

## **FIREFIGHTER RECRUITMENT**

*Thank you for taking time to look over this recruiting information. Drayton Valley/Brazeau County Fire Service strives to hire the most suitable firefighters. We are looking for highly talented and dedicated individuals who will carry forward a strong tradition. By the very nature of this job, firefighters impact citizens during their most trying and vulnerable moments. The public trusts that fire fighters have at their core are honor, character and high moral standards.*

*The Drayton Valley / Brazeau County Fire Services has a responsibility to the citizens residing within the Town of Drayton Valley, the Village of Breton, and Brazeau County. We will seek to hire those individuals who pursue excellence and those who are committed to lifelong learning.*

### **Carefully Read The Following:**

Due to the number of applications received and reviewed for the position of Firefighter (part-time/paid on-call), the following application rules **MUST** apply:

1. Drayton Valley/Brazeau County Fire Services will **ONLY** accept its formal application form – not resumes.
2. Once obtained, please remove the staple from this application.
3. Behind each page of this application, place only the documentation requested on that page. **DO NOT** attach any documentation **NOT** requested on this application form. Other documentation may be requested at the interview stage.
4. After filling out each page and attaching the requested documentation behind each page, attach all pages together securely and in the proper order with a staple or gator/bulldog clip.
5. Failure to follow these instructions or adding materials not requested may result in your application being rejected.

## **IMPORTANT NOTICE:**

- ❖ Completed application packages with all required proof of documentation/transcripts/certifications must be submitted and received by the DVBC Fire Services Recruitment Officer by no later than:
  - 16:00h (4pm) on the third (3<sup>rd</sup>) Friday of November for the **Winter** Recruit Candidate Class, and;
  - 16:00h (4pm) on the third (3<sup>rd</sup>) Friday of May for the **Summer** Recruit Candidate Class.
- ❖ Short listed candidates will be invited by both email and telephone to proceed to the next recruitment stage. It is vital that all applicants include their email address on the application form.
- ❖ Estimated recruit candidate employment start date is:
  - Winter Recruit Candidate Class: First (1<sup>st</sup>) Wednesday of December.
  - Summer Recruit Candidate Class: First (1<sup>st</sup>) Wednesday of June.

## **FIRE FIGHTER – POSITIONAL ANALYSIS**

Fire-fighting is a very high risk occupation. The working environment during emergencies can be hostile and unpredictable at times. The workplace for emergency operations is totally variable, depending upon the nature of the emergency. The work is often strenuous and stressful. It is also very rewarding!

Duties include, but are not limited to:

- 1) Protecting life and property,
- 2) Controlling and extinguishing different types of fires;
- 3) Positioning and climbing ladders;
- 4) Assisting EMS with patient care to those injured by emergency events (i.e.: fire; motor vehicle collisions; etc.);
- 5) Operating and maintaining specialized fire apparatus;
- 6) Operating and maintaining a variety of hydraulic, pneumatic and power tools;
- 7) Participating in weekly training sessions, maintaining at least 60% attendance;
- 8) Participating in fire prevention activities and public events;
- 9) Participating in courses deemed necessary by the employer as required, and;
- 10) Other duties as required by the Fire Chief or their designate.

## MINIMUM QUALIFICATIONS

### Personal Requirements

- 1) Be 18 years of age or older,
- 2) Eligible for employment in Canada
- 3) A valid Class 5 Alberta Operators Licence

### Personal Suitability

- 1) Self motivated, team player;
- 2) Ability to work under stressful conditions; extreme temperatures and extended periods of time;
- 3) High standard of ethics and morals;
- 4) A lifestyle which aligns itself with fire department values of respect, pride; professionalism and teamwork;
- 5) Ability to understand and follow orders, both simple and complex;
- 6) A lifestyle which maintains a level of professionalism on and off duty.
- 7) A healthy and active lifestyle conducive to the physical aspects of fire fighting operations.

### Mandatory Requirements

Upon completion of a personal interview and prior to active duty with the Drayton Valley / Brazeau County Fire Departments, the applicant, shall at their own expense submit original copies of the following documents:

- 1) A Criminal Records Check – RCMP (Drayton Valley / Breton) - current to 90 days. \*\*\*
- 2) An Alberta Drivers Abstract - current to 90 days. \*\*\*
  - Both documents must be current within 3 months of hiring.

The applicant must also provide documented proof of vaccination for:

- 1) Mumps, Measles and Rubella\*\*\*
- 2) Tetanus, Diphtheria\*\*\*
- 3) Hepatitis B\*\*\*

\*\*\*The Regional Fire Department will reimburse you upon acceptance to the Fire Department for the costs associated with this provided that you submit a receipt for costs incurred to receive or update your vaccinations.



**PAST FIRE DEPARTMENT EXPERIENCE\*\***

FROM (mm/yr)	TO (mm/yr)	POSITION HELD	DEPARTMENT NAME	CONTACT NAME

**EMPLOYMENT HISTORY\*\***

FROM (MM/Yr)	TO (MM/YR)	POSITION HELD	CONTACT NAME	CONTACT Number

**REFERENCES; THREE PEOPLE TO WHOM YOU ARE NOT RELATED**

NAME	PHONE	BUSINES & POSTION	YEARS ACQUAINTED

**\*\* Character reference only. See .FO.I.P. declaration below.**

I, \_\_\_\_\_ hereby give my permission to the Drayton Valley/Brazeau County Fire Services' management to contact present and former employers as well as former Fire Department managers. The purpose for such contact is to establish a character reference with respects to the applicants work ethic and general attitude. All other information is subject to the Freedom of Information Protection Act.

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

\_\_\_\_\_  
Date