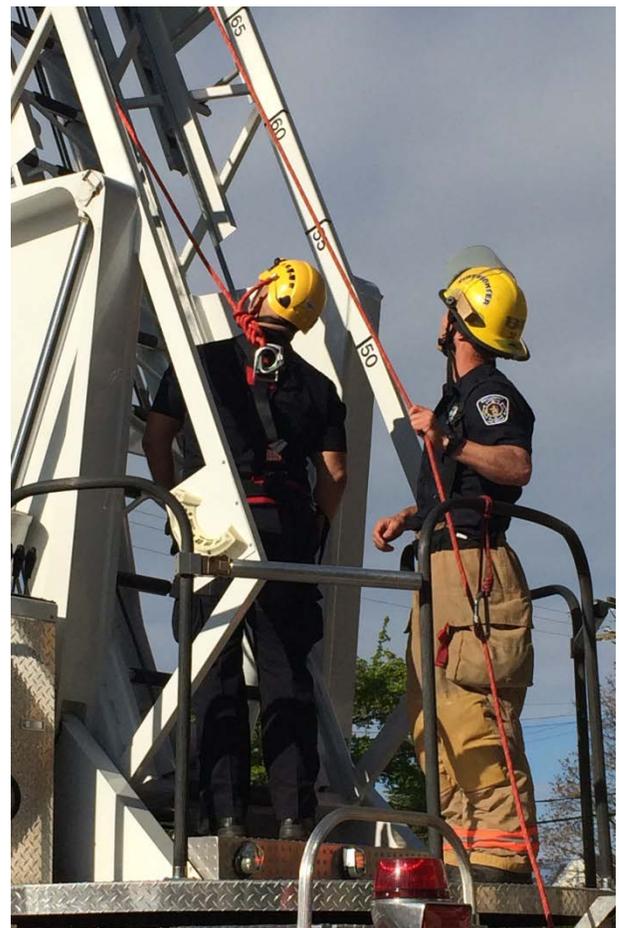
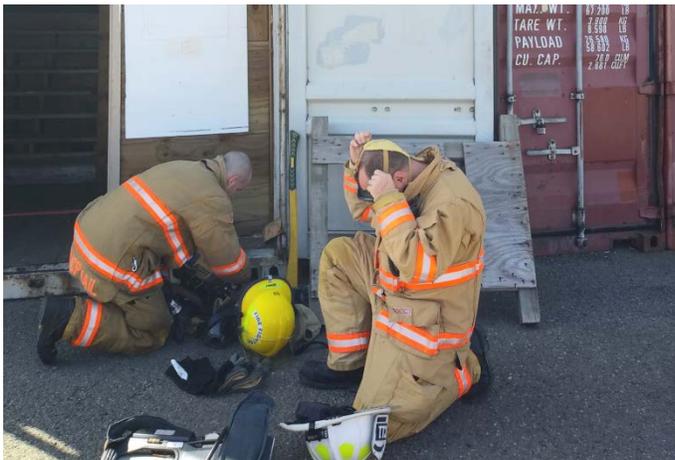


Oak Bay and Esquimalt Firefighter Recruitment INFORMATION PACKAGE 2019





A MESSAGE FROM THE FIRE CHIEFS:

The District of Oak Bay and the Township of Esquimalt are located in the heart of the Capital Region surrounded by water on the southern tip of Vancouver Island. Each municipality has their own community spirit with unique neighborhoods, numerous parks and attractions.

The District of Oak Bay and the Township of Esquimalt are jointly recruiting for full-time career firefighters. We are currently seeking dynamic, community-minded, positive and energetic women and men to join our departments.

Each department responds to calls of service that range from: structural fires, motor vehicle incidents, confined space rescue and medical aid calls. A career in the fire rescue service is seen by many as a long-term employment opportunity with satisfaction of providing service to the community. Together our departments serve a combined population of over thirty thousand residents and employ over fifty full-time firefighting personnel.

As professional organizations, we value the following qualities and through the evaluation process will be evaluating candidates for these (amongst others): accountability, integrity, motivation, problem solving, respect and service.

We look forward to a respectful and enjoyable recruitment process.

Sincerely,

Darren Hughes
Fire Chief
District of Oak Bay

Sincerely,

Chris Jancowski
Fire Chief
Township of Esquimalt

FIREFIGHTER JOB DESCRIPTION:

Nature and scope of work:

This is a skilled position entailing firefighting, rescue and other related emergency services. This position participates in programs for the prevention of fires and the saving of life and property.

A 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.

While specific orders and directions are received from an officer in the normal course of maintenance duties and firefighting, considerable independence of judgement and action is allowed in circumstances of extreme urgency where referral to a supervisor for instructions is not possible. A periodic review of the work is carried out by an officer in order to maintain and improve the efficiency of the fire department as a whole.

Firefighting is a challenging, demanding and exciting career for women and men that provides ongoing service training and professional development opportunities.

Illustrative examples of work:

The following are several typical duties and responsibilities of a firefighter:

- Working as a member of a shift or platoon, responds to emergency calls, lays and connects hose, holds nozzles and directs water streams, raises and climbs ladders, uses extinguishers and other equipment.
- Provides rescue in various forms and first responder treatment as required. Removes persons from danger and administers first aid to injured persons.
- Ventilates buildings to release heat, smoke and gases and places salvage covers to prevent water damage.
- Drives, operates and performs maintenance on motor driven firefighting apparatus and other vehicles.
- As assigned, receives and records telephone fire alarms and other emergency calls and assists in dispatching proper apparatus and equipment.
- Attends at prescribed training lessons and drills as directed.
- By instruction and self-study, maintains a thorough knowledge of all equipment and apparatus, Operational Guidelines, and firefighting techniques.

- Maintains a thorough knowledge of all streets, block numbers, hydrants and the location of special occupancies within the community.
- Records communications in written, electronic, or printed form, assists in preparation of reports, ensures reports are properly logged, entered in computer, or routed to proper personnel.
- Assists in maintaining and entering operational statistics in the computer data base. Maintains current status of streets and hydrant information.
- Performs cleaning and various maintenance tasks on apparatus, equipment and facilities.
- When assigned to fire prevention work, under direction of an Officer, performs inspections and clerical duties as required.
- Creating pre-incident plans for emergency response.
- Provides information related to fire and life safety to the public.
- Performs related duties as assigned.

REQUIRED ENTRANCE QUALIFICATIONS FOR RECRUIT FIREFIGHTERS 2019:

Applicants must meet all of the following fire department-required entrance qualifications:

- a. Legally entitled to work in Canada.
- b. Be at least 19 years of age.
- c. Have a minimum Grade 12 Certificate or GED equivalency. Please include this in your application package.
- d. A copy of an eye examination, conducted by a Doctor of Optometry within twelve (12) months of the date of application which demonstrates the following:
 - Far visual acuity. Far visual acuity less than 20/40 binocular, corrected with contact lenses or spectacles. Far visual acuity less than 20/100 binocular for wearers of hard contacts or spectacles, uncorrected;
 - Peripheral vision of 140 degrees minimum in each eye;
 - Colour vision sufficient to distinguish red, green and yellow; and,

- o No eye conditions that could prohibit the candidate from safely performing essential job tasks.
- e. Must have and maintain a minimum Class 3 and Air Brake endorsed Driver's License and a driving record that demonstrates safe driving behavior. A record with more than 6 points may eliminate a candidate from further consideration. A current copy of your B.C. driver's abstract (available online through ICBC) must be submitted with your application dated within 30 days of your application submission.
- f. Must have and maintain a WorkSafeBC Occupational First Aid, Level 3 Certificate or First Responder Level III Certification or equivalent. These (copies) must be submitted with your application. All equivalencies (such as an out of province certificate) must be accompanied by written confirmation by WorkSafeBC.
- g. Normal hearing with no artificial aids. A copy of the audiogram must be submitted, dated within twelve (12) months of the date of application.
- h. Successful completion of a Firefighter Applicant Physical Fitness Evaluation conducted within the last twelve (12) months of the date of application by the University of Victoria (UVIC). Note that in order to ensure consistency, only evaluations conducted by UVIC will be accepted.
- i. Successful completion of an approved firefighting training program, NFPA 1001 Fire Fighter I & II. Please attach a copy of your certificates to your application.

All costs associated to acquire the requirements as listed above are the responsibility of the applicant.

If a candidate's application is being considered for the eligibility list they will, at a later date, be asked to submit the following, at the applicant's expense:

- j. A current (within the last twelve [12] months from date of request) Fire Fighter Medical Examination Certificate for BC.

This comprehensive medical examination is in accordance with NFPA 1582 Chapter 6 – Medical Evaluation of Candidates. Condition of employment is subject to all NFPA 1582 medical examination standards being met.

A complete copy of the NFPA 1582 standard may be purchased from the National Fire Protection Association at nfpa.org or telephone (617)770-3000.

Alternately, a copy may be viewed at the Esquimalt or Oak Bay Fire Department during the hours of 09:00–16:00 Monday through Friday.

Esquimalt Fire Department:	500 Park Place, Esquimalt.
Oak Bay Fire Department:	1703 Monterey Avenue, Oak Bay.

- k. Criminal record check (CRC) - vulnerable sector, dated no later than 6 months from date of request, which verifies you have no convictions for criminal offenses or summary convictions.

ADDITIONAL QUALIFICATIONS:

In order to be successful, candidates will also possess the following:

- Ability to work in a team environment;
- Effective communication skills, both oral and written, including ability to speak publicly;
- Basic knowledge and ability to operate a personal computer with experience using the suite of Microsoft Office programs such as Word and Excel; and,
- Volunteer and community service experience.

The following additional skills will enhance an application, but these are not required in order to be screened in to this competition:

- Knowledge of the District of Oak Bay and/ or the Township of Esquimalt, including location of streets and major buildings;
- Completion of Defensive Driving Course;
- Ability to swim and be a certified S.C.U.B.A. Diver;
- Rescue and extrication experience/education;
- Confined Space Rescue Operations NFPA 1006;
- Advanced knowledge and training involving NFPA 472 (Hazardous Materials);
- Radio Operator's License (restricted);
- Post secondary education (technical, trades or academic);
- Operation of heavy equipment/vehicles;
- Experience in building construction; and,
- Non-smoker.

STAGES IN THE RECRUITMENT PROCESS:

There are ten stages in this recruitment process, starting with an application package and ending with an offer of employment. Applicants must meet the required standards at each stage of the

process. Those who fail to meet the required standard at any stage will be screened out and will not be permitted to proceed to the next stage in the selection process.

Important notes:

1. Candidates may be disqualified if they do not meet deadlines.
2. No personal interviews will be granted to any candidate prior to short listing.
3. The District of Oak Bay and the Township of Esquimalt reserves the right to limit the number of candidates who will proceed to the next stage.
4. All applicants will be notified during the process if they will be moving forward onto the next stage via email. It is the candidate's responsibility to ensure their contact information is up-to-date, by emailing any changes to hr@esquimalt.ca.

STAGE 1—Application:

Electronic application packages (one file per applicant including all required documentation) will be accepted from July 24 through to September 13, 2019 at 16:30.

An electronic application must include the following documentation:

- Application form;
- Cover letter and resume;
- Copy of Grade 12 certificate or GED equivalency;
- Driver's abstract (dated within 30 days of date of application);
- Copy of the University of Victoria Firefighter Physical Abilities Test (dated within 12 months of the date of application);
- Copy of eye examination (dated within 12 months of the date of application);
- Copy of hearing examination/audiogram (dated within 12 months of the date of application);
- NFPA 1001 Level 1 & 2 (IFSAC or ProBoard);
- First Responder 3 or Industrial First Aid Level 3; and,
- Copies of all fire service related courses.

Please submit your completed application package in a single electronic file names with your first and last name, referencing **Firefighter 2019 Competition** in the subject line to:

hr@esquimalt.ca.

**We appreciate all applications, but only those applicants
under consideration will be contacted.**

STAGE 2—Aptitude exam:

The aptitude exam is a written test that assesses general knowledge as well as the following:

- Knowledge of and ability to do basic mathematics;
- Problem solving, reasoning and decision making;
- Reading comprehension; and
- Mechanical reasoning.

If applicants are screened in to the second stage, they will be notified by email and invited to write the aptitude exam; the email will include the date and location of the exam.

Candidates will be required to show a valid driver's license for identification.

STAGE 3—Skills assessment and Ride-A-Long program:

The Ride-A-Long program is a one day session completed in the fire stations. It consists of reporting to a fire station and being exposed to firefighter duties including:

- Fire station duties;
- Daily training sessions with platoons;
- Attending routine and emergency events (participation will be limited as per the officer's discretion); and,
- Participation in firefighter skill stations.

STAGE 4—Panel interview:

Candidates who meet expectations in the Ride-A-Long skills assessment will be invited to a panel interview. These interviews will consist of representatives from Esquimalt and Oak Bay fire departments, as well as representatives from human resources. These interviews will be scheduled from Monday to Friday during regular business hours.

STAGE 5—Reference checks:

Each candidate will be required to submit not less than three references from current or previous employers. Candidates may also submit additional references as part of their resume.

All supplied references may be checked.

STAGE 6 – Submission of further documentation:

Upon completion of satisfactory past work performance checks, candidates will be asked to submit the following:

- A current (within the last twelve [12] months from date of request) Fire Fighter Medical Examination Certificate for BC.
- Criminal record check (CRC) - vulnerable sector, dated no later than 6 months from date of request, which verifies they have no convictions for criminal offenses or summary convictions.

STAGE 7—Psychometric screening:

The psychometric screening 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 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.

STAGE 8—Eligibility pool:

A hiring eligibility pool will be established concurrent with the future needs of the department.

Selected members will be placed on an eligibility pool for a period of two (2) years.

Please note that placement on the eligibility pool does not guarantee or imply employment.

The Oak Bay and Esquimalt fire departments reserve the right to terminate the eligibility pool and commence a new recruitment process at any time.

STAGE 9—Individual department testing:

Each department may require additional assessments prior to an offer of employment. These assessments may include the following:

- Advanced medical exams;
- Advanced skills testing;
- Computer skills and advanced communication skills assessment;
- Fire Chief / executive interview; and,
- Requests for updated information including candidate’s qualifications, certificates, CRC

and driver's abstract.

STAGE 10—Employment offer:

Once you receive an employment offer, you will be taken off the eligibility list. If you are on other eligibility lists and accept an offer of employment, please ensure you send notification to hr@esquimalt.ca advising that you are no longer available for employment. Further, please ensure you keep your contact information up-to-date, and advise as to any changes to your qualifications, by emailing hr@esquimalt.ca.

SUMMARY OF SALARY, BENEFITS, WORKING CONDITIONS:

Benefits

- 1. Uniforms are provided.
- 2. Accumulative sick leave plan, group life insurance, dental, medical and extended health plans are in effect.
- 3. Vacation entitlement:
 - 1 year service: 12 duty shifts, prorated based on start date
 - 2-10 years of service: 12 duty shifts
 - 11-20 years of service: 16 duty shifts
 - 21+ years of service: 20 duty shifts
- 4. Statutory holidays: Firefighters are entitled to a stat bank entitling them to 12 duty shifts off.
- 5. Pensions: Firefighters are covered by the *Municipal Superannuation Act*.

Salary

As per Collective Agreements (2016-2019 Oak Bay and 2017-2019 Esquimalt).

Hours of work

Rotating day and night shifts for a 42 hour week. Two day shifts 08:00 to 18:00 followed by 2 night shifts 18:00 to 08:00.

Working conditions

Probationary period:

All new firefighters will be subject to a one-year probation period.

Residency restrictions

Both departments maintain a residency restriction as a job requirement and new employees have one (1) year to meet this requirement as identified in the Collective Agreements.



Township of Esquimalt Fire Department

2nd Floor, 500 Park Place
Esquimalt, BC V9A 3P1
250-414-7126

CONNECT WITH US

esquimalt.ca
facebook.com/TownshipofEsquimalt
twitter.com/EsquimaltBC
linkedin.com/company/township-of-esquimalt



District of Oak Bay Fire Department

1703 Monterey Ave
Victoria, BC V8R 5V6
250-592-9121

CONNECT WITH US

oakbay.ca
[twitter.com/ OakBayFireDept](https://twitter.com/OakBayFireDept)



FIREFIGHTER APPLICATION FOR EMPLOYMENT

ESQUIMALT FIRE RESCUE &
OAK BAY FIRE DEPARTMENT

PERSONAL INFORMATION (Please Print)

Last Name:

Given Names:

Address (Street, City, Province, Postal Code):

Telephone:

HOME ()

WORK ()

CELL ()

Fax Number:

Email Address:

Date Available for Work:

Legal Status to Work in Canada – documentation may be required

Check applicable status:

- Canadian Citizen
- Landed Immigrant/Permanent Resident
- Work Permit
- Other – please specify: _____

Valid B.C. Driver's License?

YES NO

Driver's License Class?

1 2 3 4 5 6

Air Brake Endorsement?

YES NO

EDUCATION

Name and Location of Secondary or High School	Grade Completed

Name and Location of Post Secondary Institution (College or University)	Course Program	Degree, Diploma, Credits of Certificate Obtained	Dates Attended:	Did you Graduate?

Name and Location of Other Institution (Trade or Technical)	Course Program	Degree, Diploma, Credits of Certificate Obtained	Dates Attended	Did you Graduate?

NFPA 1001 Level I and II

Name and Location of the Instructional Institution (Academy)	Dates Attended

Name and Location of the Instructional Institution (Academy)	Refresher Training Dates

EMPLOYMENT HISTORY
(START WITH THE MOST RECENT)

Employer's Name and Address:

Position:

Dates Worked:

Reason for Leaving (if applicable):

Supervisor's Name and Position:

Phone Number:

Duties:

Employer's Name and Address:

Position:

Dates Worked:

Reason for Leaving (if applicable):

Supervisor's Name and Position:

Phone Number:

Duties:

Employer's Name and Address:

Position:

Dates Worked:

Reason for Leaving (if applicable):

Supervisor's Name and Position:

Phone Number:

Duties:

EMPLOYMENT HISTORY
(CONTINUED)

Employer's Name and Address:

Position:

Dates Worked:

Reason for Leaving (if applicable):

Supervisor's Name and Position:

Phone Number:

Duties:

Employer's Name and Address:

Position:

Dates Worked:

Reason for Leaving (if applicable):

Supervisor's Name and Position:

Phone Number:

Duties:

OTHER REFERENCES

Name:

Phone Number:

Relationship:

Name:

Phone Number:

Relationship:

Name:

Phone Number:

Relationship:

VOLUNTEER EXPERIENCE	Location	From YY/MM	To YY/MM

PLEASE EXPLAIN BREAKS IN EDUCATION OR EMPLOYMENT HISTORY

FIRST AID CERTIFICATES AND ENDORSEMENTS		
Certificates	Endorsements	Expiry Date
First Responder Level III YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> Spinal <input type="checkbox"/> AED	
CPR Level C YES <input type="checkbox"/> NO <input type="checkbox"/>		
Occupational First Aid Level III YES <input type="checkbox"/> NO <input type="checkbox"/>		

OTHER QUALIFICATIONS

(Please attach a copy of your certificate(s))

Certificate(s) related to Swimming and Lifesaving:

Have you completed any additional Fire Service related courses? (Please list below)

Name:

Date:

Name:

Date:

Name:

Date:

Name:

Date:

Name:

Date:

Name:

Date:

Please list any other courses:

References

During an interview, we may discuss your references with you. By making this application, you understand that, in order to determine your suitability for employment, you authorize us to contact your references as well as any other individuals we may bring to your attention during the course of our selection process.

PERSONAL REFERENCES	
Name	Phone number(s)

READ CAREFULLY BEFORE SIGNING

Applicant's Declaration

By submitting my application, I certify that the information I am providing in my application for this position is true and complete to the best of my knowledge. I understand that if I provide information in connection with my application which is found to be untrue or incomplete, my application may be rejected and I may be subject to discipline up to and including termination if I am hired as the successful applicant.

I understand that appointment to any position is dependant upon:

- My ability to pass a Firefighters Medical Examination
- Successful completion of an applicable probationary period

I consent, **YES** or **NO**

Applicant's Signature

Date