



SAANICH & OAK BAY FIRE DEPARTMENTS



2025 Fire Fighter Recruitment Application Guide



Join Saanich or Oak Bay Fire

The Saanich Fire Department and Oak Bay Fire Department are working together to recruit qualified and motivated individuals to join our professional firefighting teams. Both departments provide comprehensive emergency services, including fire suppression, rescue, hazardous materials response, and medical aid.

This joint process streamlines applications while maintaining department-specific standards. Successful candidates may be placed with either department depending on operational needs.

Today's fire fighter is a skilled professional able to face every kind of emergency. Our departments will provide training on preferred methods for various job tasks. Through training and experience, our fire fighters learn the latest developments in firefighting, rescue techniques, medical emergency procedures and public education. We also cover such subjects as the control of hazardous materials, communication systems, fire prevention legislation and fire investigation techniques. We are customer focused organizations, and you can be sure that members of our departments are well supported.



PLEASE READ ALL SECTIONS OF THIS FIRE FIGHTER APPLICATION GUIDE

Minimum Entrance Requirements

Applications will be screened to ensure the following qualifications have been met:

- Grade 12 diploma or GED equivalent
- Canadian citizenship, permanent resident, or landed immigrant status (work visa not accepted)
- Current Driver's Abstract (dated within 30 days of application deadline; more than 6 points may disqualify)
- Valid BC Emergency Medical Assistance Licensing Board (EMALB) Licence in one of the following:
 - First Responder (FR) with schedule two endorsements
 - Emergency Medical Responder (EMR)
 - Primary Care Paramedic (PCP)
 - Advance Care Paramedic (ACP)

The following requirements must be completed by December 15, 2025:

- NFPA 1001 Firefighter Level I & II (IFSAC or ProBoard seals)
- Valid Class 3 Driver's License with air brake endorsement or equivalent for vehicles with more than two axles (automatic transmission is accepted). Equivalent licenses from other Canadian provinces or territories are acceptable.

** Proof of completion or proof of registration with a date of completion by December 15th (2025) are required in the application package.

To be completed prior to being placed on an eligibility list:

- Police Information Check with Vulnerable Sector clearance
- Proof of completion of an approved Firefighter Fitness Evaluation (University of Victoria Fire Test or equivalent)

Preferred Qualifications and Attributes

These additional skills and experiences will enhance your application but do not replace the required qualifications:

- Advanced fire service training (hazmat, auto extrication, rope rescue, confined space, water/ice rescue)
- Post-secondary education (academic or trades)
- Paramedic licensing (PCP/ACP)
- Volunteer, military, or other emergency services experience
- Mechanical, construction, or heavy equipment operator experience
- Coaching, teaching, or instructional background
- Community service or volunteerism
- Second language proficiency and cultural awareness
- Strong interpersonal skills and the ability to work in a team environment



Submitting an Application

Failure to follow all instructions and submit all supporting documents with the application will result in that application being screened out. If all required qualifications have not been met the application will be screened out.

Due to the high volume of applications we receive, we are unable to confirm receipt of each application with individual applicants.

Recruitment and Selection Procedure

1. The recruitment process consists of 8 stages:

- | | |
|-----------|--|
| Stage 1 | Application |
| Stage 2 | Aptitude/Psychometric Testing |
| Stage 3 | Preliminary Microsoft Teams Interview |
| Stage 4 | Agility and Dexterity Exercise |
| Stage 5* | Ride Along (Saanich Candidates Only) |
| Stage 6* | Suitability Assessment and Personal Interview |
| Stage 7** | Selection for Eligibility Pool –
Successful completion of the University of Victoria Fire Fighter Fitness Test or University of Alberta Fire Fighter Fitness Test is a requirement to be placed in the Saanich Fire Fighter Recruit Eligibility Pool |
| Stage 8 | Fire Fighter pre-employment Medical Examination |
| Stage 9 | Employment Offer |

****Stages 5 and 6 will be conducted independently by the Saanich and Oak Bay Fire Departments. If selected to move on to Stage 5, you may be invited to one, or both Fire Departments to participate in Stage 5 and beyond.***

*****If selected to stage 7, you may be on one or both Fire Department's eligibility list.***

2. The Saanich and Oak Bay Fire Departments reserve the right to limit the number of candidates who will proceed to the next stage.
3. Candidates with the minimum qualifications may not automatically proceed to the next stage.
4. Following Stage 1 of the recruitment process, all applicants will be notified by email to let them know if they will be moving on to the next stage. It is the candidate's responsibly to ensure their email address is valid and up-to-date.



Description of Recruitment Stages

STAGE 1 APPLICATION

Applications will only be available on our website, www.saanich.ca/careers during application intake periods. Failure to follow all instructions and submit all supporting documents with the application will result in that application being screened out. If all required qualifications have not been met the application will be screened out.

Due to the high volume of applications we receive, we are unable to confirm receipt of each application with individual applicants.

STAGE 2 FIRE FIGHTER COMPETENCY ASSESSMENT

Candidates who are successful in Stage 1 application may be invited to participate in the online written testing and assessment portion of the process. There is a testing fee of (\$415 + GST)* that is non-refundable and payable in advance. Those invited to Stage 2 of the hiring process will receive payment instruction and testing details by email with specific instructions in advance of the test date. The total test duration is approximately 2 ½ to 4 hours. Candidates will have 24 hours to complete all portions of the testing. There will not be an opportunity to reschedule testing on a day other than the date provided.

*Subject to change

If you are unfamiliar with competency testing, please see the following:

The assessment consists of approximately four hours testing and is conducted in an online setting. The testing is based on current findings from the research literature with respect to the factors that predict success as a fire fighter “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 fire fighter, and career interest patterns).

For more details on the testing and how to prepare, visit <http://blassociates.ca/fire-fighter-competency-testing/>.

STAGE 3 - TEAMS PRELIMINARY INTERVIEW

Successful candidates will be invited to participate in a 20-minute Microsoft Teams interview to assess compatibility with organizational culture and values. Teams interviews will be conducted by representatives from the Fire Department.

The interview will consist of 5 questions with 3 minutes to respond to each question. All details and links to facilitate this interview will be emailed to the candidate prior to the interview.

STAGE 4 AGILITY AND DEXTERITY

This stage includes job skills and abilities testing for fitness, upper and lower body strength as well as dexterity and decision making related to the position of fire fighter. These include, but are not limited to, the following:

- Aerial ladder climb
- Stair climb with equipment
- Hose handling skills
- Ladder raise and lower
- SCBA Evolution
- Equipment handling

STAGE 5 RIDE ALONG (SAANICH FIRE DEPARTMENT ONLY)

Candidates will be evaluated and assessed by on-duty Saanich Fire Officers and crews, Training Officers and supervisors. Evaluations will take place at our fire stations over a 1-2 day period. Firefighter applicants may take an active role in fire station duties, training with the fire crews and attending routine and emergency incidents.

Candidates will also be observed and assessed on their involvement, effort and engagement with crews during regular station duties, maintenance training, inspections etc.

Involvement in any activity will be at the discretion of the Station Officer.



STAGE 6 SUITABILITY INTERVIEW

Candidates that have successfully completed the first 3 stages of the process may be invited for a panel interview. The interview will take place with representatives from the Fire Department management teams.

The interview will include behavioral based, life skills, and job suitability questions and answers should demonstrate the following:

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

When attending the interview, you should:

- Plan to arrive early and make allowances for the unexpected.
- 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. Provide an interview documentation package to the panel. The package should be professional, stapled and not in a binder/folder, and should only include **copies** of the following documentation:
 - Current resume
 - Confirmation of BC EMA First Responder License or higher license
 - NFPA 1001 certificate
- Please only use regular white copy paper for interview documentation packages. You should provide 5 copies, enough for each member of the interview panel.
- Only include documentation listed above; **DO NOT** include pictures, call logs from a previous department, letters of reference, unrelated certifications or courses.

STAGE 7 SELECTION FOR ELIGIBILITY POOL

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

Candidates selected to be placed in the Saanich and/or Oak Bay Firefighter Eligibility Pool *will be required to provide a certificate of successful completion of the: University of Victoria Fire Fighter Fitness Test www.firetest.ca or equivalent.*

Those candidates without prior test results will be required to schedule their Firefighter fitness test as soon as possible.

Placement in this pool does not guarantee employment. The Department will contact pool candidates when and if a vacancy occurs or position is available.

Note: The Fire Department reserves the right to terminate the eligibility pool and commence a new recruitment competition at any time. Both Fire Departments will retain independent lists for their respective eligibility pools.

STAGE 8 MEDICAL EXAMINATION

This testing is completed in accordance with NFPA 1582 Chapter 6 – Medical Evaluation of Candidates. This examination also includes vision and hearing testing.

Condition of employment is subject to all NFPA 1582 Medical Examination Standards being met. Scheduling and details for examination will take place immediately prior to Employment Offer. The cost of this medical examination is the responsibility of the applicant.

STAGE 9 EMPLOYMENT OFFER

Offers of employment from the Fire Chief may be made to applicants selected in Stage 6 from the Eligibility Pool when a vacancy becomes available subject to a satisfactory medical examination as identified in Stage 7.

Notification to attend a medical examination may require a brief interview with the selection panel.

APPLICATION SUBMISSION

All applications must be submitted electronically. as a single PDF document, or up to a max of 3 files and 50 MB. Incomplete or late submissions will not be considered.

Your electronic application submission must include, in the following order:

- Completed Application Form
- Resume and Cover Letter
- Proof of Grade 12 diploma or GED equivalency
- Copy of NFPA 1001 Firefighter I & II (IFSAC or ProBoard) certificates, or proof of registration with completion by December 15th, 2025.
- Proof of valid BC Emergency Medical Assistance Licensing Board Licence (FR III with endorsements, EMR, PCP, ACP, or OFA III)
- Driver's Licence (Class 3 with Air Brake endorsement), or proof of registration for examination by December 15th, 2025.
- Current Driver's Abstract (dated within 60 days)
- Copy of birth certificate or passport, permanent resident card or landed immigrant card
- Copies of any preferred qualifications (post-secondary, emergency services experience, specialized training, etc.)

Applicants will receive an automatic email confirmation upon successful submission.



CONTACT INFORMATION

Saanich Fire Department Recruitment: www.saanich.ca/careers

Oak Bay Fire Department Recruitment: www.oakbay.ca/fire

General Inquiries: Please refer to each department's HR or Fire Administration office.