



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

RECRUITMENT GUIDE



2025 Recruitment Year

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PAID-ON-CALL FIREFIGHTER

The Township of St Clair has a dedicated group of Paid-on-Call (POC) Firefighters that are committed to providing fire suppression services, medical tiered response, fire prevention, and public education services to the community. Firefighters play an important role in keeping the community safe from fire and other hazards.

If you are dedicated, a team player, in good health and physically fit then consider joining our team! Being a St Clair firefighter means that you are prepared to commit at least four hours a month to training and other activities. **All new recruit firefighters are required to complete the 200-hour Firefighter Certification training and examinations as mandated by the Province of Ontario. Emergency responses add to your monthly commitment.**

Firefighting is a great way to learn valuable skills, give back to your community and make extra income.

Firefighters are required to attend and respond to:

- fire calls
- medical calls
- motor vehicle collisions
- technical rescue calls
- hazardous material incidents
- wildland fires
- weekly or bi-weekly training nights and equipment checks
- weekend training when scheduled
- incidents that are traumatic and could involve members of your community

Firefighters should be:

- willing to wear a pager 24/7
- respond to calls at all hours of the day and night, in all weather conditions
- participate in fire prevention and fire safety education activities
- aware of the physical demands of the job, including wearing approximately 100 lbs. of gear at emergency incidents.
- be aware of the psychological/cognitive demands of the job, including exposure to emotional situations, including witnessing people in distress, severe injury, or death
- comfortable working in small or tight spaces
- comfortable working at heights
- ability to remain calm under pressure
- good at following and understanding directions

Job Duties

- The primary function of a POC Firefighter is to protect the community, be able to mitigate a wide variety of emergencies & participate in non-emergency events.

- POC Firefighters participate in community education, fire prevention activities, as well as participating in the promotion of public fire safety.
- POC Firefighters are active participants in ongoing training dealing with all phases of fire suppression, specialized rescue, medical support and other emergency operations.
- Other duties involve fire prevention and inspection activities, community education programs
- Monthly vehicle and equipment maintenance.

Working Conditions

Working as a POC Firefighter will expose you to a variety of conditions; some situations you should expect to encounter as part of normal routine are as follows:

- 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.
- Performing required tasks while wearing full personal protective equipment, including self-contained breathing apparatus.
- Working quickly to extinguish fires in extreme heat and when visibility is poor or non-existent.
- 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.
- 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.

Physical and Mental Demands

St. Clair Fire Department views 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.

The risk of injury in firefighting results mainly from the following:

- Using various heavy tools and fire apparatus
- Entering and maneuvering in dangerous and/or awkward places
- Performing work from heights
- Working in hazardous environments
- Lifting and carrying patients on stretchers
- Dealing with and treating critically injured and/or sick patients
- Extreme heat exposures
- Rapidly changing and stressful conditions

The Township offers a comprehensive support network for mental stress management including a Peer Support Group, EAP services and Critical Incident Stress Management when required to assist in creating positive coping mechanisms and building resiliency when dealing with adverse or stressful situations.

Recruitment and Selection Process:

In order to move forward to the interview stage of the recruitment and selection process, candidates must successfully complete the following:

- Ontario Fire Administration Inc. (OFAI) Candidate Testing Services (CTS) certificates for Stage One** (will be administered locally through the Township)
- The St. Clair Township Firefighter Fitness Test

** Details can be found at: [Candidate Testing Information | Ontario Fire Administration Inc. \(ofai.ca\)](#)

In order to move forward to the New Recruit Training program candidates must produce the following:

- Clear Vulnerable Sector Security Check
- Complete a Township Medical Form

New Recruit Training Program:

To complete your training you are required to complete the following within the 12-month probationary period:

- Complete and pass the NFPA Firefighter I & II Certification testing process.
- Successfully complete the DZ licence process (provided by St. Clair Township Fire Department)

We provide all training for you to complete the mandatory requirements listed above to become a responding POC Firefighter.

Mandatory Attendance Requirements:

As a POC Firefighter for St Clair Township, you are required to meet a quarterly attendance requirement for training. To clarify recruits must attend a minimum of 75% of all mandatory training during their probationary period.

Compensation and Benefits

POC Firefighters are compensated on an hourly basis for attending weekly training, attending maintenance nights and responding to emergency calls. POC Firefighters receive a minimum of two hours' compensation for each weekly training session and maintenance night attended and a minimum of two hours' compensation for each emergency call attended (see hourly rates below). The average emergency call lasts 60 minutes from the time the alarm rings to the time firefighters return to the fire station.

RANK	HOURLY RATE*
Recruit	\$19.08
1 st Class (upon completion of training program)	\$23.32

**This rate applies to alarms, training, special training, and meetings.*

NOTE: Paid on-call firefighters are compensated for attending the basic recruit course or other training as required. Rates are current (2024 rates) as of the date of publication, but may be subject to change.

In addition, POC Firefighters receive the following:

- All required personal protective equipment, including bunker gear and uniforms
- Access to fire service specific training courses
- Coverage under Workers' Compensation Board to the maximum allowed limit
- 24-hour accidental death and dismemberment insurance
- Access to a Member and Family Assistance Program
- Option membership in the OMERS pension plan. Contributions to the plan are based upon actual hours paid.
- Access to join a subsidized Rec Club membership at Moore Sports Complex

Self-evaluation questionnaire

Service as a **Paid-on-Call Firefighter** requires a serious commitment. The following list of qualities and considerations will help you determine if Paid on-Call Firefighter is the right choice for you.

- I am prepared to maintain the minimum qualifications required for paid on-call firefighters.
- I respect authority and my peers and am able to operate within a team.
- I am able to respond to emergency calls at unexpected times.
- I can work for extended periods of time under difficult and strenuous conditions.
- I am able to work from heights and in confined spaces and am able to maneuver with limited or no visibility.
- I am comfortable using different hand/power tools and technical equipment.
- I am able to follow and carry out complex oral and written instructions.
- I have considered the impacts this opportunity will have on my family and am prepared to accept those impacts.
- I have a support system in place for debriefing and stress relief.
- I believe I can disengage from emotional suffering, tragedy, or loss of life in order to complete essential job tasks.
- I am prepared to maintain a level of professionalism on and off duty.
- I make ethical and responsible choices and actions.
- I treat all people with respect, dignity, and professionalism regardless of race, creed, gender, or beliefs.
- I am able to and do take steps to maintain a positive attitude.
- I am able to motivate myself and others.
- I am committed to life-long learning.

Paid-on-Call Firefighter Job Description

Job Duties:

Paid-on-Call (POC) Firefighters perform a wide variety of services in the community. POC Firefighters carry out community education and prevention activities to promote fire-safe lifestyles and ensure adherence to Fire Codes. When not promoting an environment of public safety, POC Firefighters are continually training to deal with all phases of fire suppression, rescue, and emergency response, including medical support.

Minimum Qualifications:

- Must reside or work within 10 minutes of a St. Clair Township fire station.
- Legally entitled to work in Canada (Canadian citizen, a landed immigrant or work permit).
- Grade 12 level education or equivalent (e.g., General Education Diploma).
- Hold and produce a valid Class 'G' Ontario driver's license and have a good driving record with no more than six (6) demerit points.
- Be capable of handling intense and sustained physical effort.
- Clear Vulnerable Sector Security Check
- Complete a Township Medical Form
- Possess high standards of work ethics, professionalism, team orientation, and well-developed interpersonal skills.

Additional Assets:

- Possess a Class D-Z license
- Pre-Service Fire Fighter Education & Training Program Certification
- NFPA 1001 Fire Fighter I & II certified from an accredited program from a recognized institution, accredited by the International Fire Service Accreditation Congress (IFSAC) or the Pro Board
- Previous experience as a full-time or Volunteer/Paid-on-Call firefighter in a municipal fire department
- Industrial firefighter training



PAID-BY-EVENT FIRE SAFETY EDUCATOR

Are you passionate about fire safety and making a difference in your community? Do you excel in engaging and educating people of all ages? The St. Clair Township Fire Department is seeking enthusiastic individuals to join our team as Fire Safety Educators in a paid-by-event position.

What We're Looking For:

Strong Communication Skills:	Confidence in delivering presentations to diverse audiences.
Experience:	Previous experience in educating adults or children is an asset but not required.
Enthusiasm for Fire Safety:	A passion for community engagement and safety awareness.

What We Provide:

Training:	Comprehensive training to equip you with the knowledge and skills needed for success including the required NFPA 1035 training.
Uniform:	A professional uniform will be provided to represent the St. Clair Township Fire Department.
Flexibility:	This is a paid-by-event position, offering flexibility to fit your schedule.

Why Join Us?

Make an Impact:	Help create a safer community through education and awareness.
Gain Valuable Experience:	Enhance your skills in public speaking, community engagement, and fire safety.
Be Part of a Team:	Join a respected organization dedicated to serving St. Clair Township.

Recruitment and Selection Process:

In order to move forward to the interview stage of the recruitment and selection process, candidates must complete a 5 – 10-minute presentation on an assigned topic.

Successful candidates of the recruitment and selection process will be required to satisfy the following requirements:

- Clear Vulnerable Sector Security Check
- Complete a Township Medical Form
- Must successfully compete NFPA 1035 exams within twelve months of hire.

Compensation and Benefits

PBE Fire Safety Educators are compensated on an hourly basis for attending required training, and public education events (see hourly rates below).

RANK	HOURLY RATE*
PBE Fire Safety Educator	\$23.42

NOTE: Rate is current (2024 rates) as of the date of publication, but may be subject to change.

In addition, PBE Fire Safety Educators receive the following:

- All required uniform items.
- Access to public education specific training courses
- Coverage under Workers' Compensation Board to the maximum allowed limit
- 24-hour accidental death and dismemberment insurance
- Access to a Member and Family Assistance Program
- Option membership in the OMERS pension plan. Contributions to the plan are based upon actual hours paid.
- Access to join a subsidized Rec Club membership at Moore Sports Complex

Self-evaluation questionnaire

Service as a **Paid-by-Event Fire Safety Educator** requires a serious commitment. The following list of qualities and considerations will help you determine if is the right choice for you

- I am prepared to maintain the minimum qualifications required for PBE Fire Safety Educator.
- I respect authority and my peers and am able to operate within a team.
- I am comfortable speaking in front of diverse groups of people, including children, adults, and seniors
- I am available flexible hours, including evenings and weekends, to accommodate community events and educational programs
- I am committed to ongoing professional development and staying current with fire safety education best practices
- I am prepared to maintain a level of professionalism on and off duty.
- I make ethical and responsible choices and actions.
- I treat all people with respect, dignity, and professionalism regardless of race, creed, gender, or beliefs.
- I am able to and do take steps to maintain a positive attitude.
- I am able to motivate myself and others.
- I am committed to life-long learning.

Paid-by-Event Fire Safety Educator Job Description

About the Role:

As a Paid-by-Event (PBE) Fire Safety Educator, you will 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. The PBE Fire Safety Educator is not an emergency response position but a proactive opportunity to prevent incidents through education.

This opportunity is open to everyone, regardless of their residence, with a preference for candidates with an educational background.

Key Responsibilities/Requirements:

- Conducts presentations and workshops for various audiences, including schools, community groups, and businesses tailoring them to each audience.
- Engage with the community at events, schools, and other public settings.
- Support the department's commitment to public safety through innovative educational strategies.
- Supports in the delivery of the Alarmed for Life program (Smoke Alarm and After the Fire Programs).
- Assist the Deputy Chief in evaluation and observation of school and business fire evacuation drills.
- Performs after-hours fire prevention programs and public education activities as required.
- Evaluates the effectiveness of educational programs and making improvements as needed.
- Be capable of standing for prolonged periods and capable of some physical effort.
- Flexible availability is required to participate in public education events during weekdays, evenings, weekends, and holidays.

Minimum Qualifications and Experience:

- Legally entitled to work in Canada (Canadian citizen, a landed immigrant or work permit).
- Grade 12 level education or equivalent.
- Hold and produce a valid Class 'G' Ontario driver's license and have a good driving record with no more than six (6) demerit points.
- Demonstrated competency as a motivated self-starter who possesses professionalism, team orientation, and well-developed interpersonal skills.
- Demonstrated written and verbal communication, including public speaking.

Additional Assets:

- Prior teaching or firefighting experience.
- Certified to NFPA 1035 Fire and Life Safety Educator Level 1.
- Experience in the preparation of presentations, lesson plans, and other written and audio-visual materials to support program delivery for a wide range of audiences.
- Teaching or training experience, skilled in various instructional methods, and knowledgeable about Ontario Fire Code regulations.