



# **Important Information**

## **Summary of Duties**

Firefighters are responsible for all of the various firefighting and rescue duties needed to save life, property, and environment. They are required to rapidly and efficiently perform these duties under emergency conditions, which frequently involve considerable hazards. Firefighters also perform routine checks and maintenance of fire department equipment and property. Specific orders and directions as received from a superior officer shall be carried out in the normal course of all duties. Firefighters also exercise considerable independence of judgment during emergency operations when direction from or referral to a superior officer is not immediately possible. Evaluation of firefighters shall be conducted annually in relation to demonstrated abilities and performance

Firefighters must be able to safely operate all of the equipment associated with efficient fire and rescue operations. These Duties Include:

- Laying, carrying and connecting fire hose
- Directing fire streams and operating nozzles
- Carrying, standing, climbing and working from ladders
- Working while wearing a self-contained breathing apparatus
- Ventilating buildings
- Performing salvage and overhaul operations
- Safe and efficient use of ropes and knots
- Operating portable fire extinguishers
- Operating various rescue equipment
- Properly and safely performing and providing medical response
- Assisting in public education, fire prevention and investigation
- Documentation of actions on scene for Incident command (Note Taking/Scribe)
- Performing other assigned duties

**Return all completed Forms to the Fire Chief**



## **Hiring Policy and Procedures**

Kaladar Barrie Fire Dept. is an equal opportunity employer. All persons who are legally eligible to work in Canada, are over the age of 16 and who are fulltime residents within the fire response area are invited to apply. Working in the fire response area and the ability to respond to calls during working hours will be considered an asset. Applications can be made using Application FORM - A. Applications will be kept on file for a period of one year from the submission date and then destroyed unless updated or resubmitted. The personal information you supply is collected under the authority of the Municipal Act and will be used to determine eligibility for potential employment. If you have any questions regarding your application please contact the Fire Chief or his designate.

### **Hiring Process**

#### **Stage 1- Application FORMs – A and B**

All applicants are required to submit a resume with a completed application **FORMs A and B** to be delivered to Addington Highlands Township Office- C/O Kaladar Barrie Fire Chief, or in person on Monday evening regular training at the Northbrook Station

Applications will be reviewed with priority being given to those applicants who demonstrate the following:

- Employment and residence within the municipality or reasonable response time to the assigned fire station
- Current First Aid and CPR Certificates (EFR, with CPR-C and AED considered an asset)
- Valid G driver's license with a clean abstract (valid D license with Z endorsement considered an asset)
- Permission to leave place of employment to respond to alarms
- No criminal record with occupational relevance for which a pardon has not been granted

*A review of applications will be conducted and selected applicants will have the opportunity to advance to Stage 2 of the selection.*



## **Stage 2- Interview, Written Aptitude & Physical Agility Test**

**FORM - D** must be completed and submitted.

Interviews will be conducted by the Fire Chief or his designate and another officer to perform a fair evaluation. Once interviews are complete, candidates will be notified by phone or email of continuation

Written Aptitude test is 20 questions, includes: math, reading, and job knowledge.

Physical Agility test will be performed by the Training officer with assistance from another officer following the PAT FORM.

## **Stage 3- Offer of Employment**

**FORM C- Conditions of Employment, Volunteer Service Agreement, Code of Ethics, General information, Banking information** required completed at this point

Probation, Orientation and Recruit Training will start upon completion of Stage 3. New firefighters must complete 3 month/ 60hr recruit training course, and maintain 75% attendance for the first year for probation to end.

**Return all completed Forms to the Fire Chief**