



ST. CLAIR TOWNSHIP FIRE RECRUITMENT OPEN HOUSE



Two Positions



- Paid-on-Call Firefighter
 - fire suppression services, medical tiered response, fire prevention, and public education services to the community.
- Paid-by-Event Fire Safety Educator
 - deliver engaging fire safety education programs to schools, community groups, and other organizations.
 - not an emergency response position but a proactive opportunity to prevent incidents through education.

Commitment and Expectations

There are minimum attendance requirements for both positions.

The Paid-on-Call Firefighter:


- Minimum attendance requirements of 80% (includes weekly trainings and meetings)
- Annual Live Fire training is mandatory.
- If attendance drops below 80%, it will prompt a review of your status with the department.
- All new recruit firefighters are required to complete the 200-hour Firefighter Certification training and examinations as mandated by the Province of Ontario.
 - Candidates with Pre-service firefighter or NFPA 1001 Level I & II will be given credit towards their training
- Emergency responses add to your monthly commitment.

The Paid-by-Event Fire Safety Educator:

- Minimum attendance requirements of 50% (includes training sessions and events)
- As this is a new position, this threshold is subject to change as the role evolves.

Paid-on-Call Firefighter Duties

Provide fire suppression services, medical tiered response, fire prevention, and public education services to the community.

- Active participants in ongoing training dealing with all phases of fire suppression, specialized rescue, medical support and other emergency operations.
 - Being called on to respond to emergencies at any time of day, including holidays and weekends.
 - Being called on to respond to emergencies in any kind of weather.
 - Experiencing physically demanding tasks during extreme fluctuations in temperature.
 - Lifting, carrying, butting, extending, and climbing ladders to extreme heights while maintaining balance and performing maneuvers.
 - Working in hazardous areas that could be hot, wet, slippery, muddy, icy, dirty, and cramped.
 - Working on and around moving machinery, vehicles, and equipment.
- 

Paid-on-Call Firefighter Duties Continued


- Active participants in ongoing training dealing with all phases of fire suppression, specialized rescue, medical support and other emergency operations.
- Being exposed to and protecting against burns and other injuries, sharp objects, inhalation, injection, ingestion and absorption of hazardous substances, high noise levels, infectious agents/biological hazards, radiation hazards, smoke, dust, noxious odours, and contaminants and uninstalled or unshielded electrical equipment.
- Dealing with critically injured and/or sick patients.
- Dealing with distraught family members.

Fitness and mental health and wellness as an important part of firefighting due to the physical and mental strain experienced on the job.

POC Firefighter are required to report fit for duty, both mentally and physically.

Paid-by-Event Fire Safety Educator

Play a vital role in enhancing fire safety awareness in St. Clair Township.

- Working alongside a dedicated team, you will deliver engaging fire safety education programs to schools, community groups, and other organizations.
 - This is not an emergency response position but a proactive opportunity to prevent incidents through education.
 - These events can be indoor and outdoor (may be exposure to the elements).
 - Flexible availability is required to participate in public education events during weekdays, evenings, weekends, and holidays.
 - Must be capable of standing for prolonged periods and capable of some physical effort.
- 

Recruitment & Selection Process

Paid-on-Call Firefighter

Application



Aptitude and Fitness Test



Interview



Conditional Offer



New Recruit Training Program **OR**
Trained Recruit Accelerated Training
Program

Paid-by-Event Fire Safety Educator

Application



Interview



Conditional Offer



Fire Safety Educator training

Application

Recruitment Guide and Application Form on website:
<https://www.stclairtownship.ca/>

Open Postings

Position	Department	Closing Date
Paid - on -Call Firefighter	Emergency Services	January 31, 2025
AND		
Paid-by-Event Safety Educator		
Recruitment Guide Application Form <p>A recruitment open house will be held January 15, 2025 at the Courtright Fire Station 7pm-9pm.</p>		



**ST. CLAIR TOWNSHIP
PAID-ON-CALL FIREFIGHTER
& PAID-BY-EVENT FIRE
SAFETY EDUCATOR**

RECRUITMENT GUIDE

**ST. CLAIR TOWNSHIP FIRE DEPT
CANDIDATE APPLICATION**

This form should be DOWNLOADED and SAVED to your computer. Then complete the form using Adobe Reader (or Acrobat).
 Do NOT attempt to complete this form from within your web browser.
 Once completed, SAVE and EMAIL the form as an attachment to hr@stclairtownship.ca
 If needed, you may download a free copy of Adobe Reader at: get.adobe.com/reader/

Please select the position(s) you are applying to: Paid On-Call Firefighter Paid-by-Event Fire Safety Educator Both

PERSONAL INFORMATION

Applicant's Name: _____ Date _____

Current Address: _____ Mailing Address: (if different than street address) _____

City _____ Province _____ Postal Code _____ City _____ Province _____ Postal Code _____

Primary Phone #: _____ Secondary Phone #: _____

Email Address: _____

Are you 18 years or older? Yes No

Are you a Canadian citizen or otherwise authorized to work in Canada on an unrestricted basis? Yes No
 (you may be required to provide documentation)

Have you ever worked for St. Clair Township? Yes No If Yes, when and which Department?

Recruitment & Selection Process

Paid-on-Call Firefighter

Aptitude Test:

- Ontario Fire Administration Inc. (OFAI) Candidate Testing Services Stage One Certificate.
 - Firefighter Aptitude and Character Test (FACT)
- Testing is set up and administered at Emergency Services Building.

Fitness Test:

- The St. Clair Township Firefighter In-House Fitness Test.
- Administered in house at the emergency services building.

Paid-by-Event Fire Safety Educator

This step does not apply to Paid-by-Event Fire Safety Educators.



Recruitment & Selection Process

Paid-on-Call Firefighter

Interview:

Typical behavioural and situational interview process.



Paid-by-Event Fire Safety Educator

Interview:

Typical behavioural and situational interview process.

AND

Five Minute Presentation on a fire safety topic that will be provided in advance.

Recruitment & Selection Process

Paid-on-Call Firefighter

Conditional Offer:

Offer is conditional on producing:

- Clear Vulnerable Sector Check
- Completion of Township Medical Form confirming fitness to perform the duties of the position.



Paid-by-Event Fire Safety Educator

Conditional Offer:

Offer is conditional on producing:

- Clear Vulnerable Sector Check



Recruitment & Selection Process

Paid-on-Call Firefighter

Training and Probation:

Successfully complete and pass the NFPA Firefighter I & II & NFPA 1002 Pump & Driver Operator Certification testing process.

Successfully complete the DZ license process.

We provide all training for you to complete the mandatory requirements listed above for both positions. Testing is set up locally at the Emergency Services building.

Paid-by-Event Fire Safety Educator

Training and Probation:

Successfully complete and pass the NFPA 1035 Fire and Safety Educator Level 1 Certification.



Application Process

Complete the Application Form:

- Including a resume is optional.
- Make sure to indicate which position you are applying for.

	ST. CLAIR TOWNSHIP FIRE DEPT CANDIDATE APPLICATION	
<p>This form should be DOWNLOADED and SAVED to your computer. Then complete the form using Adobe Reader (or Acrobat). Do NOT attempt to complete this form from within your web browser</p> <p>Once completed, SAVE and EMAIL the form as an attachment to hr@stclairtownship.ca If needed, you may download a free copy of Adobe Reader at: get.adobe.com/reader/</p>		
Please select the position(s) you are applying to: <input type="checkbox"/> Paid On-Call Firefighter <input type="checkbox"/> Paid-by-Event Fire Safety Educator <input type="checkbox"/> Both		
PERSONAL INFORMATION		
Applicant's Name: _____		

Application Deadline: January 31, 2025

OFAI Firefighter Aptitude & Character Test

Entry-level firefighter written test consisting of two sections:

- General aptitude
- Personal characteristics

Consists of 110 multiple choice questions.

Maximum of 3 hours to complete.

Weighted: 45% aptitude measures and 55% character measures.

The test is broken down to measure the following:

- Reading Ability (15 total test items)
- Mathematical Reasoning (15 total test items)
- Map Reading (10 total test items)
- Writing Ability (10 total test items)
- Personal Characteristics—to include: interpersonal skills, teamwork, commitment, honesty, integrity, emotional stability (60 total test items)

OFAI Firefighter Aptitude & Character Test

There are NO fire-related questions on the test.

No fire knowledge is required to successfully pass.

Where do people struggle to pass the test?

- They are not failing on the person characteristics part.
- Struggling in:
 - Math
 - Map reading and directions
 - Reading/Writing ability

These are the areas we suggest you focus on to prepare for the test.

Orientation Guides are available: <https://www.fpsi.com/product/cf-fact-guide/>

OFAI Firefighter Aptitude & Character Test

Testing Accommodations:

- If you have a disability within the definitions of the Ontario Human Rights Code and need to request testing accommodations for the Firefighter Aptitude and Character Test™, please contact the OFAI administration office directly at: info@ofai.ca
- This must be done at least 6-8 weeks before you plan on testing.
- St. Clair Township is not involved with the accommodations and all inquiries must be address to the OFAI as noted above.

Questions?
