

This document contains basic information regarding the City of Oshawa's Firefighter hiring process.

### Entry level classification and responsibilities

The entry-level classification is Firefighter Probationer. The Firefighter, working under the supervision of Officer's, 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 three hundred and sixty-five 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 twenty-four hours in length. Firefighters work approximately seven shifts per month. Shifts are scheduled on a four platoon rotating system.

### Location

There are currently six 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 thirty days after they ceased to be a probationer. Retirement for firefighters is mandatory upon attaining the age of sixty.

### Qualifications

Applicants should be eighteen years of age or older and be legally entitled to work in Canada. Applicants should have successfully completed their Ontario Secondary School Diploma O.S.S.D, Grade Twelve or academic equivalent and have successfully completed **one** of the following:

- Pre-services Firefighter Education and Training Program Certificate;
- N.F.P.A 1001 accredited program from a recognized institution; or
- Minimum of two years' experience as a full-time firefighter in a municipal fire department.

Applicants should also meet the following requirements:

- 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 Licence, minimum class DZ. 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;
- Successful completion of all seven test components through Firefighter Services of Ontario. All tests, excluding the Emotional Stability and Resiliency Assessment, must be completed in one day. For more information, please visit [Firefighter Services of Ontario \(fireontario.com\)](http://fireontario.com). All costs associated with these tests are the responsibility of the applicant;
- Ability to work twenty hour shifts, including days/nights, weekends and holidays;
- Must be physically 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; and
- Ability to communicate clearly and effectively under demanding conditions.

### Application process

The City of Oshawa's application process for Firefighter positions include the following five steps:

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 in the entry-level classification of Firefighter Probationer;
2. When recruiting starts, the vacancy will be posted on the City's website;
3. Applications which contain errors or omissions, 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;
4. A valid e-mail address and phone number are required, the primary method of contact will be through email. Please ensure that you check your junk e-mail to ensure that mail does not get lost in this folder;
5. Please note that applicants will be required to provide proof of all qualifications, applicants will be notified when this is required.

### Selection Process

#### [Firefighter Services of Ontario \(fireontario.com\)](http://fireontario.com)

1. When a recruitment campaign opens, the opportunity will be posted in the employment section of the City's website ([www.oshawa.ca/careers](http://www.oshawa.ca/careers)), interested applicants may sign up for the talent network to be notified of postings as they occur;

2. To be considered in the application process, candidates must complete all seven pre-employment screening assessments with Firefighter Services of Ontario as outlined in the qualifications section. All seven assessments, excluding ESR, must have been completed on the same day, within the last year of the application deadline. The clinical health assessment must be valid within the last 6 months. Inquiries regarding candidate eligibility can be directed to Firefighter Services of Ontario ([info@fireontario.com](mailto:info@fireontario.com));
3. For each recruitment campaign, in addition to general pre-qualifying test dates, specific assessment dates will be published for City of Oshawa applicants. For further information, visit [Firefighter Services of Ontario \(fireontario.com\)](http://fireontario.com);
4. Applicants that have successfully completed all seven components will be considered and may be invited to attend an interview; and
5. As a condition of employment, the City of Oshawa will require successful candidates to provide a Criminal Records Check with Vulnerable Sector Search and undergo an employment medical.