

# KINGSVILLE FIRE DEPARTMENT

## APPLICANT INFORMATION PACKAGE



## **INTRODUCTION TO THE KINGSVILLE FIRE DEPARTMENT**

The Kingsville Fire Department provides emergency fire and rescue service to the residents of the Town of Kingsville. The department consists of a full time chief, full time assistant chief, full time fire prevention officer, part time office support person, and 54 volunteer officers and firefighters. There are two fire stations. The south station is located at 1720 Division Road in the old Town of Kingsville and houses one pumper, one pumper-tanker, one rescue unit, one water rescue/brush truck, one aerial and one rescue boat. The north station is located at 120 Fox Street in the Village of Cottam and houses two pumper-tankers and one rescue unit. Dispatching service is provided by the LaSalle Police Department. At the present time, the department responds to approximately 300 emergency calls annually.

If chosen as a successful applicant, you will be required to commit to carrying on this tradition of service. You will enjoy the team spirit and satisfaction of helping others, but will pay the price of having to respond to emergencies at any time of the day or night without notice and in all kinds of weather and other trying conditions. Although a firefighter's job is often carried out in hazardous and difficult circumstances, both physically and emotionally, it is rated one of the highest for job satisfaction. The information in this package will describe in more detail the hiring process and the demands that the position will involve.



## **JOB DESCRIPTION-FIREFIGHTER**

### **KINGSVILLE FIRE DEPARTMENT**

#### Summary of Duties:

Firefighters are responsible for all of the various firefighting and rescue duties needed to save life, property and the environment. They are required to rapidly and efficiently perform these duties under emergency conditions, which frequently involve considerable hazards. Firefighters also perform routine checks and maintenance of fire department equipment and property. Specific orders and directions as received from a superior officer shall be carried out in the normal course of all duties. Firefighters also exercise a considerable independence of judgment during emergency operations when direction from or referral to a superior officer is not immediately possible. Evaluation of firefighters shall be conducted by officers in relation to demonstrated abilities and performance.



#### Work Performance:

Firefighters begin at the position of probationary and move up a 4 year graded scale annually provided they meet the testing, training and attendance requirements. There is a one year probationary period following the date of hire. Probationary firefighters are only

eligible to be promoted upon successful completion of a performance evaluation conducted by the fire chief in consultation with the officers of the department. Each firefighter will be assigned to a squad led by a captain. Squads meet on a rotating basis for regular vehicle and equipment checks. There are also a minimum of two mandatory training sessions each month. Firefighters must be able to safely operate all of the equipment normally associated with efficient fire and rescue operations. These duties include:

- Laying, connecting and carrying fire hoses.
- Directing fire streams and operating nozzles.
- Climbing and working from ladders.
- Wearing self contained breathing apparatus.
- Ventilating buildings.
- Performing salvage operations.
- Performing overhaul operations.
- Tying ropes and knots.
- Operating portable fire extinguishers.
- Performing forcible entry on locked structures.
- Operating fire department pumps.
- Operating rescue equipment.
- Performing rescue and providing medical aid.
- Assisting in public education and fire prevention.
- Performing other duties as directed.

## **HIRING POLICY AND PROCEDURES**

The Town of Kingsville Fire Department is an equal opportunity employer. All persons who are legally eligible to work in Canada, are over the age of 18 and who reside within the fire response area of the station for which personnel are being hired are invited to apply. Working in the fire response area and the ability to respond to calls during working hours will also be an asset. Application can be made using the application form attached to the back of this information package. A resume may also be included if you wish. Applications will be kept on file for a period of one year from date of submission and then destroyed unless updated or resubmitted. The personal information you supply is collected under the authority of the

Municipal Act and will be used to determine eligibility for potential employment. If you have any questions regarding your application, please contact the Fire Chief.

The hiring process will consist of five stages:

- Applicants will submit the attached application form to the Fire Chief. The information on the form will be utilized to assign a qualification score.
- All applicants will complete a written aptitude test.
- Based on aptitude test scores, selected applicants will be invited to participate in an oral interview conducted by a hiring board of fire department officers.
- Based on the oral interview scores, selected applicants will be invited to participate in the physical testing process.
- Based on the physical testing process scores, selected applicants will be invited to a second interview conducted by the station chief of the station for which they are applying and the fire chief. The successful applicant(s) will be selected following the second interview process by utilizing the qualification score, aptitude test score, physical testing score and interview scores to obtain an overall total score.

If selected as a successful applicant for hire you will be required to submit a medical certificate of fitness for duty, a standard police record check, a copy of your driver's license and proof of insurance.

## **TESTING SUMMARY**

### **Aptitude Test**

The aptitude test covers a wide range of skills and abilities that are important to the fire service. You will not need any prior fire service experience in order to successfully complete the test. There are several broad categories that the test covers which will summarize the types of things that may be tested. These categories include:

- Reading comprehension, writing and mathematics skills.
- Judgment, reasoning, communication, motivation and problem solving.

- Situational questions which will test your response to events which you may encounter as a firefighter as well as interpersonal relationships.
- Mechanical aptitude.

## **Physical Test**

The physical testing component consists of 5 skill tests. These tests reflect actual skills that are required to perform firefighting duties and will determine your level of physical ability to complete these skills. The tests will be explained and demonstrated at the testing session prior to the tests occurring. All of the tests will be performed in firefighter protective clothing which will be supplied to you at the time of the test. You should wear comfortable "work type" attire to the physical testing session. The tests will be marked by experienced officers and firefighters using uniform marking sheets for each test. A brief description of each of the tests follows:

1. Ladder Climb: Firefighters must have the agility and confidence to climb all types and sizes of ladders while performing firefighting and rescue operations. The test will consist of removing a roof ladder from the ladder rack of an engine, placing the ladder against a wall and raising it using a single person flat raise, climbing the ladder, applying a safety leg lock, removing the safety leg lock, descending the ladder, lowering the ladder and returning it to the ladder rack of the engine. Full firefighting gear shall be worn during this test. The removal of the ladder from the rack must be continuous and the ladder must not be dropped. The climb must be smooth and there must be no evidence of fear of heights. The return of the ladder to the rack must also be continuous and the ladder must not be dropped. There is no time limit on this test.
2. Search and Rescue: Firefighters must wear self contained breathing apparatus during search and rescue operations. Under toxic gas and smoke conditions, firefighters must carry out search and rescue operations in all types of structures. The test will consist of searching a room to locate a hidden test mannequin. You will be wearing full protective clothing

including breathing apparatus with a darkened out face piece. Once you find the mannequin you will be required to remove it in a safe manner to the starting point. Fire department personnel will monitor your progress throughout the test to ensure your safety. The mannequin will be located in the same spot for all applicants. There must be no evidence of claustrophobia and the applicant is expected to remain oriented, conduct an organized search pattern, remain as low in the room as possible to simulated actual fire conditions and handle the mannequin as if it is a real person who is trapped by a fire. There is no time limit to this test but a proper balance between speed and thoroughness is part of the scoring.

3. Hose Carry and Connection: Carrying and connecting fire hose is a normal and common activity which requires physical strength on the part of the firefighter. A roll of 65mm fire hose weighs approximately 25 kilograms. The test will consist of lifting a rolled length of 65mm hose, a gate valve and a hydrant wrench from the rear step of a pumper, carrying it a distance of 30m and hooking them up to a hydrant outlet port. You will then disconnect them and carry them back to the truck. Full protective clothing shall be worn during this test. Applicants are expected to complete all of the steps in the correct order without error. There should be no evidence of difficulty in carrying and moving with the hose.

4. Hose Advancement: Moving charged fire hose lines is a common fireground task which involves both strength and co-ordination. The test will consist of moving a charged 1 3/4" fire hose from a starting point to the inside of a pre-determined stopping point. The stopping point will be a square with sides approximately one metre in length. Once the inside of the stopping point is reached, the nozzle will be opened and the hose will be operated to hit three targets-one to the left of the square, one in front of the square and one to the right of the square. Once the three targets are hit, the applicant is to continue operating the hose line for a period of one minute (aiming the stream at a point painted on the pavement). The test marker will signal when the required time has been reached and the hose will be shut down. The distance

the hose line is advanced, the nozzle pressure and target locations will be the same for each applicant and full protective clothing shall be worn. Applicants shall remain inside the marked square at all times the nozzle is open and being operated. The drag shall be smooth and continuous and the nozzle shall remain under control at all times that it is being operated.

5. Aerial Ladder Climb and Equipment Hoist: Aerial ladders are essential pieces of apparatus for moving personnel, equipment and water to upper levels of buildings. The test will consist of climbing the aerial ladder to an approximate height of 70 feet. You will then enter the aerial platform and utilize a rope (which will already be in place) to hoist a pre-determined piece of equipment from the ground to the basket. Full protective clothing will be worn and a safety harness and rope will be provided for your protection while you are performing this test. The climb and descent must be smooth and there must be no evidence of fear of heights. The equipment being lifted must not be dropped and control of the rope must be maintained at all times. The equipment is to ascend and descend smoothly.

### **QUALIFICATIONS SCORING**

While it is not mandatory to have training prior to applying, any fire service, first aid, CPR, defibrillator, water rescue and hazardous materials training you have will assist your score. A "DZ" drivers license and Radio Operators License are also assets.

**KINGSVILLE FIRE DEPARTMENT**

**Application for the Position of Volunteer Firefighter**

Personal Data:

Last Name:\_\_\_\_\_ Given Names:\_\_\_\_\_

Address:\_\_\_\_\_

\_\_\_\_\_

Home Phone:\_\_\_\_\_ Business Phone:\_\_\_\_\_

Are you legally eligible to work in Canada ? \_\_\_\_\_

Are you over the age of 18 ? \_\_\_\_\_

TO DETERMINE YOUR QUALIFICATIONS FOR EMPLOYMENT, PLEASE PROVIDE BELOW AND ON THE BACK, INFORMATION RELATED TO YOUR ACADEMIC AND OTHER ACHIEVEMENTS INCLUDING VOLUNTEER WORK AS WELL AS EMPLOYMENT HISTORY. ADDITIONAL INFORMATION MAY BE ATTACHED ON A SEPARATE SHEET IF YOU WISH.

Education:

Secondary School: Highest grade completed :\_\_\_\_\_

Type of diploma or certificate:\_\_\_\_\_

Community College: Program:\_\_\_\_\_

Length of program:\_\_\_\_\_

Diploma received:\_\_\_\_\_

University: Major:\_\_\_\_\_

Length of course:\_\_\_\_\_

Degree obtained:\_\_\_\_\_

Other education, certificates, licenses etc.\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Current Driver's License Class:\_\_\_\_\_

2.

Employment:

Present employer: \_\_\_\_\_

Employer's address: \_\_\_\_\_

Employer's telephone: \_\_\_\_\_

Present job position: \_\_\_\_\_

Length of employment: \_\_\_\_\_

Will your employer allow you to leave you job to respond to emergency calls ? \_\_\_\_\_

Personal Activities and Interests: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Information:

May we approach your present employer for a reference ? Yes\_\_\_ No \_\_\_

Have you attached an additional sheet with references ? Yes\_\_\_ No \_\_\_

(A reference sheet is not mandatory, but please indicate if you have attached one for our records)

I hereby certify that the information provided in this application is true and complete to my knowledge. I understand that a false statement may disqualify me from employment or cause my dismissal.

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

\_\_\_\_\_  
Date

PLEASE DETACH THIS APPLICATION FROM YOUR INFORMATION PACKAGE AND RETURN IT TO THE FIRE CHIEF. PLEASE FEEL FREE TO CONTACT THE FIRE DEPARTMENT AT THE ADMINISTRATION NUMBER (519-733-2314) FOR MORE INFORMATION SHOULD YOU HAVE ANY QUESTIONS.