



# The City of St. Thomas Fire Department Probationary Firefighter 2020 Recruitment Guide

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Thank you for your interest in joining the St. Thomas Fire Department (STFD).

We are a dynamic organization that adjusts to the needs of our community and strives to be a community leader in innovative public safety programming and collaborative emergency service response strategies.

The cornerstones of any fire department in Ontario are: Public Safety and Service, Workplace Safety, Public Trust and Brand Integrity, Teamwork and Leadership. The STFD is no exception.

STFD proudly serves its residents by operating two full-time fire stations. We respond to fires, medical emergencies, transportation accidents, industrial accidents, all rescues and a wide range of other life-threatening emergencies. We endorse the Ontario Fire Marshal's three lines of fire defense, specifically: Public Safety Education, Fire Inspections and Code Enforcement, and Emergency Response.

The City's mission is to create an exceptional city by delivering financially responsible and sustainable municipal services and support for residents, businesses and visitors. The City's vision is to be a resilient and progressive community fostering inspiring opportunities for all.

We are a diverse group of men and women who are proud to serve our community. We understand that it is a privilege to hold our positions and we must demonstrate pride in our profession each and every day.

## Recruitment Process

### **Stage #1: Ontario Fire Administration Inc. (OFAI) - Candidate Testing Services**

The City of St. Thomas has partnered with OFAI Candidate Testing Services (CTS) for our Firefighter Recruitment.

OFAI provides a standardized approach to the testing process for candidates pursuing a municipal firefighting career in Ontario. The OFAI Candidate Testing Services (OFAI CTS) enables those individuals whose aptitude, interpersonal skills, physical abilities and practical firefighting skills align with the needs of the City of St. Thomas Fire Department to pass through the application process.

Valid Ontario Fire Administration Inc. (OFAI) Candidate Testing Services certificates for Stage One, Two and Three plus Swim Test. Due to the COVID-19 Pandemic, OFAI testing facilities have temporarily closed their testing facilities. Therefore, applicants whose certifications have expired since February 1, 2020 are eligible to apply.

### **Stage #1: Ontario Fire Administration Inc. (OFAI) - Candidate Testing Services (continued)**

When a candidate has successfully completed this mandatory testing process and obtained all the required qualifications, they are ready to apply to the St. Thomas Fire Department. Candidates are required to complete and pass all required OFAI tests and possess current valid documentation.

The Ontario Fire Administration Inc. Candidate Testing Services (CTS) consists of six (6) steps. Detailed information can be found at <http://www.ofai.ca/candidate-testing-information>.

Note: Transportation costs and any fees associated with the OFAI CTS candidate screening process will be the responsibility of the applicant.

### **Stage #2: Application**

Once candidates have completed the OFAI CTS screening process they are eligible to apply for a firefighter position at the City of St. Thomas.

The process for application will be provided in the job posting. The application process will include the completion of an application form and the submission of specified documentation, such as:

- Firefighter Application
- Cover Letter & Resume
- NFPA 1001 Firefighter Level 1 & 2 certificates
- OFAI CTS certificates; including swim test
- Standard First Aid and CPR Level HCP certificates
- Ontario Secondary School Diploma (Grade 12) or equivalent and other applicable certifications

Applications will be screened to determine which applicants are to be considered for an interview. Given the high volume of applications that are typically received, the screening of applications will be based on the minimum and asset qualifications of this position.

Please be advised that the City of St. Thomas uses both email and phone to communicate with their applicants for open job competitions. It is the applicant's responsibility to include a current phone number as well as current email address. This e-mail address should be checked regularly and should accept emails from unknown users. It is imperative that applicants check their email and voicemail regularly. If we do not hear back from applicants when we call, we will assume that you are no longer interested in the Job Competition and your application will be removed.

### **Stage #3: Interviews**

The St. Thomas Fire Department will schedule interviews for those candidates whose qualifications and experience most closely match the minimum and asset qualifications of the position. The interview will consist of a panel interview to further assess their skills, abilities, and competencies of the position. The interview panel consists of St. Thomas Fire Services and a Human Resources Representative.

Candidates will be requested to bring contact information for a minimum of three work-related references from previous or current supervisors or managers with you to the interview.



**Stage #4: References**

Upon successful completion of the interview process, candidates may move to the next stage of the recruitment process, which involves references checks.

**Stage #5: Conditional Offer of Employment**

Successful candidates provided with a conditional offer of employment, **MUST**:

- Provide valid Ontario Fire Administration Inc. (OFAI) Candidate Testing Services certificates for Stage One, Two and Three plus Swim Test; to be verified with OFAI through Human Resources;
- Provide a satisfactory original of your DZ driver's abstract, issued within the 3 month period prior to the date requested with proof of DZ licence;
- Participate in and successfully complete an Audiology assessment arranged through City of St. Thomas Human Resources;
- Participate in and successfully complete a physician assessment (medical) arranged through City of St. Thomas Human Resources;
- Provide a satisfactory original of your Vulnerable Sector Criminal Record Check obtained by you and submitted to Human Resources prior to your start date;
- Mandatory attendance for equipment/uniform measurement.

New recruits are subject to all applicable City of St. Thomas and department specific policies as well as the St. Thomas Professional Firefighter Association collective agreement.

**Important Notes:**

- Only those applicants selected to move forward in the recruitment process will be contacted.
- Applicants must possess all necessary certifications outlined in this posting at time of application.
- Applicants are responsible for all costs (i.e.: certificates, testing, travel, etc.) throughout the recruitment process.
- Candidates wishing to update their contact information may do so at any time by contacting the City of St. Thomas Human Resources Department at 519-631-1680 ext. 4146 or [hr@stthomas.ca](mailto:hr@stthomas.ca).

