



Maple Ridge

Firefighter Applicant Guide



Maple Ridge



FIRE RESCUE

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GENERAL INFORMATION

This guide is intended to provide you with information about Maple Ridge Fire & Rescue Services as it pertains to recruiting. It will help to answer many questions you may have about our required and preferred qualifications, our application process and working as a Firefighter.

Please read all the information in this guide before applying. This will give you the opportunity to learn about becoming a Firefighter, to determine whether you have all the required qualifications and to consider whether you are suited for a career in Firefighting.

Recruitment numbers are based on the growth of the department and attrition of current members, thus hiring numbers can fluctuate year to year.

As described in more detail below, the overview of the process is:

- Application period
- Written Testing
- Endurance/Strength Assessment
- Skills Assessment
- Panel Interview
- Ride-A-Longs
- Fire Chief Interview
- Medicals

FIREFIGHTING AS A CAREER

Today's Firefighter is a skilled professional able to face every kind of emergency. We are looking for qualified candidates who are pursuing a demanding, exciting and rewarding career in firefighting to join our team.

We will provide training on preferred methods for various job tasks. Through this training and experience you will learn the latest developments in firefighting, rescue techniques, medical emergency procedures and public education. We also cover such subjects as the control of hazardous materials, communication systems and fire prevention legislation.

If you are interested in becoming a Firefighter with MRFD you need to possess the following competencies:

- Teamwork and respect
- Effective communication
- Good judgement
- Motivation
- Desire and ability to learn
- Conscientiousness and personal accountability
- Honesty and integrity
- Confidence and resilience
- Problem solving ability

Working as a Firefighter you will be exposed to prolonged hours of physical and mental exertion. You will experience sleep deprivation and may be awake for up to 24 hours at a time. You will be exposed to stressful situations that will be mentally, physically and emotionally challenging.

You will work in situations that have a risk of injury or death. You will be expected to maintain a professional level of conduct both on and off the job. Your actions and behaviour may be captured and put on media and/or social media by news teams and the public.

We have systems in place to support and help our members due to the numerous challenges we face in this profession. We come together to look out for and support each other on and off the job. Our Critical Incident Stress Management teams debrief and support our crews after difficult calls. Because we recognize that issues at work can affect families, the City of Maple Ridge also supports employees and their families through the Employee Family Assistance Program. You can be sure that our members are well supported.

REQUIRED QUALIFICATIONS

Applications will be screened to ensure the following qualifications have been met. If you do not meet **ALL** of these, please do not submit an application as it will be screened out:

- Successful completion of an approved Firefighter Training program resulting in a minimum of Firefighter Level 2 Certificate (NFPA1001) **OR** a **current member** of Maple Ridge Fire Departments paid-on-call program **OR completion** of at least one (1) full year in a career fire department. Certificates must have Pro-Board or IFSAC seal.
- High school Grade 12 graduation with transcript.
- Transcripts demonstrating successful completion of at least one (1) year of post-secondary education (i.e. 30 credits-academic/technical/trades) **OR** at least two years of accumulated work experience after high school (equivalent to full time hours), preferably in work related to the needs of the Fire Service (i.e. building construction, mechanical, driving trucks and/or large or emergency vehicles, first aid, nursing, paramedic, instructor/educator, full-time competitive athlete, etc.).
- Physically fit for the position of Firefighter and medically fit according to the standards set in NFPA 1582.

At the process's latter stage, you must pass an assessment with a certified medical physician showing medical fitness to perform the job of Firefighter. The assessment uses NFPA 1582: Standard on Comprehensive Occupational Medical Program for Fire Departments (referred to as "NFPA 1582"). It is the candidate's responsibility to review and understand these standards. An on-line version of the standard can be viewed on the National Fire Protection Association website, or you can purchase a complete copy from the National Fire Protection Association. Please consult your physician if you have any concerns about your ability to meet this standard. The cost of the medical is assumed by the city.

- Valid BC **Class 3** Driver's License or higher (Class 1 for example) **with air brake endorsement** for vehicles with more than two axles (Automatic transmission is accepted). Similar licenses from other Canadian Provinces or territories are acceptable on initial application only*. Contact ICBC for more information at 1-800-950-1498. * Applications without this qualification will be accepted only if you are able to obtain the qualification by the date of an official job offer.
- Current driver's abstract - personal driving record (dated no more than 30 days prior to the application closing date). This abstract should demonstrate responsible and safe driving behaviour. A current record with:

A Driver's License with no more than **six (6) demerits/points** in any one year, a total of no more than **nine (9) points** in the past five years, no suspensions under Section 215 of the Motor Vehicle Act, no convictions under Section 320.14 of the Criminal Code of Canada, and no present suspensions or charges pending

Ensure your abstract displays a status of NORMAL. If your abstract displays a status of HOLD, you may be required to provide details on the “hold” before advancing to further stages of recruitment.

- Successful completion of a **recognized** EMLAB BC First Responder (FR) or higher.
- Computer literate (i.e. proficiency in Microsoft Office and/or common software applications).
- Canadian Citizen or Permanent Resident of Canada.
- No criminal convictions related to the job of Firefighter. Please see RCMP in British Columbia - Obtain a Criminal Records Check (Police Information Check) (rcmp-grc.gc.ca).

PREFERRED QUALIFICATIONS

- Progress towards or completion of a post-secondary education program (i.e. academic, technical or trades training).
- Higher level first aid or first responder certification such as:
 - EMR
 - Primary Care Paramedic (PCP)
- Additional fire service-related certificates listed below:
 - Auto Extrication/Vehicle Rescue
 - Confined Space Rescue
 - Hazardous Materials
 - Technical Rope Rescue
 - Swift Water Rescue
 - Lifesaving Certificates (Bronze Cross, Bronze Medallion, NLS)
 - Pleasure Craft Operators Card (PCOC)
 - WSOO-WFF-1
 - Mental Health certification
- Demonstration of community service, other than duties assigned as a paid-on-call/volunteer firefighter (i.e. responding to calls, training etc.).

SUBMITTING AN APPLICATION

When submitting your application online, the application process comprises of various stages with instructions on each screen. Do not wait until the final day of the competition to apply should you encounter technical issues.

The online application does not allow you to apply and then edit your submission. Make sure you have everything you need to apply the first time.

Before you apply, you will need to have electronic copies of the following documents ready:

1. Resume

2. Cover Letter

3. All Supporting Documents (all supporting documents should be in .pdf file format and scanned into one document/electronic file)

- Consider your medical condition in accordance with NFPA1582. It is the candidate's responsibility to review and understand these standards.

The supporting documents should **INCLUDE ONLY** the following certificates in this **ORDER**:

- Certificate with Pro Board or IFSAC seal for your Firefighter 2 (NFPA1001). A temporary document from the fire school or academy confirming your completion is acceptable. You will be required to provide your certificate once you receive it.
- High School Transcript (not High School Diploma).
- Driver's Abstract – personal driving record confirming a minimum BC Driver's License, Class 3 with Air Brake Endorsement (See "Minimum Qualifications" on page 3 for Out of Province licenses) and issued no earlier than 30 days before the application closing date.
- Certificate(s) or Transcript(s) for any Post-Secondary Education (degree, diploma, trade, Red Seal, non-fire-related certificate programs). Documents must clearly show the credential(s) that you received and/or the number of credits that you received. **The attainment of a Trade Qualification must be clearly indicated**, ideally on an ITA transcript, or on a certificate of qualification.

If you have indicated partial completion of a registered trades apprenticeship, you must include your ITA BC Official Program Transcript showing the number of Reported Workplace Hours you have attained. If you are from outside of BC, we require an official transcript demonstrating the same from the training authority in your province.

- Certificate(s) for First Aid/First Responder/Medical courses: (For example: Occupational First Aid Level 1, Standard First Aid – Industry with CPR Level C, Emergency First Aid – Industry, OFA 3, FMR 3, EMR, EMR Bridging, PCP, ACP, EMR License, PCP License, nurse or doctor.)
- Certificates or Transcripts for **ONLY** the following Fire Specific courses in the following order. Even if you are not certain that your credentials are equivalent to these standards, please submit your certificates and we will assess them:

Auto Extrication/Vehicle Rescue (NFPA 1006/FS160/FS161)
Confined Space Rescue* (NFPA 1006)
Hazardous Materials** (NFPA 472) • Technical Rope Rescue* (NFPA 1006)
Swift Water Rescue* (NFPA 1006)
Lifesaving (Bronze Cross and/or Bronze Medallion and/or Instructor and/or National Lifeguard Service Award)

- **Operations and Technician level certifications are given equal consideration for Confined Space Rescue, Technical Rope Rescue, and Swift Water Rescue.**

**** The Technician level certification is regarded as a higher-level certificate for Hazardous Materials.**

SELECTION PROCESS

You will be contacted by e-mail if you are shortlisted to participate in the next stage. All testing throughout the recruitment process takes place in Maple Ridge and all applicants must attend in person.

Only candidates with the minimum required qualifications and whose applications are regarded as complete will be considered for advancement to the following stages:

Written Test

The written test is a series of multiple-choice questions. You may be tested on your ability to understand written information; perform basic math; understand mechanical principles, maps and diagrams; and your situational judgment. You will not be tested on firefighting specific knowledge.

Medical accommodation is available for the Written Test stage if you have a medical condition or disability (including a learning disability). Medical documentation will be required to evaluate such a request.

Endurance and strength assessment

The physical test is a series of exercises scored by individual stations to attain a complete physical fitness score. They will be performed on one day.

The physical activities are:

- Beep Test (20m shuttle run) for time – followed by two (2) minutes of rest.
- Strength test – All activities will be performed consecutively while wearing a 50lb weighted vest and be scored for time.

Activities involved are:

- 40 metre 165lb dummy drag
- Walk with two (2) 35lb kettle bells 40 metres, to stairs, and carry them up to the third floor.
- Raise a 45lb weight three Storeys and into a window by pulling a rope.
- Pick up two (2) 35lb kettlebells, walk down the stairs and return to the start line. Time stops when kettlebells are placed down.

A **two (2) minute** timed rest period will begin and skills testing will start immediately.

Skills Assessment

The Skills assessment will begin immediately following the 2-minute rest period. The Skills Assessment will consist of several stations with job-related tasks. The tasks will vary from previous years and be graded by an examiner. You will be marked on your ability to complete the tasks.

Panel Interview and Candidate Selection

Selected candidates will be notified to advance in the process to a panel interview.

This panel will consist of Fire Department recruiting and selection team members and representatives from Human Resources and IAFF Local 4449.

The interview will allow you the opportunity to expand on your resume, experience and educational background and allow you to answer behavioural questions.

Following the Panel Interview, candidates moving on in the process will be booked into a Ride-A-Long process to determine a good fit with the crews and the department.

Ride-A-long

Selected candidates will receive communication of expectations and requirements before your ride-a-long date is scheduled.

During the ride-a-long, you will act as an observer, and not participate in emergency calls. You will have to attend two dayshifts (09:00-16:00). You can expect to undertake training with the crews, help with all hall duties and gain exposure to the workflow and environment of a career department. This part of the process is also evaluated by various members of the training division and hiring committee.

Successful candidates will move on to the Fire Chief's interview stage of the process.

Fire Chief's Interview

Successful candidates will meet with the Fire Chief for an interview assessing motivation, character, and experience.

Following the Fire Chief's interview and any further testing, some candidates may be given a conditional offer of employment or be placed in an eligibility pool. The conditional offer is conditional on at least (but not limited to) the elements below:

- 1) Passing an assessment with a certified medical physician demonstrating medical fitness to perform the job of Firefighter. The assessment uses the National Fire Protection Association – Standard on Comprehensive Occupational Medical Program for Fire Departments (referred to as “NFPA 1582”). See page four for details.
- 2) Passing the Langara College Firefighter Fitness Testing is required.

[Langara. Departments: Department of Kinesiology: Firefighter Fitness Testing](#)

There are two (2) options to meet this requirement:

- **First Option** - Candidates will be scheduled by the department to complete the fitness testing.
- **Second Option** - Candidates can arrange to complete the fitness testing at their own time and at their own cost.

Test results are valid within one (1) year from application closing date of the job posting. Ensure that a valid certificate issued by the testing facility is available upon request. No other physical abilities test will be accepted.

- 3) Providing a Police Information Check with vulnerable sector clearance.
- 4) Submitting a new driver's abstract – personal driving record demonstrating safe and responsible driving behaviour as at the time of application.
- 5) Successful completion of work-related reference checks.

Candidates who are not selected for immediate employment may be placed on an eligibility pool for consideration for future employment opportunities.

FREQUENTLY ASKED QUESTIONS

What if any of my licenses expire while my application is in process?

All licenses MUST be kept current during our recruitment process. Submitting expired licenses may disqualify you. Should you advance through the recruitment stages, you will be requested to provide updated copies of your licenses.

Do I need to attach all my supporting documentation when I submit my online application?

Yes, all required documentation is required to be submitted by the closing date or your application will remain incomplete and not considered further.

What if I have completed and passed a First Responder Level III course (or higher) but will not receive my license in time to submit it on my application?

If you have passed your First Responders Level III Licensing or higher and you are waiting for your Medical License card to come in the mail in order to provide your license number and expiry date, in the interim, you must contact Emergency Medical Assistants Licensing Board (EMALB) and ask for a letter confirming these two items and submit it in your application.

Can I apply with a Learners Class III Driver's License or higher?

No. We will not accept any form of Learners Driver's License at the time of application.

If I have a college diploma or university degree do I still need to submit my high school transcript?

Yes. You are still required to submit your high school transcript.

What will cause my application to be screened out during the initial application process?

Each year we screen out numerous applications because of a lack of attention to detail on the candidate's part when submitting the application. It is important to read and follow all instructions provided to you. Common reasons for applications being screened out are:

- Applicant did not meet **ALL** the required qualifications (see pages 2-3)
- High school transcripts were not supplied (do not submit a high school diploma)
- Post-secondary transcripts proving 30 credits were not supplied
- ITA BC Official Program Transcript is not supplied demonstrating reported trade apprenticeship hours (or similar if applying outside of BC)
- Supporting documentation is missing
- Drivers abstract missing or not within the specified time (within 30 days prior to application closing)
- If you have indicated in your application that you have a First Aid license, you must include the license in addition to the certificate
- First aid license has expired

I was eliminated from last year's hiring process. Can I reapply?

The recruitment process is open to all applicants who meet the required qualifications.

PLEASE RETAIN THIS INFORMATION FOR REFERENCE DURING THE SELECTION PROCESS

If you have any questions that have not been answered in this guide, please email us at:

E-mail: recruitment@mapleridge.ca

Website: www.mapleridge.ca

We will make every effort to respond to e-mails as soon as possible. We thank you for your patience, especially during the application intake period as we receive a high volume of e-mails and questions. Please do not wait until the final date to apply. Should you encounter technical issues or have questions, you need to allow time to have any concerns addressed.

The information contained in this document is subject to change without notice.