

Firefighter Probationer Job Information and Recruiting Process

This brochure contains the basic information regarding City of Oshawa Firefighting career opportunities and the recruiting process.

Entry Level Classification and Responsibilities

The entry-level classification is Firefighter Probationer. The Firefighter, working under the supervision of Officers, is required to: work as part of a professional team, operate and maintain firefighting apparatus, equipment, and fire stations; combat fires; perform rescue work; administer designated emergency medical procedures/aid; fulfill duties of call-taker/dispatcher as required; inspect properties and equipment for fire hazards; participate in public education programs and continually upgrade skills/knowledge and physical requirements to current standards.

Probationary Period

The probationary period for new Firefighters 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

Shifts are 24 hours in length, and firefighters work approximately 7 shifts per month. Shifts are scheduled on a 4 platoon rotating system. The 24 hour shift structure is being implemented on a trial basis at this time.

Location

There are currently six (6) fire stations located throughout the City of Oshawa. Staff may be assigned or transferred to any station at any time and must provide their own transportation between stations.

Union Affiliation

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

Qualifications

- Be 18 years of age or older and be legally entitled to work in Canada.
- Ontario Secondary School Diploma O.S.S.D (Grade 12) or academic equivalent and successful completion of **one** of the following:
 - Pre-services Firefighter Education and Training Program Certificate **or**;

- N.F.P.A. 1001 accredited program from a recognized institution **or**;
- O.F.M. curriculum components 1,2, and 3 with examination certificate **or**;
- Minimum two years' experience as a full-time Firefighter in a municipal fire department
- Minimum one year of prior full-time work experience. Fire suppression, construction, trades, mechanical, emergency medical, large vehicle operation or fire prevention related experience is an asset.
- Current Standard First Aid with HCP, CPR and AED. Completion of higher level E.M.S training is an asset.
- Possession and maintenance of a valid unrestricted Ontario Driver's License. minimum class D.Z. Applicants with more than six demerit points are ineligible for consideration.
- Have no criminal convictions for which a pardon has not been granted.
- Normal unaided hearing
- Specialized rescue courses are an asset.
- Applicants must successfully complete Stage One, Two and Three and Swim Test of Ontario Fire Administration Inc. Candidate Testing Program and hold valid (as of posting closing date) OFAI certificates for all stages throughout the recruitment period. For more information, please visit www.ofai.ca. (All costs associated with the test are the responsibility of the applicant).
- Ability to work 24 hour shifts, including days/nights, weekends and holidays.
- Must be fit and able to handle the sustained, intense physical and psychological effort required to perform duties of this position.
- Ability to work effectively as part of a team, strong interpersonal and customer service skills for interacting with the public and internal City staff
- Demonstrate initiative, mechanical aptitude and problem solving skills.
- Speak, read and write English fluently, and communicate clearly and precisely under demanding conditions.

Application Process

1. The number of openings in the Oshawa Fire Services is traditionally very limited. Recruiting is conducted only as needed but may be conducted for future needs. Openings, when they occur are normally in the entry-level classification of Firefighter Probationer.
2. When recruiting starts, the posting will appear on the City web site. All previous applicants must re-apply.
3. Detailed resumes must be submitted **electronically** by accessing the City of Oshawa website at www.oshawa.ca/employment

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.
5. Ensure that a valid e-mail address and phone number are provided; the majority of contact will be via email. Please ensure that you check your junk e-mail to ensure that mail does not get lost in this folder.
6. Please note that applicants will be required to provide proof of all qualifications; applicants will be notified when this is required.

Selection Process

Personal expenses incurred as part of the selection process are the responsibility of the applicant. At the time of application, applicants for the City of Oshawa must successfully hold valid (as of posting closing date) certificates for Stage One, Two and Three and the Swim Test of Ontario Fire Administration Inc. CTS program. For more information, please visit www.ofai.ca.

Ontario Fire Administration Inc. provides a standardized and uniform approach to the candidate testing process for candidates pursuing a firefighting career in municipal fire departments in Ontario.

The Ontario Fire Administration Candidate Testing Service (CTS) enables individuals whose aptitude, interpersonal skills, physical abilities and practical firefighting skills align with the needs of municipal fire services to pass through the system, while screening out individuals who do not meet the minimum standards and requirements.

The process consists of the following stages:

1. Applicants holding a valid Ontario Fire Administration certificate (as noted above) are invited to apply electronically (www.oshawa.ca/employment) by the deadline date.
2. Selected applicants will be invited to attend an interview and will be required at that time to provide three supervisory references.
3. Applicants who are 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 a current Criminal Reference Check including a Vulnerable Sector Search, proof of a valid unrestricted D.Z. driver's license and drivers abstract.