ SELECTION PROCESS

Personal expenses incurred as part of the selection process are the responsibility of the applicant. Applicants will be chosen to progress through the process based on scoring of each component and recommendation of the selection review team. The process consists of the following stages:

1. Applicants respond electronically to the City of Oshawa's web site notice at www.oshawa.ca with a detailed resume by the deadline date.
2. Applications will be reviewed and selected candidates will be invited to take a written test at Durham College based on fire skills outlined in the Essentials of Fire Fighting (5th edition). Contact will be made by phone (please ensure an active phone number is provided).
3. Candidates will be selected for interviews. Those invited to attend interviews will be required at that time to provide hard copy proof of any certificates and qualifications relevant to this position.
4. As openings occur, successful candidates will be invited to attend the testing at Brock University. Applicants will participate in the Brock University Fire Fighter Screening test which includes Cooperative Personnel Services (CPS) aptitude test (a minimum pass mark of 70% must be obtained on the CPS), CPAT, medical (including vision and hearing tests), clinical, acrophobia test and swim test or provide proof of successful completion of the six components of the Brock University Fire Fighter Screening Test passed within six (6) months of the date of hire.
5. Candidates, when invited to attend the Brock test may register online at www.brockfirefighter.com by clicking on the "Registration" tab. Please email firefighter@brocku.ca if you wish to book a CPAT orientation or to purchase the CPS preparation manual. Visit the Brock website at www.brockfirefighter.com for detailed information regarding this test.
6. Candidates to be offered a position will be required to undergo a medical exam. Employment reference checks will be conducted, and candidates will be required (at their own expense) to provide criminal reference check including a Vulnerable Sector Search and proof of a valid unrestricted "DZ" driver's licence and clean driving record.
7. Successful candidates in step 6 will be contacted by phone at which time a job offer will be made and a start date established. Written confirmation of the job offer will follow.