



Bradford West Gwillimbury Fire and Emergency Services

2023 Firefighter Recruitment Guide

General

The Town of Bradford West Gwillimbury offers a return to small town charm while being one of the country's fastest growing communities. We are a vibrant, thriving community that possess a sense of pride and where community spirit prevails. Our town is committed to being a complete and healthy community where there are opportunities for everyone to contribute and to benefit.

Under the direction of the Deputy Fire Chief, through a chain-of-command, firefighters are expected to maintain a high standard of professionalism, solve problems, work as part of a dynamic team and possess excellent interpersonal and organizational skills.

Apart from fighting fires, you will perform many duties, some of which include:

- responding to medical emergencies and motor vehicle accidents
- performing emergency patient care
- performing fire ground and rescue operations
- conducting the Home Smoke Alarm program
- educating the public about fire prevention and fire safety practices
- responding to emergency hazardous materials situations
- conducting inspections
- conducting community pre-planning
- maintaining firefighting apparatus, equipment and fire stations
- contribute to a respectful workplace in accordance with Town policy
- promote a culture of inclusiveness and work with a diverse population of employees, participants, agencies and the public

Selection Process

The Town of Bradford West Gwillimbury uses a process that promotes fairness and equity among candidates while ensuring we hire candidates that are best suited for the position and our organization. Please read this entire section to gain a better understanding of the process. Please note that movement from one step to the next will depend on the applicants performance at each step of the process.

Costs associated with obtaining qualifications, certifications and mandatory requirements are the responsibility of the candidate.

The procedure for selecting firefighters consists of the following steps.

- Step 1 – Applicant Pre-Register with Fire Services of Ontario
- Step 2 – Applicant Assessment at Fire Services of Ontario
- Step 3 - Application Form / Qualifications
- Step 4 – Interview Process
- Step 5 – Conditional Offer/Qualified Candidate List
- Step 6 – References Checks
- Step 7 – Onboarding/Start Date

Step 1 – Pre-Registration

Applicants must pre-register to complete the seven (7) testing components with Firefighter Services of Ontario by **4:00p.m. EST on April 6, 2023**. These assessment scores will be valid for up to six (6) months.

To pre-register for the required assessments please go to <https://register.fireontario.com/>. Please register for all seven components listed in step 2.

Already completed FSO testing?

Candidates who successfully completed the core four (4) tests in one day (Clinical, CPAT, Tread Water, Aptitude), on or after April 29, 2022, you would be required to complete:

1. Clinical Assessment (if expired, valid for 6 months)
2. Medical, Acrophobia, and Emotional Stability and Resiliency Assessment (if expired, valid for 1 year)

Please email info@fireontario.com to confirm eligibility, testing requirements and application submission.

Step 2 – Applicant Assessment

To be considered in the application process, candidates must complete all seven (7) pre-employment screening assessments with Firefighter Services of Ontario:

- Clinical Evaluation
 - CPS Aptitude Examination
 - Candidate Physical Ability Test (CPAT)
 - Tread Water Test
 - Medical Assessment (Vision and Hearing Screening)
 - Acrophobia Test
 - Emotional Stability and Resiliency Test ***Different deadline***
- } Core Four

The core four (4) must be successfully completed on the same day (Clinical, CPAT, Treat Water Test and CPS Aptitude Examination). Inquiries regarding candidate eligibility can be directed to Firefighter Services of Ontario (info@fireontario.com). The costs associated with this testing will be the responsibility of the applicant.

For further information about what is required from each test, visit Firefighter Services of Ontario (www.fireontario.com). Specific testing dates will be held for the Town of Bradford West Gwillimbury.

Emotional Stability and Resiliency assessment Deadline: 4:00PM EST on Friday, April 14, 2023.

Testing Deadline (remainder of the tests): Saturday, April 29, 2023

Step 3 – Application Form / Qualifications

Candidates are required to submit their cover letter, resume and proof of mandatory/preferred qualifications outlined below to Firefighter Services of Ontario. Firefighter Services of Ontario will forward all provided documents and test results to the Town of Bradford West Gwillimbury.

Bring hard copies of the documents along with the application checklist to your test date.

Already completed FSO testing?

Candidates who have completed testing should submit their documents directly to Firefighter Services of Ontario along with the application processing fee, no later than 11:59 p.m. EST on Saturday, April 29, 2023 referencing BWG Fire Recruitment Application in the subject line.

Mandatory & Preferred Qualifications

In order to be considered for this position with the Bradford West Gwillimbury Fire and Emergency Services, you must meet the following mandatory qualifications:

- Proof of Grade 12 education or equivalent
- Be at least 18 years of age
- Be legally eligible to work in Canada
- Have not been convicted of a criminal offense for which a pardon has not been granted (Successful candidates will be required to submit a satisfactory Vulnerable Sector Screening upon hire)
- a valid Ontario class D driver's license (with a Z endorsement) in good standing
- NFPA-1001 Firefighter I & II certification (Including NFPA 472 or 1072)
- a valid Standard First Aid and a CPR Level "C" certificate (minimum)
- successful completion of all seven components of the Fire Services of Ontario (FSO) testing

This section encompasses the education and skills that most closely reflect the firefighters' responsibilities, the preferred qualifications are:

- Firefighting experience (career or volunteer)
- Registered nurse or paramedic
- Valid trade certificate
- Pre-service Firefighting Education and Training diploma
- Fire Prevention/Inspection
- Public Educator

Step 4 – Job Interview

The interview panel may consist of Town of BWG Fire Services and Human Resources Representatives. The questions are situational and behavioural based and will probe your professional experiences in areas related to past experiences, the core competencies of a firefighter and our core values.

If you are selected for an interview you will be notified via email by May 10 to book your timeslot.

Date: Week of May 15

Step 5 – Conditional Job Offer

Successful candidates will receive a conditional job offer that is conditional upon;

- Satisfactory reference checks
- Providing a Vulnerable Sector Check that has been obtained within the last six (6) months, and is satisfactory to the Town
- A Ministry of Transportation Drivers abstract dated no earlier than the date of the conditional offer in good standing and satisfactory to the Town.

Candidates who are currently employed with a municipality as a Career Firefighter (in good standing) will be offered an annual salary that is one classification level below their current rank. Candidates will then continue to move up the classification ranking as per the Collective Agreement.

Step 6 – Reference Checks

References will be checked for selected applicants. Candidates will be notified prior to references being contacted.

Step 7 – Start Date/Onboarding

We are hiring 20 Firefighters.

The start date for the first twelve (12) firefighters is Tuesday, July 2, 2023. New recruits will undergo in-house training prior to being placed on shift.

The start date for the second eight (8) firefighters is January 2024.

There is a twelve-month probationary period in which extensive in-service training will continue. New recruits not meeting performance expectations during this training period may be terminated.

Additional Information/ FAQ

Please ensure you read the information in this guide closely before reaching out with additional questions to Human Resources at hr@townofbwg.com. Due to the high volume of applications received for this position, please refrain from calling to inquire about the status of your application. Recruitment status updates will be made on www.townofbwg.com/careers.