LIMERICK TOWNSHIP FIRE DEPARTMENT
RECRUITMENT PACKAGE
before it is too late
or save an older person from
the horror of that fate
Enable me to be alert
to hear the weakest shout
and quickly and efficiently
to put the fire out
I want to fill my calling and
to give the best in me
to guard my neighbor and
protect his property
And if according to your will
I have to lose my life
bless with your protecting hand
my children and my wife
SULLY
LIMERICK TOWNSHIP
FIRE DEPARTMENT
MSA
MSA
HOW TO APPLY:
PLEASE FILL OUT THIS
'FIREFIGHTER RECRUITMENT PACKAGE'
ALL APPLICATIONS CAN BE EMAILED TO:
ROADS@TOWNSHIP.LIMERICK.ON.CA

Volunteer Firefighter Overview

Volunteer Firefighters with the Township of Limerick constantly face new and exciting challenges at every call. Firefighters are called for first aid, various types of fires, community assistance, and events.

Inside this recruitment package, you will be informed of the requirements for a Volunteer Firefighter position with the Limerick Fire Department.

Limerick Fire encourages all applicants to **read the package thoroughly before applying**. If you have any questions, please get in touch with Chief Greg Maxwell at (613) 332-8898 or email roads@township.limerick.on.ca

After thoroughly reviewing the package, if you are physically fit and interested in proceeding further with the recruitment process, please complete and submit the required documentation at the time of your initial application.

“The Township of Limerick expresses a thank you to all applicants who apply; however, only those selected for an interview will be contacted. The Township is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please advise if you require accommodation, and the Township will make every effort to accommodate candidates throughout the hiring process. Personal information is collected under the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment and related purposes.”

Skills/Education Required:

Ideally, Limerick Fire are looking for the following in a candidate:

- Be willing to attend the Regional Training Tower for training and provincial certification to be a firefighter in Ontario.
- The physical strength and agility to perform laborious work, and to fully understand and operate firefighting, rescue and safety equipment, under all types of conditions, for prolonged periods, including lifting 30kg or more in a physically demanding environment.
- A positive attitude and the ability to support and project values shared with the Fire Department and the Township
- The ability to develop and maintain collaborative working relationships with practical conflict resolution skills.
- The ability and willingness to attend required training, perform learned tasks and techniques used in combating, extinguishing and preventing fires.
- Demonstrated ability always to maintain a high degree of confidentiality.
- The ability to exercise discretion and tact and to react calmly and quickly in emergencies.
- Effective oral communication and strong interpersonal skills
- Good written communication skills
- A minimum of Class “G” Driver's License in good standing with the Province of Ontario, and:
- A willingness to obtain a valid Class “D” License with a “Z” endorsement within one (1) year from hiring date. (if needed)

The following items are <u>assets, but not mandatory</u> for a candidate’s application:

- Previous fire suppression-related experience and /or training.
- Successful completion of a Pre-Service Firefighter program.
- https://www.ontario.ca/page/firefighter-training-and-certification#sectopm-1
- Other fire-related emergency training courses and/or
- First aid /CPR certification.

Eligibility Criteria

To be eligible for consideration as a Volunteer Firefighter with the Township of Limerick Fire Department, applicants must:

- Live or work within a reasonable distance (as determined by the Fire Chief, in their discretion)
- Be at least 18 years of age
- Possess a valid Ontario Driver's License (A, B, D, or G)
- Be fluent in written and spoken English.
- Be legally entitled to work in Canada.

Position Description & Duties

The life of a Volunteer Firefighter can be hectic at times, as they respond to fire suppression and emergency callouts in accordance with Limerick Fire Department Standard Operating Procedures, regardless of extreme weather or temperature conditions.

<u>Duties May Include but Not Be Limited To:</u>

- Attending and responding to emergency events, including:
    - Shoreline rescues
    - Fire calls.
    - Hazardous materials (ONLY IF YOU ARE CERTIFIED)
    - Wildfires (ONLY IF YOU HAVE COMPLETED THE SP102)
    - Motor vehicle collisions
    - Large animal rescues
    - Medical calls (first aid/CPR required)
- Attending and participating in Fire Department activities, including:
    - Public engagement and education
    - Training sessions
- Mandatory to wear required clothing and Personal Protective Equipment (PPE) Including Self Contained Breathing Apparatus (SCBA), including hazardous environments.
- Engaging in strenuous physical activity.
- Lifting, carrying and setting up equipment and materials on the scene.
- Operating firefighting equipment, including pumps and pressurized hoses.
- Crawling, climbing, carrying and ascending equipment, such as ladders.
- Operating rescue equipment
- Performing salvage and ventilation work at fire and emergency scenes
- Dealing with physical hazards and fighting fires.
- Participating in mandatory training to ensure currency within established policy and procedures.
- Working in a team environment under direction from others

- Working in accordance with established policies, operational guidelines, and the Occupational Health and Safety Act.
- Carrying out supportive roles on scene as directed by supervisors.
- Performing station duties, including washing trucks and equipment, ensuring that equipment is in a state of readiness for response, and cleaning and maintaining gear.
- Participating in promotional and community events, as assigned and acting as an ambassador of the Fire Department; and
- Fulfilling other duties as assigned

A non-exhaustive Job Description is attached in Appendix “B”

Note: Emergency scenes and incidents may be traumatic and could involve members of our community. Debriefings and programs are available to assist Volunteer Firefighters with the effects of traumatic events.

Personal Suitability

As a Volunteer Firefighter, you should be able to:

- Comfortable with tight or small spaces
- Comfortable with heights
- Calm under pressure.
- Good at understanding and following directions
- Regularly willing and able to respond to calls 24 hours a day / 7 days a week.
- Regularly able to respond to calls in all weather conditions: and
- Aware of, and capable of fulfilling the physical demands of the job, including wearing approximately 45 kg of gear at emergency incidents.

Benefits

Accident and Disability Insurance

The details of the Workman’s Compensation Insurance are provided to the Volunteer Firefighters upon being offered a position with the Limerick Fire Department.

Clothing

Volunteer Firefighters are supplied with personal protective clothing in accordance with the Occupational Health and Safety Act and Limerick Fire Department policies.

*All applications (meeting Limerick Fire Department requirements) will be maintained on file in accordance with the Limerick Township Record Retention Policy.

Appendix "A"

Limerick Fire Department
89 Limerick Lake Rd
Gilmour, Ontario, K0L 1W0

VOLUNTEER FIREFIGHTER APPLICATION

I hereby make application for the above position with the Limerick Fire Department and submit the following information for this application.

A. PERSONAL INFORMATION (complete all areas in this section)

Surname: _____ Given Name(s)_____

Street Address of residence: _____

No. Street City Postal Code

Mailing address_____

No Street City Postal Code

Home Phone:_____ Cell:_____Work:_____

Email: _____

Date of Birth _____

Appendix “A”

Next of Kin:

Name:_____

Address:_____

Relationship:_____ Phone:_____

Do you regularly reside within the Township of Limerick?

- ○ Yes
- ○ No

How long have you lived at your current address? _____

Are you legally eligible to work in Canada?

- ○ Yes
- ○ No

When are you available to respond? (To emergency calls):

- ○ Days
- ○ Evenings
- ○ Nights
- ○ Weekends

Do you have your own vehicle?

- ○ Yes
- ○ No

Are there any factors that would interfere with your ability to fulfill the duties of a Volunteer Firefighter (e.g., difficulties with heights or confined spaces, etc.?

- ○ Yes
- ○ No

If yes, please describe how any such factors may interfere. _____

Have you had previous firefighting experience?

- ○ Yes
- ○ No

If yes, where and for how long? _____

Do you have a valid First Aid/CPR certificate?

- ○ Yes
- ○ No

If so, with whom are you certified, and what is the expiry date?

_____

Will you be able to participate in bi-weekly (first and third Thursday of each month) training sessions?

- ○ Yes
- ○ No

Will you be able to commit to and participate in mandatory Firefighter I (FFI) and possibly Firefighter II (II) training?

(FFI consists of three (3) weekends in class and approximately. 30 hrs. online. FFII consists of three (3) weekends and approximately 20 hrs online.

- ○ Yes
- ○ No

If no, explain:

_____

Do you have difficulty dealing with the sight of blood and injured people?

- ○ Yes
- ○ No

Briefly describe why you would like to become a member of the Limerick Fire Department.

_____

Do you have a valid driver’s license?

- ○ Yes
- ○ No
- ○ Class: _____
- ○ Expiry Date: _____

B. EMPLOYER INFORMATION

Your employer must be aware that you have applied to be a Volunteer Firefighter, as it may require you to be away from your regular employment at various times.

Have you informed your employer that you are applying for this position?

- ○ Yes
- ○ No

Will your employer allow you to respond to emergency calls during work hours?

- ○ Yes
- ○ No

Is your current regular work location within the Township of Limerick?

- ○ Yes
- ○ No

C. WORK EXPERIENCE / OTHER SKILLS / QUALIFICATIONS

Please list any other (previous) work experience, skills or qualifications you may possess that may be of benefit to the Limerick Fire Department. i.e. Mechanic, Operating Engineer, Electrician, Commercial Truck Driver, Occupational Health and Safety Representative, Certified Trade, Fire Safety Systems, etc.)

_____
_____
_____

D. EDUCATION (complete all appropriate areas in this section)

Secondary School: (Education, grade achieved) _____

Business, Trade or Technical School: Name of course _____

Community College: Name of program_____

University: Name of Program _____

E. REFERENCES: (Complete all appropriate areas in this section)

Provide the names, email addresses, and telephone numbers of at least two professional references whom we may contact. These people may **not** be your relatives, friends, or employees.

1. Name: _____
    - Phone: _____
    - Email: _____

2. Name: _____
    - Phone: _____
    - Email: _____

F. DECLARATION: Read the following carefully and sign and date the page at the bottom.

I hereby declare that the foregoing information is accurate and complete to the best of my knowledge. I understand that a false statement may disqualify me from membership in the Fire Department or, if I become a member, may result in my dismissal. I give consent to the Township of Limerick to conduct verification of the information provided, as required, and understand that proof of the above information may be requested by the Township.

The personal information collected shall only be used and disclosed in accordance with The Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990 C.M. 56 for employment and related purposes.

Name (print)_____

Signature: _____

Date: _____

Appendix “B”

Limerick Fire Department
89 Limerick Lake Road
Gilmour, Ontario, K0L 1W0

Volunteer Firefighter Job Description

GENERAL NATURE OF WORK

Under general supervision, and as part of a team,: to engage in fire suppression, prevention, and education activities: to protect life and property: to operate and maintain, firefighting apparatus and equipment: to set yup hoses, ladders and use equipment to fight fires: to participate in fire training and drills: to engage in the study of firefighting science and techniques: to maintain facilities and equipment: and to perform other related work as required by the Fire Chief or designate.

ESSENTIAL JOB FUNCTIONS

Responds to all alarms for fire, accident and hazardous materials with designated equipment, connects and lays hose lines, operates nozzles, carries, raises and climbs ladders. As assigned, driver and/or operate fire apparatus, locating it at a fire; connects to water supplies and operates pumps to maintain desired pressures to support fire suppression activities. May be called upon to perform emergency fire aid.

WORKING CONDITIONS

A variety of indoor and outdoor environments. Employees are subject to inclement weather, hazardous conditions, and strenuous physical exertion when responding to various types of emergencies.

PHYSICAL DEMANDS

Extreme physical, mental, and emotional demands are present when fighting fires, and high demands are present in station and training duties. The individual must be able to lift at least 30kg. At the same time, they are climbing ladders and pulling charged hoses through adverse conditions. The individual must have vision and hearing at normal levels (corrected and uncorrected) and possess physical strength, endurance, and agility. The individual must be able to work while wearing protective gear and a self-contained breathing apparatus.

Appendix “B”

TYPICAL PHYSICAL ACTIVITIES

- Operate Township emergency vehicles. (if licensed properly)
- Carry, push, pull, drag, reach and lift equipment and parts weighing up to 30 kg.
- Stoop, kneel, crouch, crawl, and climb during emergency work
- Stand and walk for extended time periods.
- Work in an environment with exposure to smoke, dust, dirt, with limited visibility and significant temperature changes between cold and heat.
- Wearing substantial personal protective equipment and using self-contained breathing apparatus, ladders and high-pressure hoses.

The Firefighter will require the following skills to execute their duties properly.)

- Physical stamina and strength to sit, stand, walk, kneel, crouch, stoop, and squat. Twist upper body, climb and lift moderate weight; and
- Mental alertness and comprehension are involved in carrying out essential duties.

KNOWLEDGE OF:

- Current firefighting operations, principles and practices
- Township residential, commercial, industrial and geographical features, including unusual fire risk occupancies, water sources and other relevant features;
- Methods and techniques used in modern firefighting for the protection of life and property;
- Federal and Provincial regulations regarding the fire service and safety in the workplace; and
- First Aid and CPR

ABILITY TO:

- Follow instructions, directions and orders from superiors.
- Work harmoniously as a team member.
- Use initiative and judgment in the completion of tasks and responsibilities with only general instructions and guidance.
- Use tact and judgement when dealing with the public.
- Communicate effectively orally and in writing.
- Learn the location of streets, addresses, and water supplies.
- Learn and maintain proficiency in basic First Aid and CPR techniques.
- Demonstrate physical endurance, agility, dexterity, and strength necessary to perform required duties
- Understand, and act in accordance with, operational guidelines, policies and standard operating procedures and demonstrate skill in applying these toward specific situations.

- Establish and maintain effective working relationships with others.
- Understand and carry out both verbal and written directions in emergency and non-emergency situations.
- Demonstrate the ability to perform in a manner that protects the interests of the community, Township and Fire Department
- Produce extreme effort and energy for periods of time in highly stressful situations; and
- Retain presence of mind in routine and emergencies.

The Firefighter will be expected to participate in the Fire Department by:

- Always acting in a safe, responsible, professional and efficient manner
- Fully participating in authorized firefighting, training, maintenance, public education and emergency operations.
- Utilizing the required and appropriate Personal Protective Equipment and working in compliance with health and safety guidelines.
- Complying with all Department Operational Guidelines, Policies, Procedures, Township Policies, Procedures and By-Laws as well as Provincial and Federal Legislation and Regulations.
- Learning, retaining and applying technical information, terminology, equipment and guidelines.
- Adapting to changing times and technologies.
- Maintaining effective working relationships and holding the respect of co-workers.
- Dealing effectively with people.
- Dealing with confidential material in a discreet manner
- Participating to ensure all vehicle and equipment deficiencies and problems are recorded and reported to an officer promptly.
- Fulfilling other duties as required by the Fire Chief/Deputy Fire Chief

Appendix "C"

DOCUMENTATION REQUIRED

(Only when the applicant is selected to be offered a position)

1. **OPP CRIMINAL RECORD CHECK & VULNERABLE SECTOR CHECK**

   Please copy this link into your web browser.

   https://www.opp.ca/index.php?id=147

   And complete the online application process. **Note: You will be applying for a Vulnerable Sector Check (which will automatically include a Criminal Record Check). Please obtain the required agency letter from the Fire Department Administrator before applying online.**

   The $41.00 fee will be reimbursed upon submission of a Vulnerable Sector Check to the Fire Department Administrator.

2. **Driver Abstract**

   This document can be ordered online at:

   https://www.ontario.ca/page/get-driving-record#section-1

   Please select a 3-year uncertified Driver Record. The $12.00 fee will be reimbursed upon submission of a 3-year uncertified Driver Record to the Fire Department Administrator.