



SAANICH FIRE DEPARTMENT



2022 Fire Fighter Application Guide



Introduction

The Saanich Fire Department was established in 1919. Today, the Department consists of 150 professionals who provide a multitude of fire rescue and emergency management services to the District of Saanich. Our professional services are delivered through Suppression and Rescue, Fire Prevention, Training, Communications, Staff Development, Mechanical and Administration.

The Saanich Fire Department services an area of 103.4 square kilometres with an estimated population of 117,000 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. Contracts for delivery of fire dispatch, high angle rescue and mechanical services are in place with neighbouring municipalities as well as participation in the CRD Regional Hazmat Team.

Programs delivered by the Department include marine fire rescue, medical first responder, technical rescue, juvenile fire setter intervention, incident pre-planning, general fire safety and public building inspections. The Fire Department is also responsible for administration of the Saanich Emergency Program.

The Department's 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.

Join Our Team

The Saanich Fire Department continues to hire the best. We are looking for qualified and ambitious individuals to join our team. Firefighting is an employment opportunity that offers a challenging, demanding, exciting and rewarding career where ongoing training and education never ends.

Today's fire fighter is a skilled professional able to face every kind of emergency. The Saanich Fire Department will provide training on preferred methods for various job tasks. Through training and experience, Saanich 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. The Saanich Fire Department is a customer-focused organization and the ability of our fire fighters to speak other languages and have knowledge of different cultures is an asset.

If you are interested in becoming a Saanich fire fighter you need to possess these key attributes and abilities:

- Adaptability
- Ability to think critically
- Excellent team and communications skills
- A lifestyle that exemplifies health and wellness
- Desire to serve the public and the citizens of Saanich

Working as a fire fighter, you will be exposed to prolonged hours of physical and mental exertion. You will experience sleep deprivation and may be awake for up to 24 hours at time. You will be exposed to stressful situations that will be mentally, physically and emotionally challenging. You will work in situations that have a risk of injury or death. You will be expected to maintain a professional level of conduct both on and off the job. Your actions and behavior may be captured and put on media and/or social media by news teams and the general public.

The Fire Department has many systems in place to support and help our members due to the numerous challenges we face in this profession. We are a tight knit family of professionals that come together to look out for and support each other on and off of the job. We have a Critical Incident Stress Management Team that debriefs and supports crews after difficult calls. All members receive "Resilient Minds" training that focuses on strategies to deal with the challenging mental and occupational stress aspects of our profession. We have an Occupational Health and Safety Team dedicated to making our daily jobs as safe as possible. We also have an Employee Assistance Program that not only supports our members but also their families because we recognize that issues at work can affect family members too. You can be sure that members of the Saanich Fire Department are well supported.



Applications for employment are advertised on the District of Saanich website www.saanich.ca and selectively in the Times Colonist newspaper. It is our policy to not accept general applications for employment prior to a recruitment competition.

To find out about any current postings visit www.saanich.ca/careers

PLEASE READ ALL SECTIONS OF THIS FIRE FIGHTER APPLICATION GUIDE

Required Qualifications

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

- Proof of Grade 12 or equivalent.
- NFPA 1001, Firefighter Level I and II with appropriate IFSAC or Pro Board Seals
- Current driver's abstract (dated no more than 60 days prior to the application closing date). The record should demonstrate responsible and safe driving behavior. Note:
 - Infractions on your driver's abstract within the last five years for driving under the influence (DUI) will eliminate applicants from consideration;
 - More than six points may eliminate an application from further consideration;
 - A 24-hour roadside prohibition within the last two years may eliminate an applicant from further consideration.
- 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. (Contact B.C. Driver Licensing for equivalency clarification at 1-250-978-8300.)
- Police Information Check (PIC), with Vulnerable Sector check, from the police department serving the area the applicant resides in dated within 6 months of the posted date of the competition or a receipt showing that one has been requested. Since fire fighters are in a position of trust, applicants cannot have any criminal charges or convictions that are related to the duties of the position for which you have not received a pardon. You must be open, honest and willing to disclose all information pertaining to this record check.
- 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)
- Legal entitlement to work in Canada must be shown by submitting a clear copy of one of the following:
 - Canadian birth certificate
 - Canadian passport
 - Current Permanent Resident Card
 - Current Landed Immigrant Card

Note: A work visa is not acceptable

- Vision and hearing that meet the criteria in *NFPA 1582 chapter 6:
 - Color vision safe
 - 20/30 corrected binocular vision and 20/100 uncorrected binocular vision or better
 - Normal hearing without artificial aids

**Applicants will be assessed during the medical screening (stage 6) for these requirements.*

- Successful completion of the University of Victoria Fire Fighter Fitness Test www.firetest.ca or University of Alberta Fire Fighter Fitness Test <https://www.ualberta.ca/kinesiology-sport-recreation/research/centres-and-units/firefighter-fitness-testing.html> dated within 1 year of the posted date of the application.

Although not a requirement for the application, successful completion of this testing is a requirement for those candidates selected to be placed in the Saanich Fire Department Fire Fighter Eligibility Pool at Stage 5 of the recruitment process.

Preferred Qualifications and Attributes

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

1. Completion of other fire/rescue service-related courses or programs. (We do not endorse any course or program.)
2. Practical experience transferable to areas of firefighting:
 - Experience/training in emergency services: fire, police, coast guard, EMS, military, search and rescue and forest fire service
 - Construction or mechanical related trades
 - Heavy equipment operator, truck driving tandem axle vehicles with a Class 1, 2 or 3 license
 - Advanced medical or first aid training (FR, EMR, PCP/ACP, EMT, Nursing)
 - Valid Class 4 B.C. Driver's License
 - Academic studies – college/university
 - Knowledge of different cultures/fluency in languages other than English / travel experience
 - Coaching, teaching or instructing experience
 - Ability to swim and related lifesaving and rescue certificates
 - Volunteer experience and community involvement
 - Demonstrated athletic achievements
 - Knowledge and ability to work effectively with computers, programs and software
 - Strong interpersonal skills and the ability to work in a team environment

Submitting an 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.

Completed applications must be couriered to the Saanich Fire Department by Canada Post or other courier service (e.g., FedEx, UPS, Purolator). Applications will not be accepted if dropped off in person.

Due to the high volume of applications we receive, we are unable to confirm receipt of each application with individual applicants. Applications must be mailed or delivered by a courier that allows the applicant to track the delivery of the application package.

Recruitment and Selection Procedure

1. The recruitment process consists of 7 stages:

Stage 1	Application
Stage 2	Aptitude Testing
Stage 3	Ride Along
Stage 4	Suitability Assessment and Personal Interview
Stage 5	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 6	Fire Fighter pre-employment Medical Examination
Stage 7	Employment Offer

2. The Saanich Fire Department reserves 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 responsibility to ensure their email address is valid and up-to-date.

KEY DATES

2022 Fire Fighter Recruitment Schedule*		
Stage 1	Applicant Selection and Notification	October 17 - 21
Stage 2	Aptitude Testing	October 24 - 28
Stage 3	Ride Along	Nov 12 - 17
Stage 4	Suitability Interview	Nov 23 - Dec 9
Stage 5	Selection for Eligibility Pool** and Candidate Notifications	Dec 9 - 16
Stage 6	Pre-employment fire fighter Medical Examination	As needed for intake
Stage 7	Employment Offer	As needed for intake

* Subject to change

** Candidates selected for the Eligibility Pool will have successfully completed the University of Victoria Fire Fighter Fitness Test www.firetest.ca or University of Alberta Fire Fighter Fitness Test <https://www.ualberta.ca/kinesiology-sport-recreation/research/centres-and-units/firefighter-fitness-testing.html>



Description of Recruitment Stages

STAGE 1 APPLICATION

The following documentation *MUST* be submitted with your application:

1. Completed Saanich Fire Department Fire Fighter Application Form and applicant resume (a cover letter is not required).
2. Photocopies of all relevant licences and certificates.
3. Proof of Grade 12 or equivalent.
4. Proof of NFPA 1001 Fire Fighter I and II certification with appropriate IFSAC or Pro Board Seals.
5. 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)
6. Current Driver's Abstract (dated no more than 60 days prior to the application closing date). The abstract should demonstrate responsible and safe driving behavior. A current record with:
 - Infractions on your driver's abstract within the last five years for driving under the influence (DUI) will eliminate applicants from consideration
 - More than six points may eliminate an application from further consideration
 - A 24 hour roadside prohibition within the last two years may eliminate an applicant from further consideration
7. 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.
8. Police Information Check (PIC) with Vulnerable Sector check from the police department serving the area the candidate resides in dated within 6 months of the posted date of the competition or a receipt showing that one has been requested.
9. Proof of legal entitlement to work in Canada (Canadian birth certificate, Canadian passport, current permanent resident card or current landed immigrant card). Note: A work visa is not acceptable.

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.

**Subject to change*

There will be not be an opportunity to reschedule testing on a day other than the date provided.

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 RIDE ALONG

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
- Donning and doffing SCBA
- Equipment handling
- Fireground evolutions
- General station duties

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 1-4 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 4 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 team, District of Saanich Human Resources Department and IAFF Local 967 Executive.

The interview will include behavioral based, life skills, and job suitability questions.

What we are looking for in these types of questions are answers that demonstrate the following:

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

Preparation is the key to success in the interview stage. Refer to the District of Saanich website to learn more about both Saanich and the Saanich Fire Department. You can also refer to <http://www.saanichfirefighters.com> to gather information on IAFF Local 967 and the Saanich Fire Fighters' Charitable Society. It is important that you have a good understanding of the District of Saanich Fire Department and the position for which you are applying. You should be able to articulate the reasons why you would be a good fit with the Saanich Fire Department.

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 5 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 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

University of Alberta Fire Fighter Fitness Test <https://www.ualberta.ca/kinesiology-sport-recreation/research/centres-and-units/firefighter-fitness-testing.html>

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.

STAGE 6 MEDICAL EXAMINATION

This comprehensive medical examination is completed through Ultima Medical Services <https://www.ultimamedical.com/services/firefighter-medicals/>

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 7 EMPLOYMENT OFFER

Offers of employment from the Fire Chief may be made to applicants selected in Stage 5 from the Eligibility Pool when a vacancy becomes available subject to a satisfactory medical examination as identified in Stage 6.

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