

## **Career Fire Fighter Recruitment and Selection Process** **Cranbrook Fire and Emergency Services**

### **I. Qualifications**

#### **Required Qualifications**

- Completion of Grade 12 or equivalent.
- NFPA 1001 Firefighter II (Pro-board or IFSAC Accreditation)
- NFPA 472 Hazardous Material Operations Level (Pro-board or IFSAC Accreditation)
- BC EMR or BC PCP or equivalent
- Valid BC Class 3 Driver's License with Air Endorsement or equivalent
- Ability to successfully pass a police information check
- Legal entitlement to work in Canada (You must be a Canadian Citizen or Permanent Resident/Landed Immigrant)
- Acceptable City medical performed by physician
- Successful CPAT in last 12 months

#### **Desired Qualifications**

- Work experience related to the job duties of a firefighter (examples include: building construction, mechanical experience, driving large or emergency vehicles, wildland firefighting, first aid, nursing, paramedical experience, teaching or instruction experience)
- NFPA 472 Hazardous Materials technician (Pro-board or IFSAC Accreditation)
- NFPA 1002 Fire Department Vehicle Driver/Operator or equivalent training for the Fire Apparatus Driver/Operator
- Ice Rescue Operations Level
- Swift Water Rescue Operations Level
- Incident Command System 100 and ICS 200
- (SPP-WFF 1 Wildland Fire Fighter Level 1)
- (SPP-115 Structure Protection)
- Successful completion of a post-secondary education program (academic, technical or trades)
- Volunteer experience in the emergency services field (firefighting, coast guard, search and rescue)
- Demonstrated community involvement
- Demonstrated commitment to a lifestyle of fitness

## **II. Written Exam**

A timed general knowledge examination will be scheduled and arranged by the Cranbrook Fire Department. Candidates will be given (1) opportunity to write the exam. The exam will be marked and scored on a percentage basis. A score of less than 75% will result in the candidate not being able to advance to the Fire Fighter Skills Assessment test.

## **III. Skills Assessment**

This component of the selection process is on your knowledge of basic fire fighting drills based upon:

- Completion of drill
- Safety
- Timeliness
- Ability to take direction
- Flow/progression of activity

## **IV. Resume Evaluation**

The candidates resume will be based upon required qualifications, education/trades tickets, relevant work experience, fire specific certifications and the overall impression of the resume.

Candidates are required to provide (3) work related supervisor references (at least (1) from current/most recent employer). Candidates background including personal, work and criminal history will also be evaluated.

## **V. Interview**

A panel interview will be held with the top qualifying candidates. The panel will consist of the Fire Chief and/or Deputy Chief, a Representative of the Union and a Human Resources Representative with the City of Cranbrook.

The interview will include behavioral based questions that focus on things you have done in the past to achieve an outcome. An example question would be; "Describe a time when you were part of a team that was having difficulty achieving its intended purpose and describe what you did to help the group get back on track." What we are looking for in these types of questions are answers that demonstrate the following:

- Leadership
- Interpersonal skills
- Teamwork
- Initiative
- Communication Skills
- Adaptability

When attending the interview you should:

- Dress appropriately:
  - You are applying for a career position that you have worked very hard to prepare for. Your attire should reflect the importance of the interview.
  - Abiding by the Department's grooming guidelines is recommended.
- Bring all of your supporting documentation to the interview including all certifications and references.
  - You should have enough copies for each member of the interview panel.
  - Panel packages should be professional, well organized, stapled and not in a binder or folder.
- Plan to arrive early and make allowances for the unexpected.

At the time of the interview, candidates must provide the following documentation:

- a) Driver's abstract within the last 30 days, with no more than 6 points within the last three years.
- b) Driver's license.
- c) Police Information Check with the Vulnerable Sector Check completed by your local police detachment within the last 30 days.
- d) Proof of education (certificates or transcripts).
- e) Proof of training certifications (NFPA, CPR, EMR, EMT-A, EMT-P, etc).