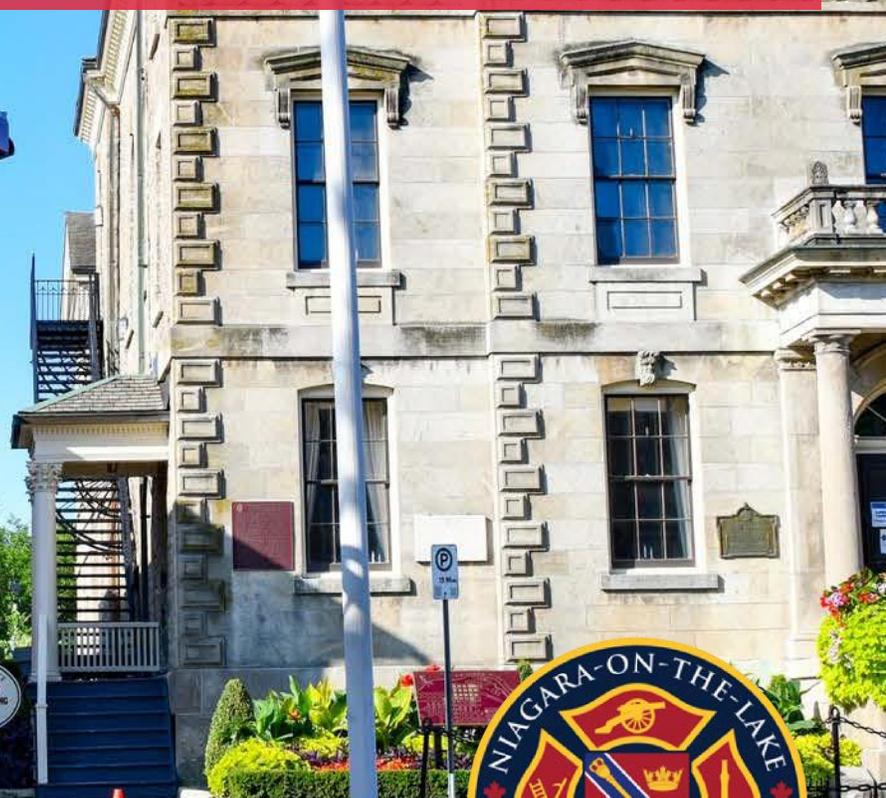


Volunteer Firefighter Application Guide

NIAGARA-ON-THE-LAKE
FIRE & EMERGENCY SERVICES



COMMITMENT  TEAMWORK  COMMUNITY



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About This Guide

This volunteer recruitment guide outlines the knowledge, skills, and qualifications required to be a firefighter with Niagara-on-the-Lake Fire & Emergency Services.

The information contained in this guide is intended to assist potential candidates in preparing for the hiring process. All efforts will be made to communicate updates through the Town of Niagara-on-the-Lake website and social media.

Join Our Team

Niagara-on-the-Lake Fire & Emergency Services is committed to protecting the lives and property of our citizens and visitors within our Municipality. With a dedication to prevention, education, and emergency response, it is Niagara-on-the-Lake Fire & Emergency Services' mission to be high-performing, progressive, and visionary in the provision of emergency services within our community.

If you enjoy serving the public, live within seven minutes of one of our five fire stations, are willing to dedicate the time required to complete the recruitment training program, attend regular weekly and mandatory training sessions, and respond to emergencies, this could be your opportunity to make a difference in your community.



Your Fire Service

The Niagara-on-the-Lake Fire & Emergency Services' mission is to protect lives and property through prevention, education, and response. It is our vision to be high-performing, progressive, and visionary in the provision of emergency services within our community. Members of this organization value commitment, teamwork, and community in all facets of their operations.

Our emergency response is comprised entirely of volunteer firefighters. What this means is that no career firefighters are staffing the stations at any time. When a call for emergency assistance occurs, firefighters are called, via pager, to respond to their assigned stations from their homes, jobs, or elsewhere, where they put their gear on and attend to the emergency in a fire apparatus.

As described by the National Volunteer Firefighter Council "Volunteer firefighters are summoned to a wide array of emergencies across the country every day including fires, emergency medical incidents, terrorist events, natural disasters, hazardous materials incidents, water rescue emergencies, and other general public service calls. The public relies on the volunteer emergency services to be their first line of defence in these emergencies. Volunteers spend an enormous amount of time training to prepare for these emergencies."

Niagara-on-the-Lake Fire & Emergency Services operates 16 Apparatus out of five fire stations located in Old Town, St. Davids, Virgil, Queenston and Glendale.



COMMITMENT 🍁 **TEAMWORK** 🍁 **COMMUNITY**

Mission Statement

To protect lives and property through prevention, education, and response

Vision Statement

To be high-performing, progressive, and visionary in the provision of emergency services within our community

Role of a Firefighter

There's more to the job of a firefighter than extinguishing fires. Firefighters respond to a wide range of emergency situations where they protect people, property, and the environment. These emergencies can involve minimizing distress and suffering and frequently include numerous hazards.

Firefighters are responsible for performing fire suppression, rescue, first aid and the required ancillary work as primary duties. Firefighters may assist with fire prevention, public education, training, and other departmental programs.



Volunteer Associations

Outside of emergency response, all five fire stations have formed individual associations comprised of current and past members who spend countless hours raising funds and volunteering their time within the community. The funds raised through the various fundraisers are then donated to community groups, used as sponsorships for local sports teams, or used to purchase supplies for other community groups in support of their initiatives.



Competencies

- **Commitment** - Feels responsible for the goals, mission, and vision of the department and is dedicated to upholding and achieving them. Committed to the organization and others.
- **Teamwork** - Highly skilled in building trust, solidarity and collaboration. Values trust and respect for each other and are loyal to fellow firefighters and the community.
- **Community** - Share common attitudes, interests and goals. The needs of the community are at the forefront of what we do.
- **Attention to Detail** - Attends to details and pursues quality in the accomplishment of tasks, regardless of the volume of duties encountered.
- **Customer Focus** - Provides superior service to internal and external customers.
- **Problem Solving** - Able to break down a situation into smaller pieces to identify key issues and figure out cause and effect relationships in order to solve them. Uses logic and analytical methods to come to realistic solutions.
- **Professionalism** - Demonstrates professional standards of conduct when governing interactions between individuals in a business environment.



Job Requirements

- Reside within 7 minutes of one (1) of our five (5) fire stations
- Minimum of a Grade Twelve (12) Diploma or equivalent
- Must be 18 years of age or older at the time of application
- Valid Ontario Class G driver's licence in good standing, with the ability to obtain a Class DZ licence
- Ability to exercise discretion and tact and to react calmly and quickly in emergency situations
- Effective oral communication and strong interpersonal skills to deal with members of the public and staff
- Free of any criminal convictions for which a pardon has not been granted
- Must be flexible and available to respond to emergencies with minimal notice. This includes on evenings, weekends, holidays etc.
- Knowledge of the Municipality and surrounding areas, including the types of buildings within the member's assigned response area
- A team player who works effectively with their fellow firefighters and other first responders, such as police and paramedics, maintaining a high standard of professionalism
- Must successfully complete the recruit training program
- Must have a good attitude and the ability to support and project core values compatible with the organization
- Completion of Ontario Fire College or National Fire Protection Association training is an asset
- Medical training is an asset
- First Aid/CPR certification is an asset
- Previous related experience and/or training is an asset





Job Responsibilities

Firefighters with Niagara-on-the-Lake Fire & Emergency Services are responsible for the following emergency, and non-emergency duties:

Emergency Duties:

- Immediately responds in a timely fashion and deals with fire, medical, rescue and other emergency and non-emergency related calls as required.
- Performs all emergency scene duties assigned, such as but not limited to firefighting, forcible entry, search and rescue, carrying hoses, climbing ladders, hooking hoses up to hydrants, breaking through walls and ceilings, protecting those in danger due to a fire, overhaul, rescues, emergency medical treatment and CPR, hazardous materials scene support, property conservation, environmental conservation, and secures emergency scene for the safety of the public and other Firefighters.
- Don a self-contained breathing apparatus in any atmosphere immediately dangerous to life and health
- Drives/operates any apparatus/vehicles in accordance with policy and Highway Traffic Act (HTA).
- Operates all Niagara-on-the-Lake Fire and Emergency Services equipment such as pumps, hoses, ladders, hands tools, mechanical tools, automobile extrication equipment, etc.
- After returning from an emergency scene, assists in cleaning, inspecting, and accounting for all equipment used and returns all equipment used to a state of readiness.

Non-Emergency Duties:

- Attend and complete all required training. Regularly scheduled training takes place on Monday evenings from 7:00-9:00 pm.
- Clean and maintain areas of the fire hall used by the members.
- Participates in preplanning to familiarize themselves with immediate response area and new or unusual buildings in the station's district, and with streets and roads under construction.
- Adhere to, support, promote and ensure personal adherence to all policies and procedures, regulations, and other related guidelines.
- Keep the District Chief and Officers apprised of all issues and concerns regarding the district.
- May assist with requested fire prevention inspections and other fire department programs as applicable.
- May assist Community Risk Reduction staff to educate the public on fire prevention.
- Ensure the highest standards of confidentiality and integrity at all times.
- Optimize and use initiative on an ongoing basis to execute efficient work practices through the use of planning, organizing and resources.
- Ensure work practices are in compliance with legislation.
- Work in a safe manner, promoting health and safety at all times and compliance with the Occupational Health & Safety Act.
- Other duties as assigned by Fire Chief, Deputy Fire Chiefs, District Chiefs and Company Officers.



The Process

Significant components of Niagara-on-the-Lake Fire & Emergency Services' recruitment process includes:

1. Application submission
2. Application review, selection and notification for individuals selected to enter the hiring process
3. Written Aptitude Test – In Person
4. Panel Interviews
5. Emotional Stability & Resiliency Assessment
6. Candidate Physical Ability Testing - <https://www.fireontario.com/services/occupational-assessment-cpat/>
7. Conditional Offer of Employment

Successful candidates then must complete extensive training and testing before becoming an active firefighter. To ensure their competency on the fireground, and to comply with Provincial Regulations, recruits are certified to the National Fire Protection Association Standard for Firefighter Level I & II and Hazardous Materials Operations Level I. This certification process is intended to ensure that recruits are trained to the highest standards and prepared to operate alongside their peers safely.





How to Apply

Before applying online, please make sure that you have reviewed and met the required minimum qualifications for the position.

- Go to <https://www.notl.com/apply-job> and click on the red "Apply Online" button.
- Complete all sections of the form as prompted.
- Attach any certifications to the form you feel would be of value. Relevant certifications would include, but are not limited to, certificates that relate to NFPA, first aid, CPR, vehicle mechanics, plumbing systems, building construction, heavy equipment operation, electrical systems, workplace safety training, radio/telephone communications, electronic systems, coaching or teaching.
- Attach a copy of your Cover Letter and Resume.
- Submit your application by clicking the "submit" button.

Your application will be held on file until the application process closes, at which time only those selected to enter into the hiring process will be contacted.

Should you have any further questions about the Niagara-on-the-Lake Fire & Emergency Services recruitment process, please contact the administrative staff by calling 905-468-3266 or at firedepartment@notl.com

Personal information is collected under the authority of the Municipal Freedom of Information and Privacy Act and will be used for candidate selection purposes only.