

# **UXBRIDGE FIRE DEPARTMENT**



## **PAID ON-CALL VOLUNTEER FIREFIGHTER RECRUITMENT INFORMATION PACKAGE**

**2025**

## **INTRODUCTION**

Thank you for your interest in working to become a paid on-call volunteer firefighter with the Uxbridge Fire Department.

This recruitment handout will provide you with information on the recruitment and selection process, explain the mandatory recruit training program, and provide an overview of training to be completed upon successful completion of the twelve (12) month probationary period.

## **ABOUT US**

The Uxbridge Fire Department is a composite department with one fire station and 48 staff. The fire station is located at 301 Brock Street West.

Our full-time staff consists of a Fire Chief and a Chief Fire Prevention Officer.

Our part-time staff consists of a Deputy Chief, two (2) Administrative Assistants, two (2) Training Officers, two (2) Fire Prevention Officers, two (2) Public Education Officers and one (1) Chaplain.

## **Goals of the Fire Department**

The goal of the Fire Department is to provide fire protection services through a range of programs designed to protect the lives and property of the inhabitants from the adverse effects of fires, sudden medical emergencies, or exposure to dangerous conditions created by man or nature: first to the municipality; second to those municipalities requiring assistance through authorized emergency fire service plan and program (mutual aid) activities; and third, to those parties that are provided with fire protection services by the Fire Department via authorized agreement.

## **The Nature of Our Business**

Firefighting is one of the most diverse and challenging professions known today. It is this diversity that inspires most individuals to enter the service, both as volunteers and career Firefighters. Imagine having to train to prepare yourself to cope with situations which range from structure fires, motor vehicle accidents, hazardous chemical spills, medical emergencies and almost any imaginable emergency situation in between. This diversity coupled with the fact that your skills may be needed at any time of day, seven days a week, in any kind of weather, and very often under potentially stressful and emotional circumstances, makes your contribution to the profession personally rewarding.

There are two basic purposes of the public fire service. First, to prevent fires or emergencies from occurring through fire prevention inspections, fire safety education, and code enforcement programs. Second, we are here to prepare

ourselves to control fires or emergencies should prevention not prevail. This is done through education, training, pre-incident planning, more training, state of the art equipment and even more training.

This type of work is not for everyone. You need more than just a desire to help people. You also need courage, dedication, compassion, assertiveness, and a willingness to learn new skills and face new challenges.

The personal rewards and satisfaction received from being involved in a Volunteer Fire Department are often beyond description. There is a sense of accomplishment after controlling a building fire, compassion for accident victims, and fulfillment in teaching fire safety. The list could go on and on.

The bottom line in our business is measured by the prevention and reduction of loss of life, pain, and suffering, and property damage in our municipality. We are here and prepared for one reason, which is to provide service to the residents and visitors of this municipality.

If you feel you have what it takes to meet the challenges of our business, we welcome you to apply.

We want to acknowledge the effort every applicant puts into the pursuit of being a firefighter and their desire to assist in the protection of their community. Should you have additional questions, please do not hesitate to contact the Uxbridge Fire Department at 905-852-3393 or [uxbridgefire@uxbridge.ca](mailto:uxbridgefire@uxbridge.ca).

## **BEING A PAID ON-CALL VOLUNTEER FIREFIGHTER**

Making a commitment to serve as a Volunteer Firefighter is a serious decision. We ask that you take the time to read this orientation guide and get the facts regarding what is involved in being a member of the Fire Department.

Candidates often underestimate the amount of time and effort required to be a successful firefighter.

Once you understand what is involved in being a member of a Volunteer Fire Department, we hope you will be able to make the commitment our community requires. The service provided by Volunteer Firefighters is truly valuable to the citizens of our municipalities and we hope that you are able to contribute to the community's public safety.

Please read this guide thoroughly so that you clearly understand the steps in the recruitment process.

Being a paid on-call volunteer firefighter can be both rewarding and challenging. Upon successful completion of the recruit training program, you will respond to a variety of emergency responses including structure fires, vehicle fires, brush/grass fires, motor vehicle accidents, medical emergencies, and public hazard incidents such as carbon monoxide, fuel spills, hydro lines down, etc.

The recruitment process and training expectations for paid on-call volunteer firefighters is becoming increasingly challenging. This is due to higher call volumes and escalating requirements to meet the training standards of the industry's regulatory bodies.

Becoming a fully trained firefighter, qualified and capable of performing all expected fire ground duties requires a journey lasting four (4) years and represents considerable cost to the Township of Uxbridge. A firefighter should be committed to a program of lifelong learning.

The following pages outline the training and certification involved in becoming a fully qualified and accredited firefighter and the associated timeline. It is important to note that this training is strictly mandated by the Office of the Fire Marshal via their standardized curriculum for all firefighters in Ontario.

To begin with, let's have a look at some basic qualifications that we seek in potential paid on-call volunteer firefighter candidates.

## **MINIMUM REQUIREMENTS FOR EMPLOYMENT ELIGIBILITY**

- Be 18 years of age or older and legally entitled to work in Canada.
- Possess a valid Class G Ontario Driver's License (minimum G Class)
- Produce a clean vulnerable sector check
- Grade 12 diploma or transcript from an Ontario Secondary School or a grade 12 equivalency diploma.
- Be available to respond in a timely fashion, including days, evenings, nights, weekends and holidays.
- Be able to understand and communicate clearly in English, both oral and written.
- Be able to physically and mentally perform the duties of a firefighter, having regard for his or her own safety and the safety of members of the public.
- Have prescribed 20/30 uncorrected vision in each eye without corrective lenses and with normal colour vision.
- Have prescribed normal unaided hearing.
- Be fully vaccinated (Mumps, Measles, Rubella, Polio, Diphtheria, Hepatitis B, Tetanus and COVID-19).
- Reside within the Township of Uxbridge and ideally within a 10-minute response time to the Fire Station. Response times between 10-13 minutes will be considered in conjunction with weekday daytime availability

## **ADDITIONAL QUALIFICATIONS**

- Graduate of the Pre-Fire Program from an accredited Community College or an equivalent approved learning institute (NFPA 1001 FF I and FF II).
- Ontario DZ Driver's License (or must obtain within 12 months of being hired).
- Standard First Aid and CPR level HCP (Health Care Providers).
- Daytime availability/shift workers.
- Post-secondary education
- Specialized skills/trades.
- Related experience (Nursing, EMS, Mechanical trades)
- Previous firefighting or emergency service experience.
- Fluency in a second language (including sign language).
- Demonstrated commitment (i.e., volunteer service)

## **RECRUITMENT/SELECTION PROCESS**

### **Recruitment Information Sessions**

Thursday September 5<sup>th</sup> and Monday September 9<sup>th</sup> at 19:00hrs  
Uxbridge Fire Station Training Room – 301 Brock St. W., Uxbridge

### **Application Submission**

All applicants are required to submit an Application for Employment – Uxbridge Fire Department. An application form is included in this package.

All applicants are required to submit a current immunization record for Mumps, Measles, Rubella, Polio, Diphtheria, Hepatitis B, Tetanus and COVID-19.

Applicants are encouraged to include a resume outlining any pertinent skills/knowledge relevant to the application.

Application Deadline: September 13, 2024

Applications and required documentation will be reviewed and selected candidates will be invited to complete a written aptitude test.

Applicants are encouraged to apply for a Vulnerable Sector Check in the early stages of the recruitment process due to processing turnaround times.

### **Stage 1 – Applications**

After you apply to become a paid on-call Volunteer Firefighter, your application is reviewed and scored by the fire service management and/or their delegates. Based on the scoring results and the number of vacancies being filled, a select number of candidates will be invited to write the Aptitude Test.

Those who are not selected to move onto Stage 2 will be notified by email that they have not been successful and will not continue in the selection process.

### **Stage 2 - Aptitude Written Test**

Selected applicants will be required to participate in the Aptitude Written Test designed to assess your aptitude to be a firefighter. This test measures your ability to understand written and/or verbal information, your technical and mechanical aptitude, and your reading, reasoning and mathematical skills.

The aptitude Test will take place on Monday September 23 or Wednesday September 25, 2024 at 19:00hrs at the Uxbridge Fire Station, 301 Brock St W at 7:00pm SHARP.

Absolutely no late admittance to the Aptitude Testing will be permitted.

### **Stage 3 – Interviews**

Having successfully completed the aptitude test, the applicant will receive an invitation for an interview to determine their suitability for a position as a volunteer firefighter. Interviews will be conducted by the Fire Chief, with the assistance of other department or township members.

Any other documents such as education qualifications, etc., must be provided at this time if not done previously. Candidates are also required to provide a minimum of three references.

Those candidates who are successful in the first three steps will be placed on an eligibility list. Based on the number of vacancies, the top candidates will move on to Stage 4. The remaining candidates will remain on the eligibility list for 24 months.

### **Stage 4 – Job Specific Physical Testing**

Upon successfully completing the interview stage, the applicant will be required to attend a comprehensive medical examination and job specific fitness test which will be conducted at York University – Keele Campus, Room 120 – Norman Bethune College

<b>Required Testing</b>	<b>Cost</b>
Occupation Specific Fitness Test	\$275.00
Pre-Employment Medical	\$225.00
<b>TOTAL</b>	<b>\$500</b>

All fees are the responsibility of the applicant and are to be paid in cash or money order (payable to York Fitness) on the day of your appointment. The medical evaluation and job fitness assessments will take approximately 3 ½ hour and will be scheduled on a Saturday or Sunday in November. You will be notified mid-October of the exact date and time.

Candidates who have successfully completed fitness testing and medical evaluation within the current year can provide documentation and will be evaluated on a case-by-case basis regarding the next steps.

### **Stage 5 – Required Documentation**

Following the successful completion of the physical testing, you will be asked to provide a Driver's Abstract and a Vulnerable Sector check - if you have not already done so.

Following receipt of this documentation, the final selection of candidates will be conducted. Successful candidates will receive an offer of employment.

### **ONE YEAR PROBATIONARY PERIOD**

As a new recruit, prior to responding to an alarm you must successfully complete the Fire Department's in-house Recruit Training. This training will run on Saturdays from January to June. Recruits will complete additional testing after the conclusion of the recruit program. Recruits who do not have FFI and FFII certification will require additional testing for certification.

Also during the probationary term, recruits will be required to attend and obtain certified status in CPR, First Aid and Defibrillation provided by Base Hospital prior to the conclusion of their probationary term and before they will be permitted to respond to medical incidents.

Upon completion of recruit training program, the recruits will attend the Tuesday evening scheduled training and meetings as well as any additional training as required. This training will be compensated at the current rate of pay.

### **FOLLOWING THE PROBATIONARY TERM**

Each firefighter must complete the Fire Department Promotional Process from Probation to First Class as required by the Fire Department. Each firefighter will complete a written, oral and practical exam each year as determined by the Department until they obtain the position of First Class Firefighter.

## **SUPPLEMENTAL QUALIFICATION**

After gaining some experience, firefighters will be expected to step into more responsible roles. They will be expected to learn how to drive and maintain the vehicles and operate the pumps, etc.

## **ATTENDANCE AT TRAINING, FIRES AND EMERGENCY INCIDENTS**

There is an expectation that you will continue to attend weekly training sessions and respond to fires and all other emergency incidents when you are available. Also, you will be expected to fulfill the summer stand-by commitment as assigned (minimum of 2 weekends July 1<sup>st</sup> to Labour Day). If your attendance is below expectations, you may be released from the department.

You will be assigned to a crew and will attend the crew's regularly scheduled hall maintenance, equipment testing, and familiarization sessions.

## **FIREFIGHTER PAY AND BENEFITS**

Firefighters are paid an hourly rate for attendance at training, emergency responses, scheduled public events and other duties as approved. It takes three years to progress through the classification process from recruit to First Class Firefighter. Pay is based on the following classification rates:

Probationary 4 <sup>th</sup> Class Firefighter	70% of First Class Rate
3 <sup>rd</sup> Class Firefighter	80% of First Class Rate
2 <sup>nd</sup> Class Firefighter	90% of First Class Rate
1 <sup>st</sup> Class Firefighter	First Class Rate

Members are provided with Workplace Safety and Insurance Board (WSIB) coverage for injuries or lost time during authorized activities.

Life and AD&D insurance is also provided by the Township. Additional insurance coverage may be purchased by members through VFIS.

All members are provided with:

- station wear
- safety shoes
- full protective equipment
- pager & charger
- dress uniform (following successful completion of the probationary period)



The Township of Uxbridge is an Equal Opportunity Employer that is dedicated to an inclusive, barrier-free recruitment and selection process. The Township is committed to diversity, equity, and inclusion within its community and organization, and welcomes and encourages applications from Indigenous Peoples, people of colour, women, persons who live with disabilities, people from 2SLGBTQI+ communities, and people from diverse communities. When requested, the Township of Uxbridge will accommodate applicants throughout the recruitment and selection and/or assessment process, pursuant to the Ontario *Human Rights Code*. These commitments also apply to our Board and Committee recruitment and selection processes.

Personal information is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

## Application for the Position of Volunteer Firefighter

Candidate Information		
Last Name:	Given First:	Initials:
Address:		
City:	Province:	Postal Code:
Mailing address: (if different from above)		
Home Phone #	Business Phone #	
Cell Phone #	Email Address	

### **Employment Requirements**

- ✓ Be a minimum of 18 years old
- ✓ Currently possess a valid driver's license class license (minimum G class)

I understand that a satisfactory driver's abstract, a vulnerable sector check, and a current immunization record for Mumps, Measles, Rubella, Polio, Diphtheria, Hepatitis B, Tetanus and COVID-19 will be required as a condition of employment.

Please **attach Resume** and complete any missing information below.

Attach additional pages as needed.

**Education**

High School / Vocational School / College / University			
Name of Institution	Year Completed	Level Completed	Major/Specialization
Courses / Certificates / Specialized Skills / Trades			
Description			Date

**Relevant Employment Experience**

Employer (Current / Most Recent)	From	To	Position Held
Address:			
Duties/Responsibilities:			
Employer	From	To	Position Held
Address:			
Duties/Responsibilities:			

Employer	From	To	Position Held
Address:			
Duties/Responsibilities:			

### **Other Related Experience**

Do you have previous firefighting experience? Yes <input type="checkbox"/> (complete below) No <input type="checkbox"/>					
# of Years		Position		Employer	
Duties / Responsibilities					
Certifications					

Do you have previous volunteer experience? Yes <input type="checkbox"/> (complete below) No <input type="checkbox"/>					
# of Years		Position		Employer	
Duties / Responsibilities					
# of Years		Position		Employer	
Duties / Responsibilities					

### **Related Skills**

Please complete this section even if a resume is attached. Please check the level of skill appropriate.

1. Some familiarity and competence.
2. Advanced or post-secondary courses.
3. Certificates or professional experience.

Skill	Level		
	1	2	3
NFPA 1001 Firefighter I or II program			
Firefighting Practices and Terminology (Ontario Fire College or Community College, etc.)			
Automotive Mechanic			
Athletic or Sports Skills			
Building Technology (formal training or certified trades)			
Building Trades or Inspection			
Coaching/Teaching/Counseling/Recreational Leadership			
Electrical Systems			
Electronic Systems			
Fire Safety Systems – Courses or experience			
First Aid Course/Nursing Certificate			
Rescue Procedures (Canadian Red Cross, Canadian Red Cross, St. John Ambulance, etc.)			
Lineman			
Occupational Health and Safety			
Pumps, Valves, Sprinkler Systems			
Read Blueprints/Charts/Diagrams/Maps			
Scuba Diving			

### **Driving License and Skill**

Do you have a valid Driver's Licence, in good standing?		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Identify Class:
Have you had any experience or training in driving heavy vehicles?		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Have you any other special driving skills or training (e.g., accident avoidance, skid control, etc.)?		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Explain:		

## **Responsiveness**

Do you have permission from your employer to leave your place of work immediately when your pager sounds?		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Where is your current employer located?
Do you have a personal and reliable means of transportation to respond to fire alarms?		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	

## **Other Information**

Activities (Civic, Athletic, Etc.)

Please provide any additional information or skills you feel may be pertinent to this position:

## **References**

Should we proceed with the recruitment process, please provide three (3) professional references (preferably direct supervisors) and their phone numbers that you agree we can contact for a reference. References cannot be family related to you. *Please note that we will advise you prior to contacting your references and will not contact your references without your knowledge.*

Reference Name	Employer name	Email	Phone

I understand that any misrepresentation made by me in connection with this application will be sufficient cause for cancellation of the application, and if I have been employed, for termination from the Corporation. I authorize the Fire Chief to make such enquiries respecting the foregoing information as may be deemed necessary.

Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

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**Uxbridge Fire Department**  
**Firefighter Recruitment**  
**2024/2025 Important Dates**

Posting date: Friday August 16, 2024

Information Session: Thurs Sept 5 & Mon Sept 9 @ 19:00

Application Deadline: Friday September 13, 2024 @ 16:30

Written Test Notification: September 18, 2024

Written Examination dates: Mon Sept 23 & Wed Sept 25

Notification of Interviews: October 1, 2024

Interviews: October 7-11 or October 15-17, 2024

Notification of Physical: Mid-October

Fitness and Medical Testing: November 9/10, 16/17, 23/24 (TBD)

Document Verification: November 25-29, 2024

Job Offer Contracts: December 2, 2024

Start Date: January 4, 2025