



# SAANICH FIRE DEPARTMENT



## RECRUIT FIRE FIGHTER INFORMATION

June 2010

## **INTRODUCTION**

The Saanich Fire Department was established in 1919. Today the Department employs 110 uniformed personnel, representing the Suppression Rescue, Fire Prevention, Training, Communication, Mechanical and Administration Divisions. The Department services an area of 103.4 square kilometres which includes approximately 111,500 people. Saanich's diverse terrain, with ocean coastline, lakes, forests and mountains makes for a variety of emergency responses.

The Department's mandate is to protect citizens and property; to provide all proper measures to prevent, control and extinguish fires and provide assistance to medical emergencies, land and marine rescue operations, requests from other fire services, hazardous materials incidents and requests for public service.

In addition to the delivery of firefighting and rescue services, the Department is responsible for a variety of contract services and programs. Contract for delivery of Fire Dispatch, High Angle Rescue and Mechanical services are in place with a number of neighbouring municipalities.

Programs delivered by the Department include; Marine Fire Rescue, Medical First Responder, Technical Rope/High Angle & Confined Space Rescue, Juvenile Fire Setter Intervention, Incident Pre-Planning, General Fire Safety Inspections of Public Buildings and the Community Liaison Team. The Saanich Fire Department is also responsible for the administration of the Saanich Emergency Program.

The Departments good standing in the community is attributed to the commitment and dedication of its members and their desire to provide the highest level of public service.

## **FIREFIGHTER CAREER - OVERVIEW**

Firefighting is a skilled position that entails responding to a variety of emergency situations where life, property, or the environment is at risk. Today's firefighter must be a skilled, competent professional, able to meet every kind of emergency. Under the direction of a Fire Department Officer, performs non emergency routine duties and is involved as a team member responding to a wide range of stressful emergency conditions as well as hazards. A firefighter must be able to accept orders without questions and work effectively as a team member, although considerable independence of judgment and action may be required in circumstances of extreme urgency where referral to a supervisor for instruction is not possible.

Firefighting is an employment opportunity that offers a challenging, demanding, exciting and rewarding career for men and women where ongoing in-service training and education never ends.

Illustrative duties and responsibilities in a firefighting career include the following:

- Fire Suppression
- Fire Prevention
- Inspections of public buildings and fire hazard conditions
- Prepares and delivers Public Fire Safety Education
- Responds to medical emergencies
- Managing Hazardous Materials Incidents
- Safe operation of ALL Fire Department apparatus and maintenance
- Operation of computers
- In-Station Fire Hall duties
- Dispatch
- Training Drills
- Building Inspections
- Pre-Fire Planning
- Fire Investigation
- Rescue Operations – land, marine and technical rescue
- Provides information related to fire safety to the public

Applications for employment are accepted for job postings that are advertised on our web site. The job posting board located at the Municipal Hall, and selectively, in the Times Colonist newspaper. It is our policy to not accept general applications for employment prior to a recruiting competition. To find out about any current postings, visit [www.saanich.ca](http://www.saanich.ca), and click on 'Careers @ Saanich'.

Applicants must be physically fit, well coordinated, honest, reliable, motivated, work as a team player, willing and able to learn and improve and demonstrate a commitment and responsibility to serving the public. Must be able to meet established medical and academic standards and qualify in essential job function and aptitude tests.

We at the Saanich Fire Department are extremely proud of our reputation and we hire only the best.

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

### **MINIMUM APPLICATION REQUIREMENTS**

- NFPA 1001 Firefighter I and II.
- At least one of the following: Occupational First Aid Level 3, EMA First Responder Level III, Red Cross First Responder or EMR certificate.
- Class 3 Driver's License with Air Brake endorsement for the Province of British Columbia or equivalent endorsement from out of Province.
- Driver's License Abstract with not more than six I.C.B.C. penalty points.
- Pleasure Craft Operator Certification.
- Restricted Radio Operator's Certificate (Maritime).
- High School graduation or equivalency.
- Hearing test.
- Vision: 20/30 visual acuity unaided and uncorrected; colour vision to standards required by the B.C. Superintendent of Motor Vehicles.
- Criminal Record Check.
- Completion of the University of Victoria Firefighter Physical Abilities Test.  
**\* Applicants are responsible for all aspects of this testing. Please obtain the information package from the link on the Saanich website at: [www.saanich.ca](http://www.saanich.ca), select 'Careers @ Saanich' and then 'Recruit Firefighter Information'.**

### **PHYSICAL FITNESS EVALUATION:**

As a pre-requisite, applicants must successfully pass a firefighter physical fitness evaluation based on minimum job requirements. The physical fitness evaluation will be administered and graded by the University of Victoria Exercise and Physiology Laboratory. Evaluation results must be completed and submitted with your application package and be dated within six (6) months of a competition opening. Physical fitness evaluation details and appointment information are all detailed in the information document.

***ALL COSTS TO ACQUIRE THE REQUIREMENTS ARE BORNE SOLELY BY THE APPLICANT.***

## **DESIRABLE QUALIFICATIONS**

- NFPA Fire Service related courses.
- Post-secondary academic or technical diploma.
- Class 4 Driver's Licence.
- Completion of a defensive driving course.
- Ability to swim.
- Scuba Diving Certification.
- Power Squadron Certification.
- Ability to operate a personal computer (min. 25 wpm) and other communications equipment.
- Familiar with building construction.
- Experience in the operation of heavy equipment.
- Volunteer community work.
- Public speaking ability.

## **STANDARDS**

- Support and uphold the established policies and objectives of the Municipality and the Division in all areas of activity.
- Will not release or discuss non-routine municipal or departmental business without prior authorization.
- Adhere to all established municipal and departmental rules and regulations.
- Maintain the performance levels set by the Division in the execution of all duties and responsibilities.
- Maintain a cooperative working relationship with employees, management, Council and the public.
- Maintain regular communication with the supervisors, keeping them fully informed of all non-routine, urgent and/or controversial matters.
- Shall not receive or solicit a subscription, gratuity, or fee for or in conjunction with any service or presumed service performed by him/her as an employee.
- Uphold the Municipal Safety Policy; promote, monitor and ensure compliance with the Work Safe Board regulations within the workplace.

**SAANICH FIRE DEPARTMENT**  
**FIREFIGHTER**  
**RECRUITMENT AND SELECTION PROCEDURE**

The recruitment process consists of 8 stages:

- STAGE 1     Application
- STAGE 2     Aptitude Test
- STAGE 3     Agility and Dexterity Evaluation
- STAGE 4     Ride-A-Long Program
- STAGE 5     Screening and Personal Interview
- STAGE 6     Reference Check
- STAGE 7     Selection for Eligibility Pool
- Employment Offer

Applicants must pass through ALL seven (7) stages of the process. Those who fail to meet the required standard at any stage will **NOT** be permitted to proceed to the next stage in the selection process.

Candidates may also be disqualified if they do not meet deadlines.

1. The Saanich Fire Department reserves the right to limit the number of candidates who will proceed to the next stage.
2. Candidates with the minimum qualifications do not automatically proceed to the next stage.

## **DESCRIPTION OF STAGES**

### **STAGE 1 APPLICATION**

Applications will be accepted from the advertised/posted opening date until 4:30 p.m. of the closing date.

**The following documentation *MUST* be submitted *WITH* the application:**

- Saanich Fire Department completed application form.
- Photocopies of all relevant licences and certificates:
  - Proof of NFPA 1001 Firefighter I and II certification.
  - A valid Class 3 Driver's License with Air Brake endorsement.
  - At least one of: A valid Occupational First Aid Level 3, EMA First Responder Level III, Red Cross First Responder *OR* EMR certificate.
  - Proof of High School graduation. This must be a Provincial Board of Education Diploma, a high school Transcript which clearly states that required credits were achieved for graduation, or a High School Equivalency certificate.
  - Proof of Pleasure Craft Operator Certification.
  - Proof of Restricted Radio Operator's Certification (Maritime).
  - Certificates for all Fire Service related courses.
- A full and complete Criminal Record Check from the Police Department serving the area the candidate resides in, dated within three months of the posted date of the competition or a receipt showing that one has been requested.
- Driver's License Abstract dated within three (3) months of the competition.
- Copy of hearing test results current within six (6) months of the competition.
- Copy of the University of Victoria Firefighter Physical Fitness Evaluation current within six (6) months. *See 'Minimum Requirements' on Page 4 of this document.*

Applicants are responsible for providing all information regarding their qualifications and experience. A resume attached to your application is recommended.

All applications must be submitted to: *Fire Administration*  
*760 Vernon Avenue*  
*Victoria, BC V8X 2W6*

Between 8:30 a.m. and 4:30 p.m. Monday through Friday.

## **STAGE 2 APTITUDE TEST**

The test is a written exam to determine:

- Knowledge of basic mathematics
- Problem solving, reasoning and decision making
- Spatial scanning
- Reading comprehension
- Mechanical reasoning.

The exam consists of multiple choice questions and must be completed within the designated time limit.

Your valid Driver's Licence will be required for identification. **IF NO DRIVER'S LICENCE IS SHOWN - YOU WILL NOT BE PERMITTED TO WRITE THE EXAM.**

Only those candidates deemed to be eligible to proceed to the next stage of the process will receive written notification.

## **STAGE 3 AGILITY AND DEXTERITY EVALUATION**

This evaluation will include:

- Face Piece Blackout Test
- Aerial Climb
- Fully Dress a Hydrant
- Make and Break
- Team Exercise.

## **STAGE 4 "RIDE-A-LONG" PROGRAM**

The Ride-A-Long program is completed over a two day period. It consists of reporting to a fire station and being exposed to firefighting duties:

- Fire Station duties.
- Training with the fire crews.
- Attending emergency calls with fire station crews. Your involvement will be at the Officers' discretion.
- Participants will be observed and evaluated by the on-duty fire crews.

## **STAGE 5 SCREENING AND PERSONAL INTERVIEWS**

Short-listed candidates are invited to attend a pre-screening interview. Interviews are scheduled during regular business hours and are conducted by the Fire Chief, Deputy Fire Chief, Training Officer, and a representative from the Firefighters Union (IAFF).

## **STAGE 6 REFERENCE CHECK**

Each candidate will be required to submit not less than three references from current or previous employers. Candidates may also submit personal references in support of their application; however, they will not be accepted in place of current or previous employment references. *All references will be checked.*

## **STAGE 7 SELECTION FOR ELIGIBILITY POOL**

Following completion of all prior stages the interview/selection panel will meet to review test results. A hiring eligibility pool will be established concurrent with the future needs of the Department.

Placement in this pool does not guarantee employment.

**NOTE:** The Saanich Fire Department reserves the right to terminate the hiring eligibility pool and commence a new recruit competition at any time.

## **EMPLOYMENT OFFER**

Offers of employment may be made to applicants selected in Stage 6 when a vacancy becomes available, subject to successfully passing a Saanich Fire Department medical examination.



University  
of Victoria

**Exercise Physiology Laboratory  
School of Physical Education  
University of Victoria**

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**Firefighter Applicant Physical Fitness Evaluation  
- Appointment Checklist -**

This information package provides a detailed overview of the firefighter physical evaluation process.

You can contact the Exercise Physiology Laboratory at the University of Victoria about your appointment by phone at 250-721-8391 or by email at [firetest@uvic.ca](mailto:firetest@uvic.ca)

When you call the Exercise Physiology Laboratory to book your appointment you will receive a call-back indicating the available test dates and times. **Available test times are often limited by time constraints; so it is in your best interest to call early to ensure the best opportunity for you to book a convenient test date and time.**

**Complete the Checklist!**

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<i>To do:</i>	<i>Action:</i>	<i>Done:</i>
<ul style="list-style-type: none"><li>• Book an appointment with the Exercise Physiology Laboratory</li></ul>	<ul style="list-style-type: none"><li>• Call 250-721-8391 or email <a href="mailto:firetest@uvic.ca">firetest@uvic.ca</a></li></ul>	
<ul style="list-style-type: none"><li>• Arrange a doctor's appointment to complete the medical clearance form. Forms can be downloaded from the Saanich website</li></ul>	<ul style="list-style-type: none"><li>• Bring the completed Medical Clearance Form with you on your test day</li></ul>	
<ul style="list-style-type: none"><li>• Read the Information Package carefully</li></ul>	<ul style="list-style-type: none"><li>• Prepare as well as you can</li></ul>	
<ul style="list-style-type: none"><li>• Questions? Problems?</li></ul>	<ul style="list-style-type: none"><li>• Email us for help</li></ul>	

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University  
of Victoria

***Exercise Physiology Laboratory  
School of Physical Education  
University of Victoria***

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***Firefighter Applicant Physical Fitness Evaluation  
- Information Package -***

The physical evaluation program is administered by the School of Physical Education at the University of Victoria. **Please read the following information carefully in order to prepare for the tests.**

**GENERAL INFORMATION**

The tests will be completed at the University of Victoria in Victoria, British Columbia.

The official results will be forwarded to the Saanich Fire Department as soon as possible after the tests are completed. **A copy of your personal results will be given to you as soon as you finish the tests. This copy is to be included in the application package that you submit to the Saanich Fire Department.**

The testing program runs on a strict schedule, so you must be on time. If you are not familiar with the University of Victoria campus, please allow yourself a little extra time to acquaint yourself with the area.

You should expect to be at the University for about 3-4 hours on your test day. This amount of time permits adequate rest between tests so that you will be able to perform as well as possible.

**TESTING LOCATION**

The tests are conducted at the Ian Stuart Complex (the primary recreation facility) at the University of Victoria. This complex is located on the northwest corner of the intersection of McKenzie Avenue and Gordon Head Road (see the enclosed campus map on page 7). The entrance to the parking lot is accessed via Gordon Head Road, and the main entrance to the building is on the South side of the building. Please enter here, and you will see signs directing you to the testing location.

There are male and female locker rooms where you may change and shower. You should bring your own towel and a lock with you to put on a "day-use" locker, since we have no provision for securing your valuables.

Pay parking is available at the Ian Stuart Complex, located at 3964 Gordon Head Road. Additional parking is available at Centennial Stadium, located on McGill Road, just off of McKenzie Avenue. For more information on building and parking locations, refer to the map of the University of Victoria Campus (page 7 of this package).

## **COST OF TESTING**

The fee for the testing service is \$200.00 plus GST (total of \$212.00). A non-refundable payment must be received prior to the test being completed (i.e. bring it with you during your scheduled appointment).

**You may pay the fee by money order OR cash ONLY!**

**Personal cheques or credit card payments can not be accepted. Please make your money order payable to the University of Victoria.**

## **MEDICAL CLEARANCE FOR TESTING**

The tests are very demanding and are designed to assess the physical capabilities of healthy individuals. In order to be tested, you must have a physician certify that you are medically fit to undertake the tests.

The ***Medical Clearance for Testing*** forms can be downloaded from the Saanich website. This form **must be signed by your physician and you must bring it with you when you go to the University for testing. You will not be permitted to complete the tests unless this form has been completed by your physician.**

**More information including a description of the Physical Fitness Tests, directions, etc., can be obtained from the Saanich Fire Department website at:**

**[www.saanich.ca/municipal/employment/postings.html](http://www.saanich.ca/municipal/employment/postings.html).**