

City of Fort St John Fire Department Recruitment Process

General Information

Becoming a firefighter takes time and effort, but when you succeed, you will have found a career that will keep you engaged and fulfilled for the duration of your professional life. Firefighters represent the diverse nature of the community we serve, we are looking for firefighters who are mature, well-educated and team oriented. There are challenges to working as a firefighter. Make sure you understand what you are committing to prior to pursuing firefighter recruitment with things to consider include: rotating shift work, physical demands with requirement to maintain physical fitness and leading a healthy lifestyle and psychologically demands with exposure to tragic and traumatic events requiring emotional fortitude, healthy coping mechanisms and mental resiliency to deal with these situations.

The major stages of the recruitment and selection process for the City of Fort St John Fire Department are listed below. Please ensure you review and will be able to meet all requirements in the event you are a successful applicant for the recruitment.

Stage	Recruitment and Selection Stage
1	Job Posted – 2 week application period, late applications will not be accepted
2	Short listed applicants contacted and invited to attend 4-day recruitment process in Fort St John
3	Written Test
4	Physical Fitness Testing
5	Psychometric Screening (written exam)
6	Panel Interview
7	References and Police Information Check (Vulnerable Sector required)
8	Conditional Offer Provided
9	Medical Assessment/First Responder Suitability Assessment
10	Offer Confirmed
11	Gear Fitting/Uniform/SCBA Testing
12	Orientation Start Date
13	The first 4 weeks of employment will be a focused learning period that includes significant practical and theoretical training sessions.

For those applicants short-listed, you will receive an invitation from Human Resources to attend the 4 day in person recruitment process that is scheduled to be running **July 4 – 7, 2022 in Fort St John**. Please note, the timeline is subject to change based on number of applicants that move forward through each stage of the process. It is recommended that those applicants that will be flying to Fort St John consider purchasing flight options that provide ability to change return flights in the event that they are unsuccessful in one of the stages.

Registration for In Person Recruitment (July 4, 2022)

Candidates must provide the following documentation at registration:

- a) Drivers' abstract completed within the last 30 days
- b) Drivers' license or other government ID
- c) Confirmation of fully vaccinated for COVID-19
- d) Completed Medical Clearance Form

Step 1: Written Test (July 4, 2022)

Candidates will have ninety (90) minutes to complete the exam. The exam will be marked and scored on a percentage basis and will consist of 100 multiple choice questions that will be based on NFPA 1001 knowledge. A score of less than 75% will result in the candidate not being eligible to advance to the Physical Fitness Test. Candidates will be notified of their test results within two (2) hour of completion of the test.

Step 2: Physical Fitness Test (July 4 & 5, 2022)

Candidates will be required to successfully pass a medical examination and obtain a [Medical Clearance](#) signed by a licensed physician prior to participating in any Physical Fitness Testing. The cost for obtaining the medical clearance will be the responsibility of the candidate.

What to Wear

- You should arrive in appropriate comfortable workout clothing with layers such as a t-shirt and sweatshirt, shorts and athletic/sweatpants.
- Applicants must arrive with their own CSA approved safety-toe footwear for their protection.
- Applicants will be wearing a SCBA provided by the fire department but will not be required to wear a mask or be on air for the fitness test component.
- Leather work gloves will be worn during the test. We will provide a variety of sizes for applicants to choose from, but we recommend you bring your own **leather** work gloves for comfort and hygiene.
- Hard hats will be used during the testing. The fire department will provide CSA hardhats for use, but we recommend you bring your own hardhat for comfort and hygiene.
- Coveralls will be used during the testing. The fire department will provide a variety of sizes of coveralls for use, but we recommend you bring your own coveralls for proper fit and hygiene.

Procedure

- 1) The Pre-Test Medical Evaluation form must be completed before any person can take the Physical Requirements Test.
- 2) The test will be divided into three (3) segments. All components of this testing will be in a pass/fail format.
- 3) Applicants will don coveralls, steel toe boots, a helmet, leather gloves, and SCBA to conduct the fitness component. Applicants may supply their own personal protective equipment, or various sizes will be available for use provided by the fire department with the exception of appropriate foot ware.
- 4) SCBA will be supplied by the Fort St. John Fire Department and will not be substituted.

The Physical Test will be as follows:

Ladder Climb

Aerial apparatus will be deployed at a 70° angle, fully extended. Utilizing a safety harness and tether, applicants will be instructed to ascend the 100 ft ladder, ring a bell affixed to the ladder bucket entrance, and then descend. *Weather Dependent Component to the discretion of the Fire Department Management*

Room Search

Applicants will be in coveralls, leather gloves, helmet, steel toe boots, and a blacked-out SCBA mask. Applicant will not be under air. Applicants will be instructed to enter a room and conduct a left-handed search. At the room's exit, the applicant will encounter a nut/bolt in which they will be instructed to assemble. This is a pass/fail component with a 10-minute time allotment.

Fitness Test

An SCBA must be worn for this test, but the applicant will not be under air. There will be no breaks allowed for hydration or medication. The applicant will have 15 min to complete all six stages of the test that, consist of the following:

- a) Time will start when the applicant picks up the High Rise Pack (70lbs). They will then proceed up the stairs to the top of the tower. The applicant will descend the stairs to the bottom level. The applicant will then proceed up the stairs to the 2nd level and place the High Rise Pack in a designated area. They are to touch every stair on the way up and down. This will total five sets of stairs. Then walk to stage two.
- b) A 35lb Hose Roll must be hoisted hand over hand from the second story of the hose tower and placed into a designated area. The applicant will then walk to the third stage.
- c) Using a Kaiser Machine, the applicant will use an 8lb dead blow sledgehammer to move the weighted block to the end of the slide using a striking motion (This stage can be completed on the first, second or a combination of both times). The applicant will then walk to fourth stage.
- d) An apparatus will be used for the roof ladder. The applicant must take the 14 foot ladder off the unit, place it on the ground, and return it to the unit. The applicant will then walk to the fifth stage.
- e) The applicant will pull a charged 1 1/2" hose line 75 feet and back for a total of 150 feet. The applicant will then walk to the sixth stage.
- f) The applicant must drag a 154 lbs (70kg) Rescue Dummy 50 feet using an Incline Drag (Essentials 6th Ed. Manual Skill Sheet 8-I-3). The applicant will then walk back to the first stage.
- g) Stages one to six will be repeated (with the exception of the Kaiser Machine unless not completed in the first cycle). Time will stop when the applicant and the whole dummy cross the 50-foot line.

The applicant will be given only one warning per infraction. On the second infraction, the applicant will be disqualified. Infractions include but are not limited to: running, missing stairs, dragging or pulling the Kaiser, and/or falling at any time. The decision can be made at any time by Fire Department Management if the candidate is unfit to continue.

**There is a maximum of 15 minutes to complete the Fitness Test component.

This test is marked on a “pass or fail” basis. Failure of this test or not participating in the testing process will result in the candidate not proceeding in the next stage.

Step 3: Psychometric Screening (July 6, 2022)

Candidates selected to advance to the panel interview stage will participate in the psychometric screening. If you are unfamiliar with psychometric screening, please see the following:

The assessment consists of approximately four hours of paper and pencil testing and is, typically, conducted in a group setting. The testing is based on current findings from the research literature with respect to the factors that predict success as a firefighter “on-the-job”. Three main areas are assessed: general learning ability and specific aptitudes (e.g. mechanical reasoning); personality traits associated with success as a firefighter; and career interest patterns.

Step 4: Panel Interview (July 6 & 7, 2022)

A panel interview will be held with the top qualifying candidates. The panel will consist of representatives from the fire department management team, the City of Fort St John Human Resources, and the IAFF Local 2143 Executive.

The interview will include behavioral based questions that focus on things you have done in the past to achieve an outcome. What we are looking for in these types of questions are answers that demonstrate the following:

- Leadership
- Interpersonal skills
- Teamwork
- Initiative
- Communication Skills
- Adaptability

It is important that you have a good understanding of the employer and the position for which you are applying. You should also be able to articulate the reasons that you would be a good fit with the Fort St John Fire Department. When attending the interview you should:

- Dress appropriately:
 - You are applying for a career position that you have worked very hard to prepare for. Your attire should reflect the importance of the interview.
 - Abiding by the Department’s grooming guidelines is recommended.
- Plan to arrive 15 mins early and make allowances for the unexpected.
- Bring all your supporting documentation to the interview. Panel packages should be professional, stapled and not in a binder or folder.
- Please provide only the following in your interview documentation package (copies only):
 - Current resume
 - Confirmation of EMA First Responder or higher license
 - High school transcript or equivalent
 - Any post-secondary transcripts (including Red Seal training transcripts)

- NFPA 1001 certificate
- Please use only white paper for documentation packages.
- Important: Please only include documentation that supports the required AND preferred qualifications. DO NOT include the following items in your package: pictures, call logs from a previous department, driver's abstracts, letters of reference, unrelated certifications or courses and any other items that do not directly support the required and preferred qualifications. These items can be included in you resume.

Step 5: Reference Checks/Police Information Check

References are to be professional and of a supervisory level of the candidate's current and previous employment. References will be asked a series of questions related to the candidate's employment record, work habits and interpersonal skills. A minimum of three (3) supervisory level references are required to be completed. RCMP Police Information Check (PIC) request will be provided to the candidate to complete. Please note that a vulnerable sector check must be completed as part of the PIC process.

Step 6: Conditional Offer/Pre-Employment Medical Evaluation

Successful completion of the reference check and PIC check will lead to conditional offer of employment which is dependent on passing the medical evaluation. Human Resources will contact the candidate and provide them with the information required to complete the medical evaluation. Medicals completed for other fire departments will not be accepted.

The medical evaluation must be completed by a medical physician with the cost to obtain the medical evaluation the responsibility of the candidate.

Step 7: Confirmation of Employment

When all conditions of employment are satisfied, Human Resources will issue a letter confirming employment and orientation start date. Notification will be provided for completion of uniform fitting, turn-out gear fitting, SCBA and N95 fit testing.