

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

### **1. Resume Evaluation**

The candidates resume will be based upon required qualifications, desired 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 the most recent employer). Candidates background including a criminal record check and drivers history will also be evaluated.

#### **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)
- Valid BC Provincial EMR License or BC PCP or equivalent
- Valid BC Class 3 Driver's License with Air Endorsement or equivalent
- Legal entitlement to work in Canada (Must be a Canadian Citizen or Permanent Resident)
- Ability to successfully pass a police information check
- Ability to successfully pass a City medical performed by physician

#### **Desired Qualifications** (Preference will be given to Candidates who have the following 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)
- NPFA 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

## 2. 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.

## 3. Skills Assessment

This component of the selection process is on knowledge of basic fire fighting drills based upon, but not limited to:

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

## 4. Interview

A panel interview will be held with the shortlisted 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 (preferably using the STAR method: describing the Situation, the Task you needed to complete, the Actions you took, and the Result):

- 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 (if you did not already provide them at the time of your application), including:
  - Driver's abstract within the last 30 days, with no more than 6 points within the last three years. b) Driver's license.
  - Proof of education (certificates or transcripts).
  - Proof of training certifications (NFPA, CPR, EMR, EMT-A, EMT-P, etc)
- Plan to arrive early and make allowances for the unexpected.