

Lloydminster Annual Firefighter Recruitment Manual

Firefighters (Paid On-Call)



Employment Opportunity- Firefighter (Paid On-Call)

The City of Lloydminster Fire Services consists of career and paid on call fire fighters. Its main function is to serve the people of Lloydminster with the goal of providing the highest level of service to our community, while providing positive public relations and education programs.

A firefighter (Paid On-Call) is responsible for responding to emergency and non-emergency events. The position will be scheduled for monthly in-station and stand-by shifts, along with a requirement to attend regularly scheduled practices and specialized courses as scheduled. The Lloydminster Fire Department runs a 24-hour shift rotation and the firefighter must meet the minimum scheduled hours.

If you have further questions about the role of a fire fighter or the Lloydminster Fire Department, please email all inquiries to lloydfire@lloydminster.ca.

Job Description

Reporting to the Fire Captain a fire fighter is responsible for responding to emergency and non-emergency incidents. Participates in fire station activities, community events and attends regular and special training sessions.

Duties

- Respond to emergency incidents.
- Under direction of a supervisor, perform various tasks during an emergency response, including but not limited to fire suppression, hazardous material incidents, various rescues and extrications, as well as medical aid.
- Drive and operate emergency equipment.
- Attend regular and specialized training sessions.
- Perform routine maintenance of firefighting equipment and fire department property ensuring operational readiness.
- Perform general station duties including upkeep of fire station, cleaning of bay floor, general quarters, apparatus and equipment, washing, hanging and drying of hose, washing, cleaning of apparatus and equipment.
- Prepare and complete administrative reporting and inspection documents as assigned.
- Ensure operational guidelines and department procedures are followed.
- Exercise independence of judgement and action in circumstances of extreme urgency where referral to a superior for instruction is not possible.

Other

- Other related duties as required.

Qualifications

- Must be at least 18 years of age and have successfully completed a High School Diploma or equivalent.
- Certification in NFPA 1001 Standard for Fire Fighter Professional Qualifications
- Certification in Medical First Responder.
- Must possess agility, strength and physical stamina to perform arduous and prolonged work under adverse and strenuous conditions.
- Ability to maintain a high degree of confidentiality, trustworthiness and integrity.
- Must possess good verbal and written communication skills.
- Client focused with an ability to work effectively within a team.
- Be in good health, physical and mental condition.

- Ability to demonstrate mechanical aptitude.
- Ability to exercise good judgement within an emotionally challenging environment.
- Completion of Post-Secondary Fire Services and/or medical education is considered an asset. Must be able to communicate clearly and precisely under stressful situations and be able to work under arduous physical conditions as part of an active firefighter and rescue team.
- Possess strong interpersonal communications skills, deal with the public in a controlled, polite, respective manner.
- Possession of a Class 3 Driver's License with Air Endorsements.
- Must be able to pass a medical examination, physical capacity assessment and possibly aptitude testing.

Pre-Employment Requirements

- Satisfactory Criminal Record Check.
- Successful applicant must provide proof of qualifications.

Job Demands

Physical Demands

- Working long hours in adverse weather conditions
- Lifting and moving heavy equipment and other objects Exposure to extreme heat and other fire related conditions
- Exposure to confined space as a result from fire and rescue services
- Working at heights

Mental Demands

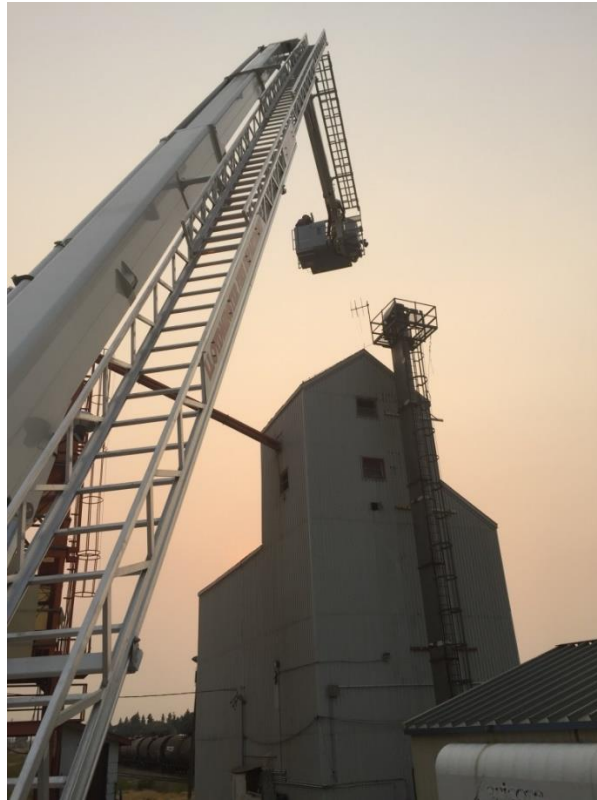
- Regular exposure to traumatic emergency events
- Decision making under stressful circumstances
- Problem Solving
- Reading/Writing
- Interpreting Data

Competencies

- Attention to Detail
- Commitment to Quality Assurance/Process Improvement
- Initiative
- Plan/Organize
- Quality of Work
- Communicates Effectively
- Crisis Management
- Critical Thinking
- Reliability
- Problem Solving and Judgment
- Teamwork
- Builds Partnerships

Working Conditions

This position works seven (7) days per week on a rotational shift that includes days, evenings, weekends and holidays.



Compensation

As outlined in the Collective Agreement between Lloydminster Fire Fighter's Association Local 5182 of the IAFF and the City of Lloydminster.

Recruitment Process

- Stage 1 Position Advertisement and Application
- Stage 2 Application Screening
- Stage 3 Interview
- Stage 4 Reference Checks
- Stage 5 Conditional Offer of Employment
- Stage 6 Drivers Abstract
- Stage 7 Criminal Record Check
- Stage 8 Job Related Physical Capacity Assessment
- Stage 9 Orientation

Position Advertisement and Application

The City of Lloydminster will from time to time, generally once annually, do a general hire for firefighters. These firefighters will be placed in a paid on-call capacity. Applicants must follow the City of Lloydminster hiring practices. This includes submitting a cover letter, resume, and any other required documentation to the City's Employee Relations team. Walk-in applications to the Fire Stations will not be accepted.

If the applicant does not have all the pre-determined qualification we still recommend applying. The Fire Department will provide NFPA 1001, and Medical First Responder training to those selected for firefighter positions.

Application Screening

Upon the closing date, applications will be reviewed by the hiring manager. Based on the department's operational need, a predetermined number of top scoring applicants will be invited to participate in the interview process.

Interview

Selected applicants will be invited to attend an interview during regular office hours by representatives from Lloydminster Fire Services and Employee Relations. Factors during the interview will include questions and conversation around education, experience, knowledge, abilities, communication, decision-making, innovation and personal suitability as it relates to the job description.

Reference Checks

Selected applicants are required to provide two (2) supervisory work-related references. Reference checks will be completed by the Employee Relations team.



Conditional Offer of Employment

Written conditional offer of employment will be made to selected applicants. The conditions of employment will need to be met prior to starting work, and within the designated time frame. These conditions include satisfactory drivers abstract, satisfactory criminal record check, and successful completion of the job related physical capacity assessment.

Drivers Abstract

Applicants are to provide a recent copy (within one month) of their drivers abstract. The cost for the abstract is the responsibility of the applicant.

Criminal Record Check

Applicants will supply a Criminal Record Check with a Vulnerable Sector Check to Employee Relations. The City of Lloydminster will cover the cost for this check.

Job Related Physical Capacity Assessment

Applicants physical capacity is tested to ensure they possess the physical capabilities to perform the required fire fighter duties. To facilitate the highest opportunity for success the applicants that do not successfully complete the physical capacity assessment on their first attempt can elect to take the assessment a second time within the same recruitment phase. Dates of the assessments will be provided to applicants.

At time of offer the applicants will be provided a waiver of claim for injury form along with a copy of the job related physical capacity assessment program.

See Appendix “A” Job Related Physical Capacity Assessment Program

Orientation

Successful applicants are required to attend the City of Lloydminster Orientation and the Lloydminster Fire Department Orientation.

The employee will be placed on probation and move into the Fire Department’s Onboarding Program.

