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Firefighter General Recruitment Information Package

Halifax Regional Fire and Emergency Service is now recruiting candidates for the position of career Firefighter for Halifax Regional Municipality. Attached is the Information Package for the Halifax Regional Fire and Emergency Service Firefighter General Recruitment 2007.

There is a separate Application Package for the Halifax Regional Fire and Emergency Service Firefighter Recruitment 2007 that can also be found on our website at www.halifax.ca/fire. Please keep the Information Package and submit the Application Package as per the instructions by the **deadline date August 10, 2007 at 4:00pm** (ADT).

This is a highly competitive, complex and time consuming assessment process. We will do our utmost to maintain open lines of communication. The hiring of Firefighters depends on our fluctuating needs and the selection process may take two years or more from the day you hand in your application to your first day on the job. You will need to be fully prepared to complete the various tasks assigned, sometimes with little advance warning, and to maintain a respectful and accountable manner throughout the process.

Please take great care in following the instructions. If the application procedures are not strictly adhered to, your application will be screened out of the process. The attachments referred to in the Application Package Checklist must be submitted with the application form to facilitate the processing of your application.

Applications left at the fire stations will not be considered. Applications must be submitted by mail or dropped off to our main office.

HRM is an Employment Equity Employer and considers appropriate representation in the Municipality's workforce during any recruitment campaigns. Therefore, applications from Aboriginal people, visible minorities, women, and other designated groups are encouraged.

Time Line

*DATE	COMPONENT	**FEE
Week of June 4	Recruitment Announced and Advertised Information and Application Packages available on www.halifax.ca/fire	N/A
June 20, 21 July 10, 11	Information Sessions	N/A
Friday August 10	***Deadline for Application Package*** To be submitted by mail or dropped off to our main office	\$20
Early September	Notification by mail to all candidates advising if proceeding to the Aptitude Test and scheduled times	N/A
Tuesday October 2	Aptitude Tests Two sittings: 9am and 2:30pm (will be specified in each qualifying candidate's letter we mail)	\$50
Early to Mid Oct	Notification by mail to all candidates advising if proceeding to the Integrity Interview and scheduled times	N/A
Late October to End of December	Integrity Interviews	\$125
November & December	Notification by mail to all candidates advising if proceeding to the Candidate Physical Ability Test & Other Job Related Tests	N/A
Nov 5-9 & 13-16	Preview Orientation for Candidate Physical Ability Test (CPAT)	N/A
Months of Dec & Jan (Dates TBA)	Candidate Physical Ability Test & Other Job Related Tests (Blacked Out Mask & the Ladder Climb)	\$250
Jan & Feb	Notification by mail to all candidates advising if proceeding to Polygraph	N/A
Commencing in Jan & onward	Polygraph Tests	\$350
Commencing in Mar & onward	Board Interviews	N/A
TBA	Educational, Personal, and Professional Reference Checks	N/A
TBA	<ul style="list-style-type: none"> * Criminal Records Check * Current Driving Abstract * Medical Testing * Attendance at an accredited Fire School (If required in order to obtain required certification, Candidate pays as per Fire School Tuition) * Provision of all remaining documentation and certificates 	

* **Dates** are subject to change. Please note that steps in the recruitment process may not always be completed in sequence, and may occur at the same time as other steps.

** If a candidate is not successful in any step of the process, **fees** are not refundable.

** **Fees** Are Payable to "Halifax Regional Fire & Emergency Service" in the form of a Certified Cheque or Money Order

Before you decide to pursue a career as a Halifax Regional Fire and Emergency Service Firefighter, you need to learn all you can about the position. This can be accomplished by reviewing the various duties and responsibilities as outlined in the job description (Appendix A) and by researching the position's requirements by way of Internet searches.

Not only should you learn all you can about the actual work of a Firefighter, but you should also strive to understand what it means to work as a Firefighter in Halifax Regional Fire and Emergency Service. Our website www.halifax.ca/fire will provide information on our mission, vision, values and strategic directions.

Firefighters' Typical Duties

Public Education in Fire & Life Safety

- * Provides peer and public instruction/education through frequent contact with community members during station tours, routine pre-fire life safety and building inspections, community events, and school presentations.

Participates in Training

- * Is involved in a continuous learning process and concerned with increasing personal knowledge of firefighting and the Fire Service.

Responds to Emergencies and Non-Emergencies

- * Drives and operates highly specialized vehicles under emergency conditions.
- * Works at high levels of exertion under conditions of smoke and water, in fire-ravaged buildings.
- * Extinguishes fires, handles hazardous material incidents, and provides emergency medical care to victims.
- * Responds to non-emergency requests for service.
- * Responds to motor vehicle collisions.

Maintains the Vehicles, Equipment and Stations

- * Maintains equipment such as ladders, hose, rope, breathing apparatus, extinguishers, personal protective equipment, associated rescue equipment and vehicles.
- * Maintains cleanliness and performs routine maintenance in and around the fire station.

Who Is A Suitable Applicant?

It is equally important to conduct a **personal self-evaluation**. Recognition of your strengths and interests and matching those up with the requirements of the selection process and the job are critical to your success today and well into the future.

Only the most suitable applicants will be offered a position - ones who have the following characteristics:

- * Ethical behaviour and accountability.
- * A high level of fitness is required and must be maintained throughout this physically challenging career.
- * The ability to follow complex oral and written instructions.
- * Appropriate demeanour and input throughout the assessment process.
- * Personal values that align with Halifax Regional Fire and Emergency Service's values of trust, dedication, integrity, caring and diversity.
- * Free from involvement in detected or undetected illegal activities.
- * Familiar with and able to operate within a paramilitary working environment.
- * Able to work harmoniously with teamwork and cooperation in close quarters with other persons.
- * Able to work for extended periods of time under arduous conditions and in extreme temperatures.
- * Maintains a level of professionalism on and off duty.
- * Motivated to do the routine as well as the extraordinary jobs.
- * Flexible and can adapt to change.

Qualifications In Order To Apply

By the very nature of the job, Firefighters impact citizens during their most trying and vulnerable moments. The public trusts that Firefighters have at their core: honour, character, and high moral standards. In order to meet the public's expectations the selection process is very comprehensive and assesses many aspects of what a candidate needs to be successful as a Firefighter. The minimum qualifications are extensive and include having the following typical behaviours: customer-service orientation, communication, valuing diversity, initiative, self-confidence, self-control, dealing with failure and teamwork and cooperation.

Reading and comprehending written training materials are required, therefore a reading ability at a grade 12 level or equivalent is required. Good reference checks, a clean criminal record check, and good life style choices will make you a suitable representative of Halifax Regional Fire and Emergency Service. A medical test will indicate that you have the physical fitness required to be a Firefighter. Your personal safety is very important to us and the Candidate Physical Abilities Test will help us ensure that you have the physical fitness to do the job and stay safe. Your Driver's Abstract will indicate to us that you have respect for public safety.

In order to apply for the position of Firefighter you must have the following qualifications:

- * Current Nova Scotia Driver's Licence Class 5 or equivalent (**attach photocopy of front and back with application**)
- * Eighteen years or older
- * Grade 12 or equivalent (**attach photocopy with application**)
- * Be a non-smoker and maintain non-smoker status
- * Legally entitled to work in Canada
- * Able to understand and communicate clearly in English (oral and written)
- * Personal fit with the organization and position requirements
- * High level of physical fitness
- * Technical aptitude
- * Good life style choices and decisions
- * Normal unaided hearing - hearing thresholds no greater than 30 decibels in each ear at 500 Hz, 1000 Hz and 2000 Hz and no significant loss in higher frequencies
- * 20/30 corrected vision with color and peripheral vision appropriate for the position of firefighter
- * Driving Abstract demonstrating responsible and safe driving behavior (the abstract does not reflect 6 points or more for a single infraction OR 8 points or more for multiple infractions in the last 24 month period for a NS Driver's Licence Class 5) (**attach with application**)
- * A Criminal Records check with no conviction for a criminal offense for which a pardon has not been granted (**attach with application**)

Qualifications In Order To Be Hired

Once you have successfully completed the application process, you will be placed on an eligibility list. At that time, you will require proof of these additional qualifications:

- * Personal fit with the position requirements and the organization as determined in a variety of ways including : having the life style choices and decisions based on the information provided as verified by the Polygraph and information given in the Board Interview, and verified by references in reference checks.
- * Current certification of the NFPA 1001, Level 1 Firefighter from IFSAC or Pro Board approved agency (HRM Volunteers who are Level 1 Trained may qualify. Contact the Training Division at 869-4100 for more information.)
- * Current Standard First Aid Certificate
- * Current CPR-C Certificate: Cardiopulmonary Resuscitation - Adult, Child and Infant.
- * Criminal Record Check indicating no conviction for a criminal offense for which a pardon has not been granted and that no criminal record exists or is pending, prior to start date.
- * Driving Abstract demonstrating responsible and safe driving behavior (the abstract does not reflect 6 points or more for a single infraction OR 8 points or more for multiple infractions in the last 24-month period for a NS Driver's Licence Class 5)
- * Medically fit as verified by successfully completed medical tests which include the following standards:
 - * Normal unaided hearing - hearing thresholds no greater than 30 decibels in each ear at 500 Hz, 1000 Hz and 2000 Hz and no significant loss in higher frequencies
 - * 20/30 corrected vision with color and peripheral vision appropriate for the position of firefighter

Please Note Due to the extensive length of the hiring process, you will be required to submit the Criminal Records Check and Driving Abstract at both the application stage, and again before hire date, if successful in the competition.

The Selection Process

Please Note: You will be required to show your Drivers Licence as photo identification during each phase of the selection process.

We will be communicating to candidates by mail as we proceed in the selection process. Please ensure to visit our website at www.halifax.ca/fire often for updates during our recruitment. Please pay close attention to our Time Lines as set out in this Information Package and contact us if you have not received notification by mail.

Phase One

- * **Submission of your Application Package** With your application, you must include proof of a current motor vehicle operator's license (equivalent to Nova Scotia Driver's Licence Class 5), proof of Grade 12 or equivalent, a Criminal Records Check, a Driving Abstract, and the \$20 Application Fee.

- * **Screened In Candidates are notified by mail and booked to complete the Aptitude Test**

- * **Aptitude Test** This is a written, multiple-choice Fire Service aptitude test, approximately three hours in length. The aptitude test covers a broad range of skills and abilities that are important to the firefighting profession. You do not require prior firefighter knowledge or experience.

- * **Integrity Interview** An oral screening interview to determine the candidate's suitability to compete for the position of firefighter (may take up to one hour to complete). The Integrity Interview will consist of a series of questions that can be used to form the basis upon which background checks may be compared. If it is determined that the applicant has not been honest at any stage of this process, they will be eliminated from the competition.

- * **Job Related Tests** You must successfully complete the physical ability/job related tests: Candidate's Physical Ability Test (CPAT), Blacked Out Mask and Ladder Climb tests. (See **Appendix B** in this document for more information on these tests).

After the Candidate's Physical Ability Test (CPAT) is complete, successful candidates will move on to Phase 2.

Phase Two

- * **Polygraph Test** The Polygraph test will consist of three distinct phases. The in-test interview portion where a number of questions will be reviewed, the testing phase where the applicant will be attached to the polygraph, and finally the post-test phase where any concerns in relation to the test will be discussed. The entire test will take between two to three hours to complete. If it is determined that the applicant has not been honest at any stage of this process, they will be eliminated from the competition.
- * **Board Interview** The intent of the personal interview is to allow us to learn more about you, your experiences and your abilities from your perspective. The interview is also an opportunity for you to display your best attributes. We will ask you questions that are based on a number of competencies important for success as an entry-level firefighter (refer to the Job Description in Appendix A of this document for a list of competencies). Your responses are to be drawn from events or situations that you have encountered through your work, school, sport, team or community/volunteer experiences.

Phase Three

- * Medical Tests
- * Educational, Personal, and Professional Reference Checks (Halifax Regional Fire & Emergency Service reserves the right to conduct general reference checks and may contact references not listed in your application)
- * You must provide all remaining documentation and certificates
- * Attendance at the Nova Scotia Firefighter school or other recognized Firefighter school (if required in order to obtain required certification)
- * Current Criminal Records Check
- * Current Driving Abstract

Phase Four

- * Offer letter
- * Welcome Ceremony
- * Orientation and Training
- * Performance Review (behavioral and technical) at 6 months, and the end of year 1, 2, and 3.

Costs Associated

- * Candidates are responsible for all costs and fees associated with the application process (see Time Line Table for the Fee associated with each test).
- * Methods of payment: Certified Cheque or Money Order made payable to Halifax Regional Fire & Emergency Service
- * HRM Volunteer Firefighters: Active members in good standing with three years of active service (as of July 6, 2007) who have completed “Fire Control” and “Haz Mat Awareness” courses will be considered to complete the hiring process without costs.

Note: All HRM Volunteer Firefighters must submit the \$20 Application Fee and cover the costs for their Criminal Records Check and Driving Abstract. Once we review your application and we determine that you are eligible to complete the hiring process without costs, HRFES will reimburse those candidates the costs of the \$20 Application Fee, the Criminal Records Check, and the Driving Abstract.
- * Tuition Cost for attendance at a recognized Firefighters School is the responsibility of the candidate.

Disqualification

- * Candidates who knowingly supply false or misleading information will be disqualified.
- * Candidates who submit incomplete forms will be disqualified.
- * Punctuality is important. Candidates arriving late for any one of the tests may be disqualified.
- * Candidates who fail to meet the required standards at any one phase will not be permitted to proceed to the next phase in the Selection Process and will be so advised.
- * Candidates who do not pay the required fees (where applicable) will be disqualified.
- * The decision of HRFES to disqualify you is final and not subject to appeal.

Halifax Regional Municipality

JOB DESCRIPTION	
POSITION TITLE:	Firefighter
BUSINESS UNIT:	Fire and Emergency
DIVISION:	Operations
REPORTS TO:	Captain (District Captain where applicable)
Approved:	Date: 1999-02-11
	Revised: 2007-05-30

POSITION SUMMARY

The Firefighter is responsible for firefighting, rescue, emergency medical and other related services. The Firefighter participates in programs for the prevention of fires, saving of life and property and public safety education. The Firefighter is responsible for rapidly, efficiently and safely performing various duties under emergency conditions frequently involving considerable hazard. The work includes routine duties in the maintenance of firefighting vehicles, equipment and fire department facilities. The Firefighter may be responsible for fire ground and emergency operations until command is assumed by an officer.

DUTIES AND RESPONSIBILITIES

- * Responds to emergency calls, lays and connects hose, holds nozzles and directs water streams, raises and climbs ladders, uses extinguishers and other equipment.
- * Responds to non-emergency calls, as required
- * Provides search and rescue in various forms
- * Drives and operates firefighting and emergency equipment as assigned.
- * Provides first responder actions to emergency medical and hazardous materials calls
- * Conducts fire prevention inspections and public education programs as assigned.
- * Completes inspection reports and maintains vital incident information for investigative and record keeping purposes
- * Attends on duty training sessions and off site training courses as necessary
- * Maintains equipment in good repair in accordance with organizational policies and procedures
- * Responsible for workplace safety as outlined in the NS Occupational Health & Safety Act and organizational policies, procedures and guidelines
- * Performs related duties as required

QUALIFICATIONS

Technical Competencies:

Education and Experience:

- * Grade 12 education certificate or equivalent
- * Ability to understand and communicate clearly in English (oral and written)

Job Specific Knowledge:

- * Current certification of the NFPA 1001 Level 1 as adopted by the employer
- * Current Standard First Aid and CPR-C certificates

Technical Skills:

- * A valid Nova Scotia driver's license Class 5
- * A respected member of the community including no conviction for a criminal offence for which a pardon has not been granted
- * Driving abstract demonstrating responsible and safe driving behaviour
- * Ability to successfully complete security clearance
- * Non-smoker and commitment to remain so
- * Agility and strength to perform prolonged and arduous work under adverse condition as determined by the Candidates' Physical Abilities Test
- * Ability to pass a medical examination
- * 20/30 corrected vision with color and peripheral vision acceptable for the position of Firefighter
- * Normal unaided hearing - hearing thresholds no greater than 30 decibels in each ear at 500Hz, 1000Hz, and 2000Hz and no significant loss in higher frequencies

Behavioural Competencies - Not limited to the following:

Communication	Customer-Service Orientation	
Dealing with Failure	Initiative	Self-Confidence
Self-Control	Teamwork and Cooperation	Valuing Diversity

RELATIONSHIPS/CONTACTS - Not limited to the following:

Supervisor's title: Captain (District Captain where applicable)

External: Public Agencies, organizations and other fire agencies and their staff as required

Internal: District/Platoon/Divisional Chiefs; Managers
Captains/District Captains
All fire personnel and divisions - career and volunteer
Administration staff
Human Resources
HRM staff and other business units

WORKING CONDITIONS

- * Work environment requires the ability to react quickly and remain calm under stressful situations
- * Must possess agility and stamina to perform all functions of this position under adverse conditions

Job Related Tests

Candidate Physical Ability Test

The Candidate Physical Ability Test (**CPAT**) consists of eight separate events. The test is a sequence of events that requires you to progress along a predetermined path from event to event in a continuous manner. A test preparation guide is available on our website at www.halifax.ca/fire

This is a pass/fail test based on a validated maximum total time (10 minutes, 20 seconds).

You will wear a 22.68 kilogram (50 pound) vest to simulate the weight of a self-contained breathing apparatus (SCBA) and the Firefighter's protective clothing throughout the test. An additional 11.34 kilograms (25 pounds), simulating a high-rise pack (hose bundle), will be added during the stair climb event.

Throughout all events, you must wear long pants, either sneakers or shoes with no open heel or toe. A hard hat with a chin strap, and gloves will be provided. Watches will not be permitted.

An evaluator will follow, not lead, you throughout the test. The evaluator will time, monitor for safety, and provide direction during the events.

The events are placed in a sequence that best simulate their use in a fire scene while allowing a 25.91 meter (85 feet) walk between events. To ensure the highest level of safety and to prevent candidates from exhaustion, no running is allowed between events.

- Event #1 - Stair Climb
- Event #2 - Hose Drag
- Event #3 - Equipment Carry
- Event #4 - Ladder Raise and Extension
- Event #5 - Forcible Entry
- Event #6 - Search
- Event #7 - Rescue
- Event #8 - Ceiling Breach and Pull

See our website www.halifax.ca/fire for additional information.

Blacked Out Mask

This is a pass or fail test

Wearing full turnout gear (jacket, pants, boots, helmet, gloves), SCBA pack and blacked out mask, the candidate will be asked to perform a series of tasks. Before entering the search area the candidate will be given instructions. During this exercise there will be no communication between the candidate and the evaluator.

Inability to perform these tasks calmly and confidently, or failing to follow instructions will result in a failure for this event.

The Ladder Climb

This is a pass or fail test

Wearing turnout jacket, pants, steel toe boots, gloves and helmet along with a harness and safety line, the candidate will climb to the top of the ladder and secure their harness to the second last rung as marked.

While at the top an evaluator will ask the candidate to perform simple tasks. He/she will then instruct the candidate to unhook and proceed down the ladder to the ground.

Hands and feet will be in contact with the **rungs of the ladder** while climbing or descending.

Inability to perform the tasks calmly and confidently while climbing or descending, or failing to follow instructions will result in a failure for this event.