



Orillia Fire Department

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Recruitment Guide: Fire Fighter (Full-time)

General

Why Orillia?

Known as the "Sunshine City," Orillia is a vibrant municipality with a rich history. Located on the shores of Lake Simcoe and Lake Couchiching, Orillia offers both the charm of small town living and the amenities of urban life.

A Fire Fighter is responsible for combating, extinguishing, and preventing fires, as well as saving lives and protecting property. This role involves rapidly and efficiently performing various duties to mitigate emergency incidents, which frequently involve considerable hazards.

Selection Process

The City of Orillia uses a process that promotes fairness and equity among candidates while ensuring we hire candidates that are best suited for the position and our organization. Please read this entire section to gain a better understanding of the process. Please note that movement from one step to the next will depend on the applicant's performance at each step of the process.

Costs associated with obtaining qualifications, certifications and mandatory requirements are the responsibility of the candidate.

The procedure for selecting Fire Fighters consists of the following steps.

- Step 1 – Applicant Pre-Register with Fire Fighter Services of Ontario
- Step 2 – Applicant Assessment at Fire Fighter Services of Ontario
- Step 3 - Application Form / Qualifications
- Step 4 – Interview Process
- Step 5 – Background Screening
- Step 6 – Job Offer
- Step 7 – Onboarding/Start Date

A pool of eligible candidates will be created for vacancies that may arise in the next 24 months.

Step 1 – Pre-Registration

Applicants must pre-register to complete the seven (7) testing components with Fire Fighter Services of Ontario by 4:00p.m. EST on September 6, 2024. These assessment scores will be valid for up to six (6) months.

To pre-register for the required assessments please go to <https://register.fireontario.com/>. Please register for all seven components listed in step 2.

Already completed FSO testing?

Candidates who successfully completed the core four (4) tests in one day (Clinical, CPAT, Tread Water, Aptitude), on or after September 21, 2023, you would be required to complete:

1. Clinical Assessment (if expired, valid for 6 months)
2. Medical, Acrophobia, and Emotional Stability and Resiliency Assessment (if expired, valid for 1 year)

Please email info@fireontario.com to confirm eligibility, testing requirements and application submission.

Step 2 – Applicant Assessment

To be considered in the application process, candidates must complete all seven (7) pre-employment screening assessments with Fire Fighter Services of Ontario:

- Clinical Evaluation
- CPS Aptitude Examination
- Candidate Physical Ability Test (CPAT)
- Tread Water Test
- Medical Assessment (Vision and Hearing Screening)
- Acrophobia Test
- Emotional Stability and Resiliency Assessment ****Different deadline****

The core four (4) must be successfully completed on the same day (Clinical, CPAT, Tread Water Test and CPS Aptitude Examination). Inquiries regarding candidate eligibility can be directed to Fire Fighter Services of Ontario (info@fireontario.com). The costs associated with this testing will be the responsibility of the applicant.

For further information about what is required from each test, visit Fire Fighter Services of Ontario (www.fireontario.com).

Emotional Stability and Resiliency assessment Deadline: 4:00PM EST on September 13, 2024.

Testing Deadline (remainder of the tests): September 21, 2024

Step 3 – Application Form / Qualifications

Candidates are required to submit their cover letter, resume and proof of mandatory/preferred qualifications outlined below to Fire Fighter Services of Ontario. Fire Fighter Services of Ontario will forward all provided documents and test results to the City of Orillia.

Bring hard copies of the documents along with the application checklist to your test date.

Already completed FSO testing?

Candidates who have completed testing should submit their documents directly to Fire Fighter Services of Ontario along with the application processing fee, no later than 11:59 p.m. EST on September 21, 2024. Please email info@fireontario.com for details on application submission.

Mandatory & Preferred Qualifications

In order to be considered for this position with the City of Orillia, you must meet the following mandatory qualifications:

- High school diploma or equivalent.
- A valid Standard First Aid and a CPR Level “C” certificate (minimum).
- NFPA-1001 Fire Fighter I & II certification (Including NFPA 1072).
- Must have a clean driver’s abstract; a valid Ontario Class “DZ” Drivers Licence, and access to vehicle for conducting corporate business.
- Successful completion of all seven components of the Fire Services of Ontario (FSO) testing.
- Must be available to work a variety of scheduled shifts including weekends, days, evenings and statutory/other holidays, including the ability to respond to periodic unscheduled emergency call outs after regular working hours.
- The successful candidate must be able to pass a security clearance including a criminal reference check as well as vulnerable screening.

This section encompasses the education and skills that most closely reflect the Fire Fighters’ responsibilities, the preferred qualifications are:

- Fire Fighting experience (career or volunteer).
- Registered nurse or paramedic.
- Valid trade certificate.
- Pre-service Firefighting Education and Training diploma
- Community College Diploma in Fire Protection Technology
- Fire Prevention/Inspection
- Public Educator

Step 4 – Job Interview

The interview panel will consist of Orillia Fire Department team members and members of the City's Human Resources Team. The questions are situational and behavioural based and will probe your professional experiences in areas related to past experiences, the core competencies of a Fire Fighter, and our core values.

If you are selected for an interview, you will be notified via email to book your timeslot. Interviews will be scheduled in October.

Step 5 – Background Screening

Short-listed candidate(s) will be required to undergo a complete background screening process consisting of:

- Education verification
- Drivers abstract check
- Criminal record check
- Social media check
- Reference checks
- Vulnerable sector screening (at candidate's own cost)
- Medical screening/examination (based on City provided form and at candidate's own cost.)

Step 6 – Job Offer

Upon review of the completed background screening and medical screening/examination, the top candidate will receive an offer of employment.

The City reserves the right to terminate a candidate's participation in the recruitment process should any of the information in the background screening and/or medical screening/examination not meet the City's standards.

Step 7 – Start Date/Onboarding

There is a twelve-month probationary period in which extensive in-service training will occur. New recruits not meeting performance expectations during this training period may be terminated.

Additional Information/ FAQ

Please ensure you read the information in this guide closely before reaching out with additional questions to the Director of Human Resources or 705-323-0220. Due to the

high volume of applications received for this position, please refrain from calling to inquire about the status of your application.

The City of Orillia is committed to diversity and inclusion in our workplaces. We are passionate about attracting and retaining individuals who represent the diversity in our own community and beyond, as we work together to best serve our residents. We inspire one another in an inclusive environment where all individuals belong and are valued, respected and uplifted.

Accommodations for persons with disabilities will be provided, on request, to support candidate participation in all aspects of the recruitment process. To request accommodation, please contact the Director of Human Resources.