



WEST KELOWNA FIRE RESCUE 2019 CAREER FIREFIGHTER RECRUITMENT AND SELECTION PROCESS



The **City of West Kelowna** is now recruiting to fill ten (10) career firefighter positions. Two (2) recruits will be starting immediately and eight (8) recruits will commence on September 1st, 2019 based on councils FTE approval. There are no plans for additional firefighters at this time; therefore we are not creating an eligibility list. The current job opportunities are within the IAFF Local 4457 bargaining unit and all wages and benefits are specified in the current Collective Bargaining Agreement.

Dates for each assessment will be determined at a later time and shared with only the selected candidates moving forward in the process. Candidates shortlisted to Step 2 – the knowledge assessment stage - will be contacted and given a **confirmation number**. This confirmation number will stay with that person for the entire recruitment process. If your confirmation number does not appear on the list, you have not been shortlisted to proceed further in the process. We thank you for your interest!

Please note: During the recruitment process the Fire Rescue – Recruitment page on the City of West Kelowna website will be updated after each stage. It is the applicants' responsibility to check the website regularly for instructions.

All assessments will take place in Kelowna or West Kelowna including the written assessment. Your participation in and successful completion of each phase of the selection process is an essential requirement. Failure to complete any of the necessary steps will lead to your elimination from the process. The plan is to complete all stages during spring 2019.

STEP ONE **Online Application**

Apply on-line at www.westkelownacity.ca/jobs by February 25th, 2019, 4:30pm. **Paper applications will not be accepted – applications must be completed online.**

The following documents must be uploaded with the resume and cover letter at the time you apply online:

- NFPA 1001 Level 1 and Level 2
- NFPA 472 Hazmat Awareness and Operations
- Valid EMA First Responder License, equivalent or higher
- Current Drivers' Abstract showing valid Class 3 driver's license w/air endorsement. Abstracts must be dated no earlier than January 1, 2019.

If the essential qualifications have not been demonstrated, the application will not receive further consideration.

STEP TWO

Firefighter Knowledge Assessment – Date/Location TBD

West Kelowna Fire Rescue requires candidates to be pre-qualified in structural firefighting knowledge and as such candidates must possess a strong knowledge base. Failure to successfully complete the following test will result in elimination from the process.

- 100 question NFPA 1001 Firefighter 1 and Firefighter 2 examination based on IFSTA Essentials 6

STEP THREE – PHYSICAL FITNESS TESTING

NOTE: Completed/signed Medical Consent Form must be present with you at day of fitness testing.

Station 1: Minimum Swimming Assessment – Date/Location TBD

West Kelowna Fire Rescue provides Swift Water Rescue, Static Water Rescue and Ice Rescue services. Candidates must be strong swimmers and demonstrate confidence working in and around aquatic environments. The following swim tests must be completed wearing appropriate attire. Failure to successfully complete the following tests will result in elimination from the process:

- 200 meter freestyle swim
- 50 meter rescue tow with the simulated victim wearing a life jacket
- 5 minutes treading water

Station 2: Firefighter Physical Evaluation – Date/Location TBD

West Kelowna Fire Rescue provides structural firefighting and rescue services. Candidates must possess strong musculoskeletal and cardiovascular fitness and demonstrate comfort working in both confined spaces and at height.

The physical evaluating program will be administered by a 3rd party. Information and instructions will be shared with candidates moving forward to this stage. Please check the Fire Rescue Recruitment page on the City website regularly for updates.

STEP FOUR

Ride-Along Assessment - Date TBD

West Kelowna Fire Rescue requires candidates to work in a team environment for extended periods of time and provide the public with excellent customer service. Applicants will be asked to complete a work-experience based ride-along to ensure their fit into the organization. Failure to successfully complete the ride-along including drills will result in elimination from the process. The ride-along is an unpaid activity, as are all stages of the hiring process.

- Complete a 7 hour ride-along (approximately)

Some of the things candidates will do include:

- Vehicle maintenance
- Equipment maintenance
- Hall chores and maintenance
- Training
- Drills and general firefighting skills
- Emergency response*
- Company inspections
- Pre-fire planning
- Public education

STEP FIVE

Panel Interview - Schedule TBD

Candidates that have successfully completed the previous stages of the process will be invited for a panel interview. The interview will take place with representatives from Management, Union Executive and the City of West Kelowna Human Resources Department. The interview will include behavioral based questions that focus on:

- Leadership
- Interpersonal skills
- Teamwork
- Initiative
- Communication Skills
- Community Service

STEP SIX

NFPA Firefighter Medical Exam - Schedule TBD

An NFPA based medical evaluation shall be provided by an accredited 3rd party Physician and will screen for medical conditions that might affect the candidate's ability to function as a firefighter. Failure to complete the medical evaluation or contrary indication as to an individual's fitness will result in elimination from the process. It is the candidates' responsibility to pay for this exam. Only candidates advancing to this stage will need the medical exam completed.

STEP SEVEN

Online Behavioural Assessment – Date TBD – Complete online

West Kelowna Fire Rescue requires candidates to work in a team environment for extended periods of time and provide the public with excellent customer service. Applicants will be asked to complete an online survey that will help gain insight into their traits and characteristics profile in order to ensure their fit into the organization.

- Complete “Profile People” online survey

STEP EIGHT

Reference Checks and Criminal Records Check

Human Resources will be checking references in and around the panel interview dates.

A current Criminal Records Check from your local RCMP Detachment will be required at this point. Applicants will be responsible for all associated costs.

STEP NINE

Chief’s Interview & Formal Offer of Employment - Date TBD

Municipal Hall - 2760 Cameron Road, West Kelowna

The successful candidate will be provided an opportunity to meet with the Fire Chief and Human Resources for a brief interview before formally signing their offer of employment with the City of West Kelowna.