

# Lloydminster Firefighter Recruitment Manual



## Employment Opportunity- Firefighter

The City of Lloydminster Fire Department consists of full-time and paid on call fire fighters.

The Fire Department is responsible for responding to emergency and non-emergency events along with interacting with and educating the community with fire safety initiatives.

The Firefighter position will be scheduled monthly as per Fire Department operational needs, along with a requirement to attend regularly scheduled training and specialized courses ~~as scheduled~~.

The Lloydminster Fire Department in the composite staffing model provides coverage 24 hours a day in a shift rotation environment from 2 fire stations.

The Fire Department will provide NFPA 1001, and Medical First Responder and all required training to those selected for firefighter positions.

**If the applicant does not have all the pre-determined qualifications, we still encourage those interested in the Lloydminster fire service to apply.**

If you have further questions about the role of a fire fighter or the Lloydminster Fire Department, please email all inquiries to [hr@lloydminster.ca](mailto:hr@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.
- Successful completion of physical assessment

## 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

## Working Conditions

This position works seven (7) days per week on a scheduled 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 | Job Related Physical Capacity Assessment                                                                                                                                                          |
| Stage 5 | Reference Checks                                                                                                                                                                                  |
| Stage 6 | Offer of Employment, Conditional on: <ul style="list-style-type: none"><li>▪ Drivers Abstract,</li><li>▪ Criminal Record Check with Vulnerable Sector</li><li>▪ Proof of Qualifications</li></ul> |
| Stage 8 | Orientation                                                                                                                                                                                       |



## Position Advertisement and Application

The City of Lloydminster's hiring process for firefighters takes place as needed based on operational requirements.

Applicants must follow the City of Lloydminster hiring process, this includes submitting a cover letter, resume, and any other required documentation for the current active job posting through the City of Lloydminster website.

Walk-in applications to the Fire Stations will not be accepted.

If the applicant does not have all the pre-determined qualifications, we still encourage those interested in the Lloydminster fire service to apply.

The Fire Department will provide as required NFPA 1001 certification, 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 fire 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 Department and Human Resources. 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.

## 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.

Refer to Job Related Physical Capacity Assessment Program.

## Reference Checks

Selected applicants are required to provide two (2) supervisory work-related references.

Reference checks will be completed by the Human Resources team.

## Drivers Abstract

Applicants are to provide a recent copy (within one month) of their driver's 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 Human Resources.

The City of Lloydminster will cover the cost for this check.

## Orientation

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

The Firefighter will be placed on probation and progress into the Fire Department's training and onboarding development program based on qualifications and certifications.

