

Fire Department



Firefighter Application Manual



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From the Office of the Fire Chief



Welcome to your new career! Today, you have made a big decision in your life to become one of Leduc's finest. This decision will be life changing for you and your family, however, it will be a decision that you will never regret making, and one that will provide you with a challenging yet extremely rewarding career. As a City of Leduc firefighter, you will become part of a very proud team of men and women that proudly put on their uniform each and every day to serve and protect our great community.

Today's fire service is multi-faceted, which is reflective of the type of support that City of Leduc Fire Services provides to our community. Whether it is structural firefighting, rescue, emergency medical services, HAZMAT, public education, or fire prevention, the City of Leduc Fire Service ensures that all of our members can respond to and mitigate all of the difficult challenges that they will face each and every day.

Working for City of Leduc Fire Services is a highly respected role within our community. We are a forward-thinking organization that values innovation, people and diversity. We are also committed to helping our staff achieve their maximum potential and will ensure that you, as a new member of our team, will have the opportunities to reach your goals with our full support.

The City of Leduc is one of the fastest growing cities in Canada. This growth is forecasted to continue into the near future and will require a fire service that can provide the necessary emergency response to the citizens and businesses we are responsible to protect and serve. As an emergency service, it is pivotal that we have a workforce that is trained, available and ready to respond to any emergent situation our community may face.

To ensure we meet these objectives, we are inviting you to participate in our upcoming recruit process. We need individuals that are community focused, trustworthy, loyal, passionate, physically fit, strong team players that have a caring and giving personality, and enjoy working in a very positive and supportive environment. In return, you will be provided with a strong training program, and equipped with the tools that will ensure your safety and the safety of those that you respond to.

If this sounds appealing to you, I encourage you to attend our information session in September. This information session will inform you of what our expectations will be as you travel through your journey as a City of Leduc Recruit Firefighter.

On behalf of my leadership team, I want to thank you for taking the time and showing interest on becoming a member of our service. This competition will not be an easy one, but it will be one that opens up a new world of challenges and great experiences. I wish you the best of luck in our upcoming competition and look forward to working alongside you in the near future!

Fire Chief George Clancy EMT-P

The City of Leduc Fire Services

June 1, 2010

Mission

To provide a standard of excellence to the community of Leduc in fire suppression, investigation, preplanning, inspections, emergency medical services, rescue, public education and emergency preparedness.

Vision

The City of Leduc Fire Services contributes positive support to the goals set forth by Municipal Council. The members of the Fire Services are committed to providing optimum service and to creating a safer environment, fulfilling all legislative requirements under the authority given by the Safety Codes Act and municipal bylaws.

The City of Leduc Fire Services will provide a proactive approach to the needs of the community and to developing a service model that is relevant to community requirements in a sustainable manner. The City of Leduc Fire Services is accountable to City Council and residents of the City of Leduc.

Values

Our family bonded by commitment, compassion, honour and tradition.

Our brotherhood built on, community before self, leadership and professionalism.

Our courage and duty which embraces the indomitable spirit.

“OUR FAMILY PROTECTING YOURS”

Our Service: Past and Present

The City of Leduc Fire Services has had a long standing tradition of service to The City of Leduc and area.

Leduc's history in fire fighting was formalized in 1904 with the formation of a fire brigade and the purchase of a horse-drawn Watrous pump. Since this time, the brigade has continued to increase the level and quality of service to the community we serve.

At the present time, the City of Leduc Fire Services is made up of a mix of 100 full and part time members, including chief officers, captains, lieutenants, and firefighters. Leduc Fire Services is also an IAFF affiliate - Local 4739

Our Mission:

"OUR FAMILY PROTECTING YOURS"



Opportunities:

Part time job full time rewards
Rewards that few other careers can match
Competitive wages & benefits career and paid on call
Advancement opportunities within both career and paid on call ranks
Join a new extended family
Being part of a team
Fire culture
Workplace facility
Modern equipment
Standard AHS protocols
Fire investigations
Guard of honor
Subsidized medical training (EMT-A/EMT-P)
Certified 10 – 01 Training
And more...



THINGS TO CONSIDER BEFORE APPLYING

The City of Leduc firefighter recruit selection process is lengthy, competitive and complex. You need to be prepared to complete the various stages on demand and in a short period of time.

A commitment to maintaining a daily fitness regime and monitoring personal wellness will be essential to ensuring fire fighter safety and longevity.

Ethical behavior and accountability must be part of your nature. Taking responsibility for and ownership of your actions is vital to success.

TIPS DURING THE RECRUITMENT PROCESS

There is no single factor to ensure success in your pursuit to join the City of Leduc Fire Department; however, we do offer you these tips:

1. If your personal contact information changes, please keep us informed.
2. Before you submit your resume, take the time to learn all you can about the job. Familiarize yourself with the job tasks, the different steps in the hiring process and the current economic and social environment in the City of Leduc. Do your homework; better to be over prepared than to be not prepared at all!
3. You must be able to follow and act on complex oral and written instructions; you will be evaluated on these skills throughout our assessments.
4. We expect you to be prepared and ready to participate in our assessments at all times. At times, you may experience little advance warning to participate in tests; other times, you may experience lengthy delays with little feedback. The very nature of our business is being prepared to respond to the next call!
5. Your demeanor and input throughout the selection process are taken into consideration as part of the final hiring decision.
6. Job fit is one of many critical factors considered in our decision making processes.

Completion of all steps in the process does not ensure a job offer.



SELF-EVALUATION QUESTIONNAIRE

Use these questions to help decide if career/paid on call fire fighting is the career choice for you.

ASK YOURSELF:

- Does my lifestyle support ethical and responsible choices and actions?
- Am I able to respond to calls at unexpected times?
- Am I aware of how this career will impact my family?
- Am I prepared to maintain a level of professionalism on and off duty?
- Does my lifestyle align itself with the Fire Service mission vision and values?
- Have I been free from involvement in unlawful activities?
- Am I actively supporting my community for the benefit of others?
- Have I or can I adopt and maintain physical fitness as a way of life?
- Can I work for extended periods of time under difficult and strenuous conditions?
- Am I able to work with heights, confined spaces and able to maneuver with limited or no visibility?
- Am I comfortable using different hand/power tools and technical equipment?
- Can I disengage from emotional suffering, tragedy or loss of life in order to complete essential job tasks?
- Do I have a support system in place for debriefing and stress relief?
- Have I considered the impact being a firefighter will have on my family environment?
- Am I familiar with and able to operate within a paramilitary working environment?
- Do I understand and will I abide by grooming standards?
- Am I able to work harmoniously in close quarters with other persons?
- Do I treat all people with respect, dignity and professionalism regardless of race, creed, gender or beliefs?
- Am I able to and do I take steps to maintain a positive attitude?
- Am I able to motivate myself? Do I motivate others?
- Do I actively engage myself in a problem solving capacity?
- Am I able to follow and carry out complex oral and written instructions?
- Does my lifestyle allow me to commit to a minimum of two hours daily to studying training materials during the recruit training process?
- Do I have a thirst for life-long learning?
- Do I meet and am I prepared to maintain the minimum qualifications?
- Have I familiarized myself with the fire fighter wages and the City of Leduc's economic and social climate?

FIREFIGHTER WAGES

Rates of Pay effective June 16th, 2016

Currently under review – collective bargaining IAFF Local 4739

Firefighter Probationary \$33.39/hour

Firefighter 3RD Class \$36.95/hour

Firefighter 2nd Class \$40.07/hour

Firefighter 1st Class \$44.52/hour

HOURS OF WORK Paid on Call

Varies call dependant

HOURS OF WORK Career

24 hour shifts with a 1-on 1-off 1-on 5 off rotation



APPEARANCE AND GROOMING GUIDELINE

Proper deportment and appearance by City of Leduc firefighters embody a sense of pride, professionalism and projects these values to the public. Please be aware of our appearance and grooming guideline that all members must follow.

- Hair covering the ear shall not extend below the bottom of the ear opening.
- The hairstyle must not interfere with the proper wearing of regulation headgear nor impede the donning or utilization of any equipment, and/or accomplishing any function that a member may be required to perform.
- Hair should be well groomed at all times. Members with hair that extends beyond their shirt collar must keep their hair controlled (i.e. pulled back, braid, pony tail) and off their face as not to impede wearing of a Self-Contained Breathing Apparatus mask.
- Sideburns are allowed, but it is strongly encouraged that they be neatly groomed and do not extend below the bottom of the earlobe, and cannot encroach onto the area covered by the self contained breathing apparatus face piece or respirator mask.
- Beards, goatees will not be allowed as they compromise the seal of the Self-Contained Breathing Apparatus face piece or respirator mask makes contact with the face.
- Moustaches are permitted but must be neatly trimmed. Moustaches must not interfere with the proper seal of the Self-Contained Breathing Apparatus face piece or respirator mask.

Jewelry:

- All members are encouraged to refrain from wearing jewelry while on duty.
- Safe practice should have necklaces worn under clothing.
- A wristwatch or medic-alert bracelet may be worn on either wrist, provided it is snug enough to prevent a snagging hazard.
- The safest practice for rings is removal at the beginning of shift.

Application:

All requirements set out in this guideline will be applied in a manner consistent with human rights laws. Where applicable, the City of Leduc Fire Department will provide reasonable accommodation short of undue hardship.

ENVIRONMENTAL AND WORKING CONDITIONS

Environmental factors play a large role in the performance of a fire fighter's duties. Some working conditions that firefighters (career and paid on call) experience as part of normal operating procedures include:

- The requirement to report for each shift "fit for duty", both mentally and physically.
- Working 24-hour shifts with potentially with little or no sleep.
- Being paged out at any time of day, including holidays and weekends for medical and fire/rescue emergencies in any kind of weather either on shift or in the community with your family.
- Performing required tasks while wearing full personal protective equipment including self-contained breathing apparatus.
- Withstanding strong vibrations over extended periods of time. i.e., riding in emergency vehicles, operating/holding heavy power tools, and stretchers in awkward positions, etc.
- Working quickly to extinguish fires in extreme heat and when visibility is poor/non-existent.
- Experiencing physically demanding tasks during extreme fluctuations in temperature.
- Lifting, carrying, butting, extending and climbing ladders to extreme heights, while maintaining
- Balance and maneuvering in unwieldy positions.
- Working in hazardous areas that are hot, wet, slippery, muddy, icy, dirty, cramped, etc.
- Working on and around moving machinery, vehicles and equipment.
- Being aware of and protecting against: burns and other injuries; exposure to sharp objects, hazardous substances through inhalation, injection, ingestion and absorption; high noise levels; infectious agents/biological hazards; radiation hazards; smoke; dust; noxious odors and contaminants; uninstalled or unshielded electrical equipment.
- Dealing with critically injured and sick patients
- Dealing with distraught family members
- Performing critical thinking skills in processing and providing treatment to sick and ill patients

FITNESS REQUIREMENTS

The Fire Service views fitness as an integral component in fire fighting due to the physical strain induced while performing operational tasks varies according to each person's muscular strength/endurance, cardiovascular conditioning, motor coordination and flexibility.

PHYSICAL DEMANDS / BACKGROUND

- The risk of injury in fire fighting, rescue and medical work results mainly from:
- The use of various heavy machines and apparatus
- The lifting of patients on stretchers, moving around awkward places and heights.
- Dealing with and treating critically sick and ill patients
- Dangerous entrances and awkward spaces for moving
- Extreme heat exposures
- Rapidly changing environmental conditions
- In emergency situations, fire fighters must be physically able to act quickly and at times, under duress.

FOR EXAMPLE

In a multi-storey structure fire, a fire fighter climbs stairs while wearing heavy and cumbersome personal protective equipment [weighing up to 25-kg] and carrying tools [weighing up to 15-kg]. Following this strenuous stair climb, the fire fighter must be fit enough to then carry out physically demanding operational tasks.

In rescue operations associated with traffic accidents, a fire fighter must be capable of handling hydraulic tools [weighing up to 15 kg] in strenuous and awkward work positions for considerable lengths of time.

In medical situations firefighters must be capable of extricating patients from vehicles, down stairs, assisting placement of patients of all sizes onto stretchers, backboards, stairchairs, etc.

PHYSICAL FITNESS PREPARATION

To prepare for this challenging career, you need to follow and maintain a total body program that is specific for the job tasks and one that focuses on:

- Flexibility
- Cardiopulmonary Endurance
- Muscular Strength
- Muscular Endurance
- Body composition is also considered an area of physical fitness. Excess body fat increases the workload placed on the body and decreases its ability to dissipate heat.

In preparation for the applicants Leduc Firefighter Physical, Certified Fitness Trainers will be working with each applicant to help tailor their training needs to complete the physical.

A professional trainer will conduct a physical ability session, and develop a mandatory 10 week training program with weekly one hour session weekly. Costs for this program are incurred by the fire department.

CAUTION

PHYSICAL ACTIVITY READINESS

Before beginning any exercise routine or aerobic fitness evaluation, it is essential you have an awareness of your ability to partake in physical activity. Please read the following questions carefully and answer each one honestly. Common sense is your best guide when selecting the appropriate choice:

Yes/ No

- Has your doctor ever said that you have a heart condition and recommended only medically approved physical activity?
- Do you have chest pain brought on by physical activity?
- Have you developed chest pains (while resting) in the past month?
- Do you lose consciousness or balance as a result of dizziness?
- Do you have a joint or bone problem that could be aggravated by prescribed activity?
- Is your doctor currently prescribing medication for your blood pressure or a heart condition?
- Are you or have you been pregnant within the last six (6) months?
- Are you aware, through your own experience or a doctor's advice, of any other reason against your exercising without medical approval?

If you have answered “Yes” to any of the above questions, please consult your physician BEFORE you begin aerobic fitness training

If you are uncertain how to interpret any of the questions and/or their relationship to your health, please discuss with your doctor.

MINIMUM FIREFIGHTER QUALIFICATIONS

It is your responsibility to understand and meet the minimum qualifications before you submit your resume. You are to provide legible proof of minimum qualifications with your resume. You will need to maintain your qualifications throughout the assessment processes. Failure to meet the minimum requirements can result in the withdrawal of your application file. If you are found to have falsified or intentionally misrepresented your credentials, your application file will be permanently closed. No future applications will be accepted from you.

Paid on Call applicants

At least 18 years of age on the date of your resume

- Eligible for employment in Canada
- You must provide documents verifying you have:
 - A High School Diploma or G.E.D. equivalency
 - A valid Class 5 Provincial driver's license with no more than six (6) demerits/points.

Career applicants

- 10-01 Level 1 certified
- Hazmat 972
- Registered with ACP as an EMT-A or an EMT-P
- Class 4 Provincial license with no more than (6) demerits
- Current CPR
- EMT-P – current ACLS, IHTLS, PALS, NRP

**A current driver's abstract must be submitted with your resume.
You must have no present suspensions or charges pending.**

Other Desirable Training and Experience:

- Any fire training or extra training is considered an asset
- A current (CPR) card; Basic Rescuer – Level “C”
- Able to complete the City of Leduc Fire Physical Ability Test or equivalent (must be within six months).
- Reside within the municipality of the City of Leduc
- No conviction for a criminal or summary offense related to the job of firefighter.
- Recognized post secondary education or equivalent or a recognized degree, diploma or trade qualification.
- Training or experience at the technical, trades or equivalent level.
- Completion of advanced Fire Service Training

APPLICATION AND SELECTION PROCESS

The application and selection process for the City of Leduc Fire Department has been broken down into stages.

At each stage of the process the candidate's suitability to continue forward will be evaluated based on the aggregate of all stages to that point.

Stage 1 – Submission of Resume

Stage 2 – Information Session

Stage 3 – Aptitude exam

Stage 4 - Medical written exam (EMT-A & EMT-P only)

Stage 5 – Medical Scenario testing (EMT-A & EMT-P only)

Stage 6 – Shadow shifts

Stage 7 – Interviews

Stage 8 – Reference Checks

Stage 9 – Offer of employment

Stage 10 – Orientation

Stage 11 – Recruit training

Stage 12 – Physical training

Stage 1 – Submission of Resume

- **Resume:** The resume is intended to provide information on the applicant's education, relevant training, work experience, physical activities, hobbies and interests, community volunteer experience and current references. The resumes will be reviewed for required and desired qualifications and a pool of candidates will be selected to proceed.
- **Driver's Abstract:** The application must include a current driver's abstract, with no more than (6) demerits.

Stage 2 – Information Session

- Applicants are highly encouraged to attend an open session for dissemination of information relative to the recruiting process. This is an opportunity to learn what it means to become a firefighter with our fire service.

Stage 3 – Aptitude test

- A test measuring that measures more than simple cognitive skills. The changing nature of the fire service has created a need to measure more than cognitive skills in an entry level exam. This test measures both essential and non essential cognitive skills required by the firefighter. Self-Awareness skills, Interpersonal skills, and Practical skills are non cognitive sets measured in the examination.

Stage 4 - Medical Written

- Medically trained applicants with EMT-A or EMT-P designations will conduct a medical written exam. A pass mark of 75% is required.

Stage 5 – Medical Scenario's

- EMT-A and EMT-P applicants will conduct one trauma and one medical scenario. Applicants must successfully complete both scenarios.

Stage 6 - Shadow Shift (Ride a long)

- Applicants will be required to complete (2) – (4) hour shadow shifts (ride a long). Applicants will be scheduled in with a duty crew and will be measured for fit into and work within our team environment.

Stage 7 –Interviews

- Applicants that have successfully completed all prior stages will be invited to and scheduled for an interview.

Stage 6 –Reference Checks

- Each applicant should provide the names and contact information for three references including one recent employment reference (current employer preferred).

Stage 7 – Final Short list

- The results of all the steps in the selection process will be compiled. Successful candidates will be selected for hiring.

Stage 8 – Conditional Job Offer

- **Selection:** The results of all the steps in the selection process will be considered when selecting the candidates to proceed. 8 selected candidates will be hired, pending criminal records check and reference checks.
- **Offer to Successful Candidates:** The results of the selection process will be communicated to the individuals involved in an appropriate manner.

Stage 9 - Orientation

- **Orientation Session:** The successful candidates will attend an orientation session for PPE sizing. The candidates will receive an overview of department organization, department and city policies, performance standards, union, OH & S. This is considered your first night as a probationary employee with the City of Leduc Fire Services.

All applications must be submitted to

Human Resources Department, City of Leduc
#1 Alexandra Park, Leduc, Alberta T9E 4C4
Fax: (780) 980 7127 Email: <mailto:resume@leduc.ca>

To view full ad, visit our website at: www.leduc.ca/fire

Tips for the Interview

Tip # 1 - Research the Position / Conduct a Self-Analysis / Compare Your Results

- First Step - Research the position to build a list of essential job tasks. Do what you can to research the tasks and activities performed by a fire fighter. Begin building a list of typical fire fighter job duties. Use whatever resources are available to you to identify the duties and the types of work environments in which these tasks are performed.
- Second Step - Conduct a self assessment to help determine your Job Fit. Job Fit is an important factor to consider when preparing for your interview. If you enjoy the activities that are important to successful job performance, you are more likely to find this type of work personally satisfying. Begin building a list of activities that you know you find satisfying and enjoy performing.
- Next Step - Reflect on past personal experiences to identify similar behaviors to the job tasks.
- Think of and build a list of situations in the past four or five years where you have demonstrated similar behaviors to those on your list of fire fighter tasks. You do not require prior fire fighter experience to successfully meet the position's competencies. Consider all your experiences including those gained through your school years, team/sports activities, volunteer opportunities, etc.
- Final Step - Compare your lists to identify common factors or shortfalls. Compare all of your lists to see how closely they match to identify your strengths. By conducting this comparison, you will be able to:
 - Identify what factors of this job you are drawn to
 - Identify any shortfalls you may have in the area of experience and skill
 - Compile a list of related examples to draw from during your interview

Tip # 2 - Know the structure, culture and community which the Fire Rescue Service serves

Your objective should be to develop an understanding of the type of community, the nature and history of the position and the particular issues the organization and the department is facing. If you are not familiar with City of Leduc and its surrounding communities, learn what you can of its make up (i.e., the demographics and geographical layout, the sociological issues, Council's priorities, economic environment, etc.) to better identify the types of emergency response calls and the resources utilized by the Service.

Tip #3 - Commit to adequate preparation before your interview

Preparation is vital to the fire service. Prepare for your interview with the same energy you would commit to responding to an emergency as a fire fighter. You may have little advance notice of your interview spot. Ensuring you are adequately prepared will lessen some of the stress associated with an interview and allow you to focus on marketing yourself for the position.

Tip # 4 - Presentation is important

This is your opportunity to form a positive impression with your interviewers. A professional and confident demeanor will go a long way. Your dress, grooming and deportment will be considered. Err on the side of conservative and present a professional image. Be well versed with the Service's hair and jewelry standards and recognize that the fire rescue service is a paramilitary organization which incorporates a rank and structure model. A respectful approach is warranted. Recognize any distracting nervous habits you may have and develop strategies to curtail or lessen their impact on your behavior. Practice maintaining good posture and direct eye

contact. Plan your arrival for no more than 10 - 15 minutes before your appointed time to avoid confusion for the interviewers. Arriving late always creates a bad first impression.

Tip # 5 - Use your interview time wisely

A job interview is a communication process. Hone your verbal communication skills to ensure you:

- Listen carefully (Ask for clarification if needed)
- Remain professional and positive
- Speak clearly and audibly
- Answer the questions with specific examples
- Moderate your volume and animation
- Although it is wise to avoid excessively lengthy responses, ensure that you provide the relevant details
- You don't want to leave your interview thinking "oh, I forgot to tell them about...".
- When given the opportunity, ask well-thought out questions which demonstrate your interest in the position. Let your interviewers know why you want the job and what you can offer.

REFERENCE CHECKS

We use a number of tools throughout our assessment processes to validate your information and to capture a clear representation of your history. At this stage of the process, we substantiate this information by contacting your references and discussing their impressions of you as a worker and an individual. Our Human Resources professionals will be contacting your references for feedback. When providing references we require references from three of your most recent employment supervisors.

SELECTION AND CONDITIONAL JOB OFFER

Once you successfully advance to this step, your file has reached the point where a hiring decision is made. All data is compiled and your file is presented to Senior Management. The purpose is to review the perspective on your suitability for this position to determine if you are to receive a job offer. Our hiring decision is based on consideration of your competencies, skills, physical abilities and job fit.

CONDITIONAL JOB OFFER

Successful applicants are contacted and provided with a conditional job offer. Stated within the terms of the conditional job offer will be time-sensitive information to ensure you are ready to begin fire recruit training.

IMPORTANT JOB OFFER NOTES

All tasks identified in your conditional job offer must be completed in order to begin employment.

- Failure to maintain your Alberta driver's licensing standards will directly impact your ability to begin employment.
- You must be prepared for medical and fitness evaluation testing.
- The information contained within the fire recruit instructional materials is property of the City of Leduc Fire Services

PREPARING FOR FIRE RECRUIT TRAINING

As you are expected to maintain standards throughout your career as a City of Leduc Fire Fighter, you must physically and mentally prepare yourself to begin a rigorous fire recruit & physical training program. Your abilities, attitude and demeanor will be assessed throughout your career.

The City of Leduc Fire Department training programs are designed to give fire fighters the knowledge and skill to cope with the hostile environments they face. Recruit training curriculum incorporates in-class theory, practical, hands-on training on the Training Ground and evaluations. During your recruit training, the emphasis will be on making sure you have the basic skills required to safely operate with an experienced crew on the fire ground.

KNOWLEDGE PREPARATION

During recruit training, you will be tested frequently on your theoretical and practical knowledge to ensure you meet the standards. Failure to meet these standards will result in letters of warning and could result in dismissal.

Note: A recommended amount of studying time is 1½ to 2 hours a day. Preparation is essential.

PHYSICAL PREPARATION

To enhance the likelihood of success during recruit training and to reduce the risk of injury, you will concurrently conduct physical training to pass the Leduc Firefighter Physical Test. It is imperative that you are prepared for a high volume of fitness activity. The physical training program will tax you physically.

PROBATIONARY PERIOD

Your probation period will be one year from the date of hire. During your probationary period, you will undergo extensive training and evaluation to determine suitability to the occupation. You will undergo quarterly evaluations after which your strengths and weaknesses will be explained so that you have the tools you need to successfully complete your probationary period. Candidates failing to meet training standards may be released.



FREQUENTLY ASKED QUESTIONS – MINIMUM QUALIFICATIONS

Q *“Can I apply before I have met all of the minimum qualifications if I intend to complete them once you’ve accepted my application?”*

A No, you must have all of the required qualifications and/or certifications by the application closing date.

Q *“Where can I find information on becoming eligible for employment in Canada?”*

A Please contact the Government of Canada’s Citizenship and Immigration Centre at <http://canadainternational.gc.ca> or toll free 1-888-242-2100

Q *“How can I determine if a medical condition I have makes me ineligible for hire?”*

A Your physician is the best resource for information on your personal health. We encourage you to book a complete physical with your physician before you decide to submit a resume to identify and/or discuss any conditions that may affect your ability to perform essential entry-level fire fighter job tasks. Please note that this will not substitute for the medical assessment with the City of Leduc Recreation Center fitness professionals.

To aid your physician in understanding the job tasks, a copy of the *NFPA 1582* standard can be purchased through the National Fire Protection Association at [<http://www.nfpa.org>] or (617) 770-3000. Please do not submit a vision report, audiogram report or any other medical information with your application.

Q *“I did not complete a High School Diploma. What will you accept as a suitable equivalent?”*

A We will accept a High School Equivalency Diploma [i.e., G.E.D.], a two-year diploma, an undergraduate or applied degree or an apprenticeship or journeyman certificate.

Q *“I do not have a copy of my High School or equivalency diploma? What will you accept as a suitable replacement?”*

A We will accept a copy of an official school transcript providing that it clearly indicates you have met the requirements to be awarded the diploma.

Q *“Do I require previous fire fighting experience or training prior to making application?”*

A No. Training will be delivered prior to being placed on active duty however you must have completed NFPA1001 Firefighter Level I Certification prior to becoming an active firefighter on the floor.

FREQUENTLY ASKED QUESTIONS – APPLICATION

Q *"What will screen me out during the initial application process?"*

A You must demonstrate that you can follow instructions clearly and that begins with submitting your resume by the deadline and being sure to include all required information.

Q *"Do I need to attach a résumé and certificates to the application form?"*

A Yes, a resume and a cover letter with copies of certified training are required as an application.

Q *"What happens after you've received my resume?"*

A Your resume will be assessed for compliance and completeness. A review of your file will be conducted to determine its viability.

Q *"Do you accept out-of-province applicants?"*

A Yes. However, be aware you will be required to travel to the City of Leduc on many separate occasions to participate in the different tests, sometimes with little advance notice. You also need to be aware that the City of Leduc Fire Department has residency requirements that you must meet on the date of hire to be a paid on call firefighter.

Note: Any costs associated with travel and/or relocation expenses are your own responsibility.

Q *"What offenses will exclude me from being eligible for a career firefighter position?"*

A It is likely that recent offences such as fraud, B & E, theft, shoplifting, impaired driving, property crimes, sexual assault amongst others may impact eligibility. A final review will be conducted by the RCMP and an assessment made on the nature of the incident and the implications of being a firefighter.

FREQUENTLY ASKED QUESTIONS – INTERVIEW

Q *"What do I need to bring with me to my interview?"*

A When your interview has been booked, we will contact you to outline items you are expected to bring to your appointment.

Items required for your interview:

Your driver's license for identification purposes

A Driver's Abstract (if not submitted with your application)

A current criminal record check (vulnerable sector)

A current copy of your résumé (*optional*)

Three references

Any of the certificates and licenses you mentioned in your application form

Note: Failure to bring the requested items can result in the cancellation of your interview.

Q *"What if I cannot come up with an answer to an interview question?"*

A You can ask to gather your thoughts or to bypass the question and return to it later. If you cannot recall a specific experience to share, try to reflect back on any volunteer experiences or situations that you have dealt with involving your family or friends.

Q *“Can I bring notes or other reference information to the interview?”*

A You can bring personal notes or whatever other information you think you might need in order to provide clear, concise answers to any question we may ask. You may refer to notes while answering any of our questions.

Q *“How can I prepare for my interview?”*

A Don't wait until the last minute to prepare! Practice and preparation ahead of time are essential to your success.

Q *“Who will be on the panel for my interview?”*

A A panel of making up a cross section of the fire department and a representative from human resources will make up the interview panel. .

Q *“How long will the interview be?”*

A Approximately 45 minutes.

Q *“How many candidates will be going through to the interview step?”*

A There is no preset number. A pool of candidates will be selected to proceed to the interview.

FREQUENTLY ASKED QUESTIONS – SELECTION PROCESS

Q *“How long is the selection process?”*

A Unfortunately, there isn't a set time frame to follow as the hiring needs of our department fluctuates and are dependent on outside factors such as retirements, funding, city growth, legislation, etc. It may be necessary for us to “speed up” or “slow down” our process in order to meet operational needs. You may be asked to participate in one or more tests in a short period of time or you may need to wait a period of time until sufficient resources are available. While we intend to keep to the published schedule it is subject to change. It is your responsibility to ensure that you know when and where you should be to participate in any of the steps of this process.

Q *“How often should I expect to hear from Recruitment personnel?”*

A We endeavor to keep you informed and current with information as it is relevant to the status of your file. It is your responsibility to keep us informed if you have a change in contact information or if you will be unavailable for a period of time (i.e., on vacation, out of the country, etc.).

Q *“Can you recommend courses to take to better my chances of being selected?”*

A Due to the competitive nature of the assessment process, we do not counsel or provide recommendations to potential applicants on how to increase their competitiveness.

Q *“If I am unsuccessful at any step in the selection process, what feedback can I expect?”*

A Appropriate feedback will be provided, which will outline your eligibility to re-apply and if applicable, the length of time that must transpire before a future application will be accepted.

Q *“Are the physical fitness assessment tests a pass/fail?”*

A Yes, you must meet a minimum overall fitness ranking to become an operational firefighter.

Q *“How can I prepare for the physical fitness assessment tests?”*

A The City of Leduc Recreation Center fitness staff will conduct an individual fitness assessment and plan for a weekly training session for 10 weeks if required to prepare you for your physical. The initial assessment is mandatory, the weekly sessions are optional. We encourage participation for maximum results.

You should consult a physician BEFORE starting any physical program.

Q *“What other testing will be required?”*

A There will be a fire fighter cognitive and non cognitive ability test, a written medical (EMT-A & EMT-P only) and OSCE (EMT-A & EMT-P only)

Q *“Why are these additional tests being done?”*

A These tests and medical requirements are typical for fire services. Dual trained testing (i.e. fire and medical) is essential for a department such as Leduc Fire Services, a composite/integrated service. The Department believes that the tests are necessary to ensure that the best candidates are identified to be considered for short listing and final interviews.

Q *“What should I study for the Fire Service Knowledge Test?”*

A Online study guides will be available for study.

Q *“What type of questions will be asked in the 10 Solutions Entry level firefighter Test?”*

A In addition to cognitive questions, emotional skills, interpersonal skills, practical skills and basic education skills will be examined.

Q *“I have already successfully completed a recognized fire fighter training program through a college or other fire department. Will I need to write the exams?”*

A Yes. You will need to learn our methods, techniques and protocols to perform your duties as a City of Leduc firefighter. While your prior knowledge will be helpful in acquiring the required theoretical knowledge, it will not be sufficient to meet our training standards

FREQUENTLY ASKED QUESTIONS – CONDITIONAL JOB OFFER

Q *“Do I have to live close to the City of Leduc?”*

A Yes. Applicants are required to live within 15 minutes of Station #1 or be within 15 minutes of Station #1 when on call. Applicants that live in the city of Leduc will be given preference over those applicants that do not.

Q *“I am currently a professional fire fighter with another city. Do you have an experienced fire fighter transfer program?”*

A No. If hired you will start out as a rookie. However a combination of experience and years of service will be considered relative to your compensation if hired. You will also be required to participate in components of our recruit firefighter program.

Q *“Am I required to provide 3 reference checks?”*

A Yes, you need to provide three reference checks. It is preferable to have references from your employers. We expect that these references will be from your supervisors. If you have firefighting and or medical experience, we expect a reference from one of your Officers.

