



Town of Olds Fire Department Recruitment Package



Town of Olds

The Town of Olds Fire Department is accepting applications from individuals for “paid on call” firefighters, who are over 18 years of age, in healthy physical and mental condition, live in or within 10 minutes of the Town of Olds and are willing to be part of an organization that serves a specialized need for the community.

STAGE 1: APPLICATION

The attached application form is to be filled out and returned along with the following required information:

- Current copy of your driver’s abstract (minimum of a valid class 5 driver’s license)
- Criminal Record Background Check and Vulnerable Sector completed by RCMP
(Please inform the clerk that this is for the Fire Department application and there will be no charge)

Applications must be submitted to the **Town of Olds Administration Building** located at **4512 46th Street** by 4:00pm on Friday, November 2, 2018. *Late or incomplete submissions will not be accepted*

STAGE 2: INTERVIEW/REFERENCES

The applicant will be contacted to schedule a date for an interview with the recruitment committee.

The recruitment committee reserves the option to consult the applicant’s references as well as any fire department referenced as previous experience

STAGE 3: JOB RELATED PHYSICAL TESTING

The successful applicant will be notified regarding the date for the physical demand testing. The applicant will also need the following:

- Signed waiver prior to the physical testing
- Medical clearance form completed by a physician prior to physical testing

STAGE 4: PROBATIONARY FIREFIGHTER TRAINING PROGRAM

The successful applicants must pass the Olds Fire Department probationary firefighter training program which includes classroom and practical component which will take place on evenings and weekends.

At the end of the program, the candidate may be required to successfully pass a written exam. Each firefighter candidate will then be placed on probation prior to taking on an active firefighter role.

Please note: Only those individuals who are successful in the application process will be contacted to participate further in the recruitment process. Selection of individuals, if any, is the sole discretion of the Town of Olds Fire Department.



Town of Olds Fire Department



Applicant Information

Full Name: _____
Last *First*

Address: _____
Street Address *Apartment/Unit #*

City *Province* *Postal Code*

Phone: _____ Email _____

Do you currently work shift work? YES NO

If yes, explain your rotation: _____

Will your employer allow you to attend Emergency Calls during working hours? YES NO ONLY WHEN NECESSARY

If yes, a signed and dated letter of approval must be submitted with application

Do you have a valid driver's license? YES NO

If yes, list class and endorsements: _____

Do you have a 24-hour access to a vehicle? YES NO

Current Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Position: _____

Education

Institution: _____ Did you graduate? YES NO Specialization: _____

DEGREE DIPLOMA CERTIFICATE LICENSE

Institution: _____ Did you graduate? YES NO Specialization: _____

DEGREE DIPLOMA CERTIFICATE LICENSE

References

List two personal references to correspond to your job performance. Please notify them that we will be contacting them.

Full Name: _____ Relationship: _____

Address: _____ Phone: _____

Full Name: _____ Relationship: _____

Address: _____ Phone: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Responsibilities: _____

From: _____ To: _____ May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Responsibilities: _____

From: _____ To: _____ May we contact your previous supervisor for a reference? YES NO

Previous Firefighting Experience

Department: _____ From: _____ To: _____

Reason for leaving: _____

Please list any firefighting related courses or valid certificated (ie. Standard First Aid, CPR):

Firefighter Job Description

Job Summary

Performs duties, both in emergency and non-emergency situations, related to fire protection, emergency medical services, hazardous materials response, rescue and emergency management delivery. Serves as a public member of trust and community service.

Job Scope

No supervisory or budgetary responsibilities.

Essential Duties and Responsibilities

1. Responds to fire incidents and conducts tasks including interior attack, ventilation, salvage, overhaul, or fire ground operations as required.
2. Responds to emergency medical incidents and serves as a medical team member as required.
3. Participates in emergency rescue operations and supports specialized teams including incidents involving; water, vehicles, machinery, collapse, trench rescue, elevated or high angles.
4. Drives and operates emergency vehicles including pumpers and aerial devices safely and efficiently.
5. Assists in performing routine maintenance of all fire apparatus and tools of the department including non-powered tools.
6. Performs routine facility maintenance including the equipment associated with the building.
7. Participates in fire prevention and education programs in the community and at the station.
8. Responds to hazardous materials incidents and supports specialized teams in mitigation activities.
9. Participates in emergency management functions as field level personnel.
10. Participates in training and development programming to enhance knowledge and performance.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications

1. No previous experience required
2. Valid Alberta Driver's license
3. Clean criminal record check

Necessary Knowledge, Skills, and Abilities

1. Skills in firefighting, rescue techniques, hazardous materials awareness, emergency medical aide, and emergency management functions. Skills in performing search and rescue, forcible entry, ventilation, salvage, overhaul, and fire suppression at emergency incidents. Skills in providing support functions in all aspects of emergency service delivery areas.
2. Knowledge of fire behavior, building construction, hazardous material identification, emergency medical aide, town and department policies, standard operating procedures/guidelines, rescue principles, disaster services plans and department code of ethics.
3. Ability to act as an effective team member at all emergency and non-emergency incidents. Ability to communicate and effectively deal with team members, the public and school age children. Ability to perform effectively under stressful situations and adverse conditions and exercise sound judgement.

Principal Working Relationships

1. Fire Chief/Chief Officers
2. Captains/Lieutenants
3. Administrative staff
4. Other public Safety Organization members
5. Town Staff/ Elected Officials
6. Customers

Tools and Special Equipment

Fire apparatus including aerial ladder device, pumpers, wildland units, tankers, response vehicles. Fire/Rescue tools such as gas-powered tools and equipment such as saws, hydraulics, generators, hand tools, and electrical equipment. Medical equipment such as defibrillators, oxygen devices and aide supplies.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands for this job may include frequent; climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, feeling, talking, and hearing. The ability to lift, carry, push and or pull heavy items greater than 50 lbs. Specific vision abilities required by this job include near and far sight acuity, depth perception, color vision, field of vision, peripheral vision, and the ability to adjust focus. Flexibility is important because of the need to enter and exit vehicles quickly, inspect and react to surroundings, climb over/under obstacles, and react quickly to danger. Mental alertness is important because of the need to make fine distinctions and decisions concerning subtle cues to impending danger. Physical and mental demands may change dramatically within a few seconds and tax the maximum of human endurance. Therefore, the employee must maintain a physical and mental state of fitness and readiness that will enable them to handle recurrent contacts and exposure to dangerous and stressful situations. While performing the duties of this job, the employee is required to maintain the ability to walk up or down stairs while carrying tools or equipment while wearing full firefighting personal protective equipment including SCBA while being exposed to extremes in temperature, low light, high noise levels, surrounded by moving/mechanical equipment operation hazards and while exposed to toxic atmospheres such as smoke, dust, chemicals and or extreme weather.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. While performing the duties of this job, the employee will be subjected to electrical hazards, fire hazards and unsafe conditions that include; smoke, chemicals, extremes in temperature/humidity, natural or manmade disasters, high noise and or light, working in or around traffic and machinery, biological exposure and to stress and lack of sleep and or rest or nutrition. Although steps are taken to protect employees from these and any other factor, firefighting is inherently dangerous and places stress upon the individuals doing the job.

Performance Expectations

Employees are expected to perform at a high level while active with the organization. Employees are expected to maintain call attendance, training, and other activity levels as outlined in the attendance policy. Ethical behavior, public interactions, and team interactions are all required elements of the code of ethics policy and will be adhered to at all times.

Conduct of Members

Purpose

To have in place a conduct of members which identifies in a clear manner, the acceptable conduct of fire department members.

Scope

All Town of Olds Fire Department Members

Policy

Public confidence in, and regard for, the Fire Service is in direct relation to the conduct of the individual members of the Department whether they are on or off duty.

1. Members shall promptly perform such duties as their Officers prescribe.
2. Members, when addressing Officer's at a Fire Scene, or when in the presence of Non Fire Department members, shall use the Officers' proper title.
3. On all occasions, members are strictly required to maintain a courteous demeanor, not only amongst themselves, but also toward the public at large.
4. Officers shall be dignified with their subordinates at a fire or when training, and refrain from violent, abusive, or immoderate language in giving orders or directions.
5. Members shall not discuss the cause of, and or, pertinent facts relative to any fire with any person who is not a member of the department.
6. In the interest of safety of all members, when wearing breathing apparatus and in promotion of a favorable public image of the Fire Department as a uniformed service, the following standard shall apply:
 - a) Hair should be neatly groomed and must ensure it is kept from the face or from interfering with personal protective equipment.
 - b) Sideburns shall be neatly groomed.
 - c) Moustaches shall be neatly groomed.
 - d) For the donning of breathing apparatus, the balance of the face shall be clean shaven in such a manner to facilitate a complete seal of a SCBA mask. No provision shall be given for a "seal" with facial hair.
7. No member of the public shall be allowed to ride on/in an apparatus or to handle equipment unless authorized by an Officer.

General Conduct

1. In matters of general conduct, members shall be governed by the ordinary and reasonable rules of behavior observed by law abiding and self-respecting citizens and shall commit no act to bring discredit upon the Fire Department or its members.
2. No information relative to the business affairs of the Fire Department shall be furnished to persons not connected therewith, except as authorized by the Fire Chief.

Discipline

1. The efficiency of the Department is in direct relation to the level of discipline maintained within the Department.
2. It is therefore the responsibility of every Officer, and of all other members, to see that discipline is maintained within the Department at all times.

OFFENCES:

Misconduct

1. Conduct which brings the Fire Department into public disrepute as decided by the Fire Chief or Chief Officer.
2. Conviction of a crime which results in a loss of trust of as member of the Fire Department.
3. Criminal negligence.
4. Knowingly make a false accusation, or fabrication of the truth, against or concerning another member, or against the Fire Department.
5. Quarrelling or fighting with another member when in uniform, or on duty, or aiding and abetting a quarrel or fight.

Insubordination

1. Willful disobedience of an order from an Officer.
2. Although not directly disobeying, acting in a manner inconsistent with the effective carrying out of an order from a superior officer.
3. Threatening or abusive language or action towards any Officer.

Failure to Perform to Department Standards

1. Willful disregard to policies enumerated in Rules and Regulations, General Orders, Notices of the Fire Department, or failure to apply procedures consistent with all other Fire Department Policies.

Theft

1. Committing a theft whether on duty or not, at the scene of a fire or other emergency, or in the fire station, or on Fire Department property. Such action shall subject the member to dismissal from the department.

OTHER OFFENCES:

1. Aiding, abetting or inducing another member by action, or lack of action, in committing an offence.
2. Contravention in any manner of any Rules, Regulations, General Orders, Notices or Policies currently in force within the Fire Department.

General

1. Any member who fails to comply with the Department Rules, Regulations, Orders of Policies, or commits an act of insubordination or any act or deed to bring discredit upon the Fire Department, or any of its members, is liable for disciplinary action by the Fire Chief.

2. All matters requiring disciplinary action shall be dealt with by the Chief or Chief Officer. The Chief has full authority to administer disciplinary action when deemed necessary.
3. The Chief or Chief Officer may establish a disciplinary committee which shall include a Deputy Chief and any other person or persons he deems necessary to consider the matter, carry out any necessary investigation and to decide upon the action to be taken.
4. The Chief or Chief Officer shall enforce the disciplinary action decided upon.
5. The Chief or Chief Officer will submit a full report to the Chief Administrative Officer of the Town of Olds on the nature of the incident and the disciplinary action taken.

Forms of Disciplinary Action:

- a) Reprimand – Oral or Written
- b) Assignment of extra work or duties
- c) Suspension
- d) Demotion
- e) Dismissal

Any member who has been disciplined and feels aggrieved by such action may appeal the decision (within 15 days of receiving the decision) in writing to the Chief Administrative Officer of the Town of Olds. Beyond these actions, the Town of Olds Personnel Policy will be in effect.

Disclaimer and Signature

I, the applicant, so hereby state that all of the above information is correct, and I realize that deliberately falsifying any information will result in immediate cancellation of my application or dismissal from the Town of Olds Fire Department.

I, the applicant acknowledge that I have read, understand, and agree to the duties and responsibilities that are outlined above in the Job Description and the Conduct of Members.

Signature: _____ Date: _____