



RICHMOND FIRE-RESCUE

Progressive, Professional, Proud.

Firefighter Application & Hiring Guide

2023

People. Excellence. Leadership. Team. Innovation.



Our Vision

To be the best fire department in Canada.

Our Mission

We act as an effective team to proactively protect and enhance the City's livability by serving and educating our community, preventing harm and responding to emergencies.

Our Values

People – Excellence – Leadership – Team – Innovation



Timeline

The following date ranges are estimates only and are subject to change:



It is important that you read and understand the following information before you begin the application process.

- Applications will only be accepted through the City of Richmond's online application system. Applications received via any other means e.g., email, fax or hard copy will not be accepted.
- It is important to use an email address that you check regularly. Communication to you throughout the recruitment process will be primarily through email. Please regularly check your junk folder so you don't miss any communications.
- Follow the instructions in this guide and in any subsequent communication carefully. Failing to follow instructions may result in your removal from the process.
- Ensure you complete your application properly and include all the required documentation at the appropriate times, as outlined in this guide and in any subsequent communications.
- All uploaded documents, including your Resume and the supporting documents for your Basic and Preferred Qualifications must be no more than 10mb in total.
- Incomplete applications will be screened out of the process.
- Qualifications without the required supporting documentation will not be considered.
- It is estimated that it will take 45 minutes or more to complete your online application. Give yourself adequate time; do not rush. Answer each question carefully.



Hiring Process

Application Period

Applications are only accepted during the two week Application Period and must be submitted through the City of Richmond's online application system www.richmond.ca/careers.

Richmond Fire-Rescue is an equal opportunity employer and continues its efforts towards greater diversity to better reflect the community which we serve. Applications are accepted from anyone regardless of their gender, marital or parental status, sexual orientation, religion, race, colour, nationality, ethnic origin, or disability. We are committed to employment equity and encourage everyone to apply.

Applications (including Basic Qualifications, Preferred Qualifications and Resumes) are reviewed. Applications will be screened to ensure that applicants have all the Basic Qualifications. Applicants whose applications do not indicate that they have met all the Basic Qualifications (required at the time of application) will be screened out.

Ensure that you are completely ready to apply before you start your application. You should have **all** your information and documents collected and ready to upload.



Ensure once you begin your application that you have enough time to complete it before the 11:59 p.m. deadline, otherwise your application may not be received.

If at any time during the recruitment process, the cost of testing places you in a position of financial hardship, please email fire@richmond.ca to explain your circumstances.

If you experience problems during the application period, email fire@richmond.ca. This email is only monitored during regular business hours (Monday – Friday, 8:15 a.m. to 5:00 p.m.).

Please do not contact Human Resources or Richmond Fire-Rescue for an update on your application's progress.

Resume Requirements

Please outline your work and volunteer experience in your resume.

Please provide a minimum of three (3) employment references that can verify your work history, qualifications, skills and abilities and suitability for the role.

All information provided must be true and correct to the best of the applicant's knowledge. Knowingly providing inaccurate, misleading, or false information will result in the applicant being disqualified from the process. There will be no refund of any testing costs incurred by an applicant.

You will be asked about each of the following qualifications at the time of your online application through the application platform. Some will require you to upload supporting documentation.

Basic Qualifications:

1. Ability to pass a Police Information Check.
2. Legally entitled to work in Canada.
3. Successfully completed Grade 12 or equivalent.
4. Possess a valid BC Class 3 Driver's Licence (Automatic or Manual) with airbrakes, or equivalent, and a 5-year driving record that demonstrates responsible and safe driving behaviour.
5. Possess a minimum of First Responder Level 3, Occupational First Aid Level 2, or equivalent.

6. Physically fit and able to successfully pass the Fitness York Test.
7. Able to successfully swim (100 m front crawl or freestyle, continuous forward stroke, and five minutes treading water).
8. Able to successfully pass a medical examination compliant with standards set out in the National Fire Protection Association 1582 (NFPA 1582 Chapter 6).

Preferred Qualifications:

1. Successfully completed an approved firefighting training program to the NFPA 1001 Firefighter I & II.
2. Have a minimum of one year of work experience (1,820 hours = 35 hour work week).
3. Have experience in related environments, including paramedic, medical, fire service, coast guard, military, search and rescue.
4. Successfully completed a post-secondary education or apprenticeship program.
5. Completed fire-service related courses, including but not limited to: auto extrication, surface water rescue, swift water rescue, high angle/rope rescue, confined space, hazardous materials technician, incident command, shipboard firefighting, critical incident stress, wild land firefighting, aircraft rescue firefighting, BC Fire Code, sprinklers.
6. Possess a Life Saving Society Certification of Bronze Star or higher.
7. Proficient in a second language, both oral and written.
8. Possess an understanding of Richmond's diverse cultures.
9. Volunteer work in community and/or emergency services.
10. Committed to a lifestyle of fitness, health, and wellness.

Written Testing (BL Associates Corporate Psychologists Inc.: Personal-Competency Assessment for the Job of Firefighter)

Applicants who meet all of the Basic Qualifications may be selected to move forward in the process. They will receive an email advising the details of this online testing, including how to register. Written testing will be done online in late March or early April. The test fee is \$295, and will be the applicant's cost. This fee is non-refundable, payable via Visa, MasterCard or AMEX and will be required at the time of registration. **There will be no opportunity to write this test other than the specified date.** The written test takes approximately 3-4 hours.

For more details on the test and how to prepare for it, please visit <http://blassociates.ca/firefighter-competency-testing/>.

Panel Interviews

Applicants shortlisted will proceed to a structured panel interview. This interview will be predominantly behavioural based questions. A short list of applicants will be created based on the panel interview results.

Physical Testing

Applicants shortlisted will move on to the physical testing. The Swim Test and Fitness York Test will be held in Richmond over a two-day period. Applicants will complete only one of the tests each day. Test order will depend upon scheduling and details will be communicated to applicants later in the process. Applicants do not have to pay for the Fitness York Test or the Swim Test.

• Swim Test

The swim test will consist of a 100-meter swim, using a continuous forward stroke – front crawl or freestyle – followed immediately by 5 minutes of treading water. This test takes less than half an hour. Applicants will wear swimming attire. Applicants who are unable to successfully complete the swim test will be eliminated from the process.



- **Fitness York Test**

The Fitness York Test is administered by Ascent Lifestyle Management Inc. This takes approximately 3 to 4 hours. Applicants who are unable to successfully complete the Fitness York Test will be eliminated from the process.

Aerobic Fitness Test

Twenty Meter Shuttle Run to a minimum of Stage 6.5 with increasing test scores to Stage 10.

Job Simulation Performance Tests

1. Claustrophobia (search confined area – pass/fail)
2. Acrophobia (ladder climb – pass/fail)
3. Hose carry/stair climb (85 lb up & down 4 times – timed for pass)
4. Ladder lift (56 lb – pass/fail)
5. Rope pull (50 lb up & down 4 times – timed for pass)
6. Simulated hose advance (135 lb over 50 ft. – timed for pass)
7. Victim drag (200 lb over 50 ft. – timed for pass)
8. Forced entry (pass/fail)

Candidate Department Familiarization

Applicants who successfully pass the physical testing will be invited for a Fire Hall Familiarization. This is an opportunity for applicants to meet the team and experience a day in the life of a Richmond firefighter. Details including date, location, and how to registration, and date will provided to successful applicants at a later date.

Fire Chief Interview & Background Checks

Applicants will be invited to a Fire Chief's interview. This interview will be conducted by the Fire Chief or a designate.

- **Reference Checks and Education Verification**

Reference checks and education verification will be completed for shortlisted applicants.

- **Medical Examination**

Applicants moving forward in the process will be contacted at the appropriate time and asked to arrange their comprehensive NFPA 1582 Occupational Medical Examination by Ultima Medical Services Inc. The medical fee will be the applicant's cost.

The comprehensive NFPA 1582 Occupational Medical Examination includes:

Visual Acuity (NFPA 1582 standard)
Depth Perception (Stereopsis Test)
Colour Vision (City University Test or Farnsworth D-15 Test)
Hearing (Audiometer, NFPA Standard)
Normal Lung Function

This examination takes approximately 90 minutes and the cost is payable by the applicant to the clinic. You will receive a Medical Certificate upon successful completion of the medical examination.

The medical examination is conducted by Ultima Medical Services Inc., Suite #390 – 3600 Lysander Lane, Richmond, BC V7B 1C3. Phone (604) 270 –1370

This certificate confirms that the applicant meets the minimum standards for candidate firefighters as per the National Fire Protection Association (NFPA) 1582, Chapter 6.



For your reference, a complete copy of the NFPA 1582 standards can be viewed online at the National Fire Protection Association at www.nfpa.org.

- **Police Information Check and Updated Driver's Record**

Applicants moving forward in the process will be contacted at the appropriate time and provided details on how to arrange to undergo a Police Information Check. An updated Driver's Record will also be required.

First Responder Psychological Assessment

From the Fire Chief's interview, a small group will move forward to a first responder psychological assessment consisting of online testing and an interview with a clinical psychologist.

Job Offers

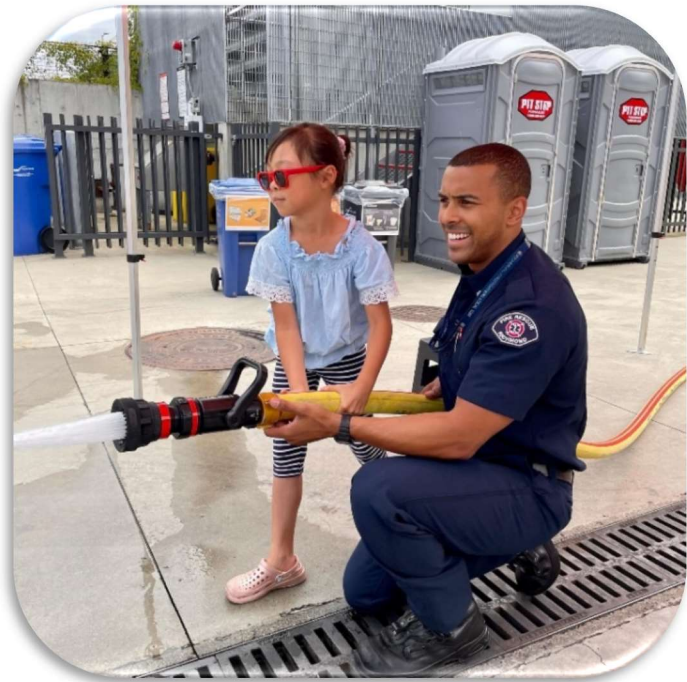
Applicants who are successful through the process will receive offers of employment. Start date is anticipated for September 2023.



Application Checklist

Basic Qualifications:

- 1. Able to pass a Police Information Check..... ☐
- 2. Must be legally entitled to work in Canada. Upload supporting documentation (Birth Certificate, Citizenship papers, Landed Immigrant papers, etc.)..... ☐
- 3. Successfully completed Grade 12 or equivalent. Upload supporting documentation. ☐
- 4. Possess a valid BC Class 3 Driver’s License (automatic or manual) with airbrakes, or equivalent, and a 5-year driving record that demonstrates responsible and safe driving behavior. Upload a copy of your driver’s license (front and back) and your driving record..... ☐
- 5. Possess a valid First Responder Level 3, Occupational First Aid Level 2, or equivalent. Upload supporting documentation..... ☐
- 6. Physically fit and able to successfully pass the Fitness York Test..... ☐
- 7. Able to successfully swim 100m front crawl or freestyle, continuous forward stroke, and five minutes treading water..... ☐
- 8. Able to successfully pass a medical examination compliant with standards set out in the National Fire Protection Association 1582, Chapter 6..... ☐



Preferred Qualifications:

9. Successfully completed an approved firefighting training program to the NFPA 1001 Firefighter I & II. Upload supporting documentation. ☐
10. Have a minimum of one year of work experience (1,820 hours = 35-hour work week). ☐
11. Have experience in related environments, including paramedic, medical, fire service, coast guard, military, search and rescue. ☐
12. Successfully completed a post-secondary education or apprenticeship program. Upload supporting documentation. ☐
13. Completed fire-service related courses, including but not limited to: auto extrication, surface water rescue, swift water rescue, high angle/rope rescue, confined space, hazardous materials technician, incident command, shipboard firefighting, critical incident stress, wild land firefighting, aircraft rescue firefighting, BC Fire Code, sprinklers. Upload supporting documentation..... ☐
14. Possess a Life Saving Society Certification of Bronze Star or higher. Upload supporting documentation. ☐
15. Proficient in a second language, both oral and written..... ☐
16. Possess an understanding of Richmond's diverse cultures. ☐
17. Volunteer work in community and/or emergency services. ☐
18. Committed to a lifestyle of fitness, health, and wellness. ☐

Final Steps:

19. Have completed the online application..... ☐
20. Have uploaded all documents including Resume, references, and supporting documents for basic and preferred qualifications. Supporting documentation for all basic and preferred qualifications must be provided at the time of application or they will not be considered. ☐

