



**Milton Fire & Rescue Services**  
2024 Part-Time Fire Fighter Recruitment Guide

# Milton Fire & Rescue Services



## 2024 Part-Time Fire Fighter Recruitment Guide

**Application Deadline: November 8<sup>th</sup>, 2023**





# Milton Fire & Rescue Services

## 2024 Part-Time Fire Fighter Recruitment Guide

### TABLE OF CONTENTS

|  |        |
|--|--------|
| Message from the Recruitment Team                | Pg. 3  |
| Milton Fire & Rescue Services Overview           | Pg. 4  |
| Part-Time Firefighter Position Overview          | Pg. 5  |
| Job Description of the Part-Time Firefighter     | Pg. 6  |
| Part-Time Firefighter Application Qualifications | Pg. 7  |
| Factors to consider Before Applying              | Pg. 8  |
| Recruitment Selection Process                    | Pg. 9  |
| 1. Recruitment Information Session               |        |
| 2. Application Submission and Review             |        |
| 3. Aptitude Screening                            |        |
| 4. Interview                                     |        |
| 5. Occupational Testing                          |        |
| 6. Selection and Job Offer                       |        |
| 7. Probationary Period                           |        |
| Frequently Asked Questions                       | Pg. 12 |
| Final Words                                      | Pg. 13 |



# Milton Fire & Rescue Services

## 2024 Part-Time Fire Fighter Recruitment Guide

### **MESSAGE FROM THE RECRUITMENT TEAM**

Dear Potential Part-Time Firefighter Candidate:

Thank you for your interest in becoming a Part-Time firefighter with the Town of Milton. Participation as a member in the fire service is a challenging and rewarding profession that provides an exciting change of pace. It allows you an opportunity to provide a valuable service to your community and gives you a tremendous sense of accomplishment for a job well done. Training and working with other like-minded individuals in a team-oriented environment fosters friendships, camaraderie and creates professional networks.

The demands and expectations of being a Part-Time firefighter requires a significant commitment and your decision should not be made quickly. This guide has been developed as a resource for those who are interested in becoming a Part-Time firefighter with Milton Fire & Rescue Services. We urge you to read this information carefully so that you are fully prepared for each step of the recruitment process and made aware of the expectations of a Part-Time firefighter.

#### **Our Mandate**

The mandate of Milton Fire & Rescue Services is to provide fire protection services and emergency response, public fire and life safety education and fire prevention initiatives to protect the lives and property of the citizens, businesses and visitors to the Town of Milton

#### **Our Vision**

The vision of Milton Fire & Rescue Services is to be a well-planned, well-trained and well-equipped emergency response agency where the safety and well-being of all involved in any emergency response is paramount.

#### **Our Goals**

The primary goals of Milton Fire & Rescue Services are to:

- Provide appropriate public fire and life safety education and other fire prevention programs and measures as legislated by the Fire Protection and Prevention Act (FPPA).
- Provide exceptional training to its members through well-planned programs followed by appropriate testing and documentation.
- Provide effective, timely and adequately staffed emergency response and assistance as appropriate to the needs and circumstances of the municipality and as required by the FPPA and other applicable legislation.

We strive to hire the most suitable candidates to fulfill the role of a firefighter with the Town of Milton—those who are representative of the community, willing to help serve and protect their community and dedicated to providing high standards of service.

Please read this package in its entirety and observe all important dates. Should you have any questions regarding this position or the recruitment process, we would be happy to assist you.

Sincerely,

Your Recruitment Team



# Milton Fire & Rescue Services

## 2024 Part-Time Fire Fighter Recruitment Guide

### MILTON FIRE & RESCUE SERVICES OVERVIEW

Milton Fire & Rescue Services is a professional emergency response organization dedicated to providing a high standard of service to the community. Milton Fire & Rescue Services is what is commonly referred to as a “composite” fire department. This means our firefighting staff is comprised of both full-time (career) and part-time (volunteer) firefighters. There are currently 70 full-time firefighters and approximately 70 part-time firefighters at full complement. The Town of Milton relies heavily on part-time firefighters at significant and/or multiple incidents to support overall fire ground operations and mitigation.

Firefighters operate out of five (5) stations:

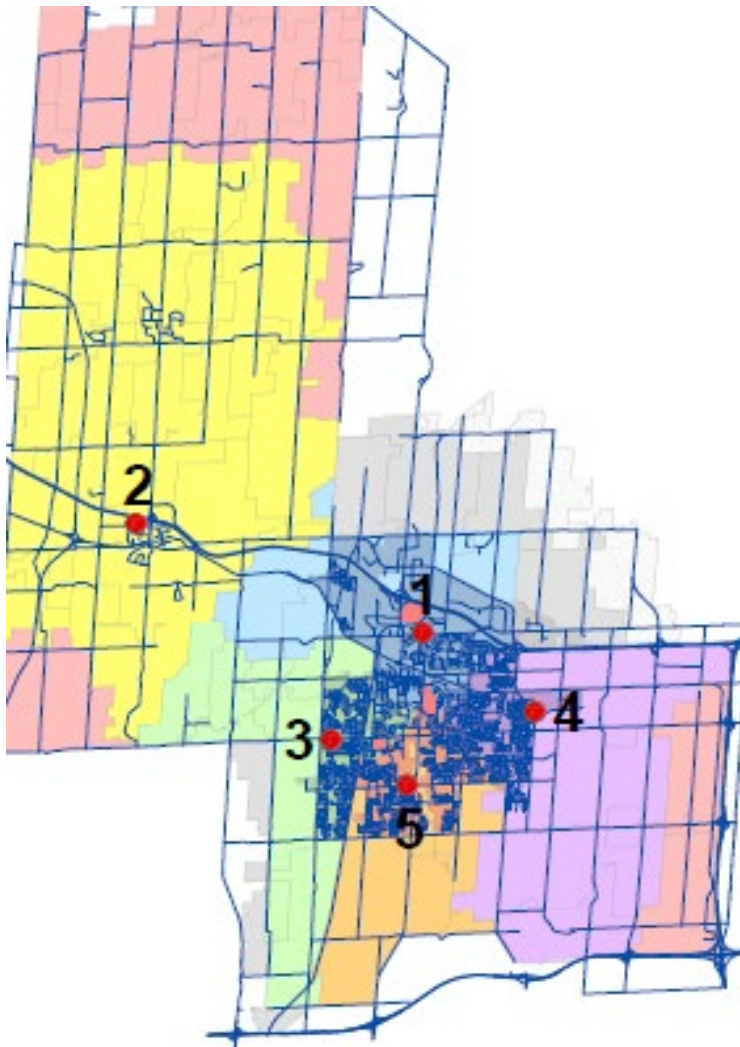
Station 1—20 Full-Time firefighters, 31 Part-Time firefighters

Station 2—21 Part-Time firefighters

Station 3—8 Full-Time firefighters, 20 Part-Time firefighters

Station 4—20 Full-Time firefighters

Station 5—20 Full-Time firefighters



Milton Fire & Rescue Services provides an all-hazards 24-hour emergency response to a community of approximately 150,000 residents spanning a coverage area of 373 square kilometers encompassing residential, highrise, care facilities, manufacturing, industrial and commercial occupancies.

We additionally provide response to Highway 401 and 407 and provide mutual aid to surrounding municipalities such as Oakville, Burlington, Halton Hills, Mississauga and Puslinch.

Milton Fire & Rescue Services responds to approximately 2200-2400 calls for service a year. Broad incident types include:

- Fire suppression related incidents
- Medical responses
- Vehicle accidents and extrications
- High and low angle rope rescue
- Ice and water rescues
- Confined space rescues
- Hazardous Materials response
- Non-emergency public assistance calls

Additionally, we are committed to providing fire protection to our residents and businesses through fire safety education programs, fire prevention and code enforcement.

Please visit [www.miltonfire.ca](http://www.miltonfire.ca) for more information.



# Milton Fire & Rescue Services

## 2024 Part-Time Fire Fighter Recruitment Guide

### PART-TIME FIREFIGHTER POSITION OVERVIEW

If you are selected to become a member of the Milton Fire & Rescue Services, you will be expected to participate in training, incident responses and Fire Prevention and Public Education activities.

#### **Part-Time Training**

The safety of the public, yourself and your fellow fire fighters depends on the knowledge, skills and abilities you will learn and more importantly, maintain and improve upon throughout your time with Milton Fire & Rescue Services to deliver the best level of service. Comprehensive training is provided in accordance with accredited standards of the National Fire Protection Association (NFPA).

Recruit Training—all probationary part-time firefighters will enter and complete a recruit training program to gain the knowledge, skill and abilities necessary to deliver emergency services to the community. The recruit firefighter will be expected to:

- Participate in approximately 30Hrs of training per month for the first three (3) months.
- Expected to challenge NFPA Fire Fighter I & II examinations for certification purposes within 1 year.
- Obtain Class “D” driver’s license with “Z” endorsement at the cost of the candidate.
- Mandatory completion of all assigned recruit training.

Training consists of on-line, in-class and practical fire ground evolutions. It is anticipated recruit training will take place Monday’s and/or Thursday evenings and every second weekend (with the possibility of additional weekends). **The candidate must be prepared to make themselves available during these times.**

Station Training—once recruits have successfully completed designated portions of their recruit training, they will gradually transition to attending regular weekly training at their assigned station to further build upon, refine and maintain their skills throughout their career with Milton Fire & Rescue Services. Station training consists of one weekday evening session between 6:30pm to 9:30pm. Part-time staff can expect scheduled training outside of these hours and must attend **70%** of their annual scheduled training.

#### **Part-Time Incident Responses**

Part-Time firefighters are on-call 365 days/year, 7 days/week, 24Hrs/day. Calls to incidents seem to happen at the most inopportune times; meals with your family, holidays and in the middle of the night.

Milton Fire & Rescue Services services roughly 2200-2400 calls per year. Part-time firefighters respond to approximately 10-15% (200-300) of those calls. When part-time firefighters do respond, it is primarily in one of three typical fashions:

- **Support** full-time firefighters at significant incidents requiring human resources/equipment.
- Multiple/simultaneous incidents requiring supplemental part-time response to service calls.
- Standing-by at station providing coverage for the municipality when full-time staff are unavailable.

Part-time staff are issued pagers which notifies them of an incident they are required to attend. Part-time staff are expected to make themselves available whenever possible and must attain a **20%** call attendance. You may ask why such a low percentage? We take into account part-time firefighters likely have another occupation, family, a social life-style and other interests that are equally important.

#### **Fire Prevention and Public Education Activities**

Part-time fire fighters are expected to participate in fire related prevention and education activities to further the public’s knowledge in fire safety.



# Milton Fire & Rescue Services

## 2024 Part-Time Fire Fighter Recruitment Guide

### JOB DESCRIPTION: PART-TIME FIREFIGHTER

|                           |   |
|---------------------------|---|
| <b>POSITION:</b>          | <b>Part-Time Firefighter</b>  |
| <b>REPORTS TO:</b>        | Officers of the department as assigned  |
| <b>FUNCTION:</b>          | <ul style="list-style-type: none"> <li>Respond to emergency incidents of varying origins and magnitude in order to provide assistance in the saving, protection and preservation of lives, property and the environment.</li> <li>Attend weekly station training and other training as required/assigned.</li> <li>Attend, participate and deliver fire prevention and public education messaging and awareness at various community functions and events.</li> </ul>   |
| <b>SUMMARY OF DUTIES:</b> | <ul style="list-style-type: none"> <li>Perform necessary fire ground operations including confining, controlling and extinguishment of fires; search, rescue and evacuation of individuals; protecting exposures; salvage and overhaul a structure and its contents so that lives are protected and property loss is minimized (frequently involving considerable hazard). These activities shall all be performed in accordance with departmental standard operating policies and guidelines.</li> <li>Wears self-contained breathing apparatus (SCBA) and personal protective equipment while working in hazardous environments.</li> <li>Perform a variety of rescue related duties to protect the public and reduce further injuries related to vehicle collisions/extrications, falls from significant heights, confined space entrapments, water and ice hazards, industrial accidents, machinery entrapments, accidents involving hazardous materials, etc.</li> <li>Provide emergency medical care including patient assessments, obtaining vital signs, first-aid, cardio-pulmonary resuscitation (CPR), defibrillation, preparing patient for transport and assisting paramedics as required.</li> <li>Provide assistance to allied agencies (Police, Paramedics, Hydro, MTO, etc.)</li> <li>Drives and operates fire apparatus and support vehicles within the parameters of the <i>Highway Traffic Act</i> and within the vehicles design parameters so that the apparatus is used safely and efficiently.</li> <li>Uses and operates all fire fighting equipment associated with the control and mitigation of an incident as prescribed.</li> <li>Perform regular station, fire apparatus and equipment maintenance and cleaning as to ensure readiness and extend its life.</li> <li>Participates in fire prevention and public education duties involving visits, presentations, demonstrations, parades and special activities all while projecting a professional image in order to enhance the public's perception of both the department and the fire service in general, while keeping in mind the primary goal of educating the public about fire safety.</li> <li>Participate in departmental training programs to remain current with fire fighting legislation, standards, trends, knowledge, skills, and abilities ensuring fire safety standards are met and professional competence is maintained.</li> <li>Conform to all Health and Safety legislation, regulations, policies, procedures, guidelines and rules applicable; as adopted by the Corporation of the Town of Milton and the Province of Ontario's Health and Safety Act and Regulations.</li> <li>Performs apparatus and equipment inspections and maintenance.</li> <li>Perform administrative duties so that all relevant records and required documents are completed and maintained ensuring all relevant legislation is complied with.</li> <li>Assists with on-the-job training of other fire fighters.</li> <li>Handle matters of a confidential or sensitive nature and maintain confidentiality.</li> <li>Perform other duties as assigned (i.e. vehicle movements, inventories).</li> </ul> |



# Milton Fire & Rescue Services

## 2024 Part-Time Fire Fighter Recruitment Guide

### PART-TIME FIREFIGHTER APPLICATION QUALIFICATIONS

To be eligible for consideration as a part-time firefighter for the Town of Milton, you must have the following qualifications.

#### **Minimum Qualifications**

- Canadian citizen or legal entitlement to work in Canada and at least 18 years of age.
- **Must have a principal residence in Milton to apply and work for Milton Fire & Rescue Services.**
  - Proof of residence that you live in the catchment area at time of application must be provided (drivers license, deed to house).
  - Consideration will be given for those who live outside of Milton bordering Station areas.
  - Have a reasonable response time to their respective fire station (less than 10 minutes).
- High School (Grade 12) Ontario Secondary School Diploma (OSSD) or academic equivalent.
- Excellent oral and written communication skills in the English language with the ability to communicate effectively under stressful situations.
- Be in good health and capable of handling intense and sustained physical activity.
- Possess a valid Ontario's Driver's license Class "G" with a clean driving record demonstrating responsible and safe driving habits. Persons with 4 or more demerit points need not apply.
- Not have any criminal convictions for which a pardon has not been granted.

#### **Preferred Qualifications**

- Pre-Service Firefighter Training and Education Certificate.
- NFPA 1001—Fire Fighter I & II Certified (ProBoard, IFSAC or OFMEM equivalency).
- Valid Class "D" driver's license with "Z" endorsement.
- Valid CPR/First Aid/Defibrillation or Emergency Medical Responder through a recognized provider.
- Paramedic Diploma from an established College by the Ontario Ministry of Education
  - Provincial designation (Advanced Emergency Medical Care Attendant) AEMCA
  - Paramedic experience
- Basic computer skills (proficient with Microsoft Word, PowerPoint and Excel)
- Additional training certificates is considered an asset.

#### **Personal Characteristic Traits, Physical & Cognitive Demands and Working Conditions**

- Motivation to serve with a strong work ethic and a sense of responsibility and compassion.
- Ability to exercise sound judgement and professionalism on and off the job.
- Effectively work in a team environment, strong interpersonal and customer service skills.
- Honesty, integrity and tolerance.
- Willingness to continually learn new skills, adapt to change and face new challenges
- Ability to remain calm when under stress, duress and strain (physically, mentally, emotionally) and further ability to maintain continuous physical, mental and emotional health and resiliency.
- Ability to work at any time of day and weather conditions (hot, cold, wet, slippery, muddy, icy, etc.).
- Exposed to physically demanding tasks and work in hazardous areas with extreme fluctuation in temperatures and conditions (hot, cold, wet, slippery, poor visibility, dirty, loud, cramped, etc.).
- Work on or around machinery, vehicles and equipment (fire apparatus, power tools, etc.).
- Posses problem solving skills and mechanical aptitude.
- Ability to work from heights and in confined spaces.
- Lift, carry, extend and climb ladders to extreme heights while maintaining balance and maneuvering in unwieldy positions.
- Being aware of and protecting against burns, sharp objects, electrical hazards, loud noises and other hazardous substances through inhalation, ingestion, injection and absorption.



# Milton Fire & Rescue Services

## 2024 Part-Time Fire Fighter Recruitment Guide

### **FACTORS TO CONSIDER BEFORE APPLYING**

Hopefully this recruitment guide answers a lot of your questions, however some questions you can begin asking yourself and some things you may want to consider are as follows:

- Successful completion of all assessment tests does not ensure a job offer.
- Does my current residency allow for a reasonable emergency response time?
- The recruitment team has the responsibility of selecting individuals with personal values that match Milton Fire & Rescue Services's Mandate, Vision and Goals and that of professionalism, respect and teamwork.
- At times, this is a very strenuous and physically demanding job. A basic level of fitness is required to do the job effectively and safely. Can you work for extended periods of time under arduous conditions and in extreme and hostile environments? We can help you with the training, but you need to have the underlying drive and ability.
- Are you a motivated person who challenges themselves to life-long learning and is adaptable to change? There is no end to the learning within this industry! You will constantly be pushed with new information and skills. Are you willing to share and teach those skills to others?
- Do you meet all minimum qualifications? We will train you to be a safe and competent fire fighter, but you need to have some basic qualifications before you start.
- Does your life-style allow you to commit to the required hours of training while at home and the station as well as attend emergency incidents and public education activities? Once you are through the heavy recruit training, weekly station training is required of each part-time firefighter. Station training typically runs 1830-2130Hrs.
- Are you willing to sacrifice time away from your family and friends to serve your community? Part-time fire fighters are on call 365 days a year, 24Hrs a day!







# Milton Fire & Rescue Services

## 2024 Part-Time Fire Fighter Recruitment Guide

### RECRUITMENT SELECTION PROCESS

We are currently looking for part-time firefighters to join our team out of the following stations:

- Station #1/Training Centre—405 Steels Ave. E
- Station #2—2665 Reid Side Road (Campbellville)
- Station #3/Headquarters—610 Savoline Blvd.

#### **Step 1: Information Session**

It is strongly recommended potential candidates attend a recruit information session designed to provide you with an overview of Milton Fire & Rescue Services, the recruitment process, our expectations and answer any questions you may have.

Date: Wednesday October 18<sup>th</sup>, 2023

Time: 1900Hrs

Location: 6355 Main Street West (Sherwood Community Centre) Room #4

#### **Step 2: Application Submission and Review**

Applications will be accepted beginning October 11<sup>th</sup>, 2023 through midnight of November 8<sup>th</sup>, 2023. Submission instructions are included in the job posting that is available at [www.milton.ca/careers](http://www.milton.ca/careers). Applications will not be accepted after this deadline.

Candidates are encouraged to submit any related certifications with their application.

#### **Step 3: Aptitude Screening (Written Examination)**

Selected candidates will be invited to complete the Cooperative Personnel Services (CPS) Firefighting entry Aptitude Screening Test. Applicants must be able to attend the testing date on:

Date: November 19<sup>th</sup>, 2023

Time: 0930Hrs

Location: 77 Thompson Road (Milton Memorial Arena—Lions Hall, 2<sup>nd</sup> floor)

Applicants can review the Aptitude Examination information at Firefighter Services of Ontario website at [www.fireontario.com/services/apptitude-examination/](http://www.fireontario.com/services/apptitude-examination/) Candidates are responsible for all associated fees.

*Applicants participating in the aptitude screening must provide proof of residency on site. Participants must bring their driver's license with a Milton address in order to continue in the process. The address shown on the license must indicate where the candidate currently resides.*

#### **Step 4: Interview**

After a review of applications, only successful candidates will be contacted informing them of an opportunity to be interviewed by panel members consisting of the recruitment team. The department thanks all those who apply; however only those applicants selected for an interview will be contacted. Interviews will take place the week of November 20<sup>th</sup> and 27<sup>th</sup>, 2023.

Candidates will be required to provide the following documentation and/or proof of credentials at the interview:



# Milton Fire & Rescue Services

## 2024 Part-Time Fire Fighter Recruitment Guide

1. Current Drivers Abstract
  - Within 60 days of application closing date
  - 3-year uncertified drivers abstract
  - Candidates with four (4) or more demerit points need not apply
  - Please visit [www.ontario.ca/page/order-drivers-record](http://www.ontario.ca/page/order-drivers-record)
2. Completed Criminal Record Check and Vulnerable Sector Screening
  - Within 60 days of application closing date
  - Please visit [www.haltonpolice.ca](http://www.haltonpolice.ca)
3. Letters of Reference
  - A minimum of two (2) letters of reference will need to be submitted.
4. Other Documentation as required.

Candidates are responsible for all associated fees.

### Step 5: Occupational Testing

After interviews take place, only successful candidates will be contacted informing them of an opportunity to complete occupational testing. The tasks you are requested to perform within the occupational testing are realistic and reflective of job related duties in the performance of firefighting. Applicants who advance through the interview stage must provide the following:

- Firefighter Services Ontario Assessments
  - *Candidate Physical Ability Test (CPAT)* within one (1) year of application closing date.
  - *Acrophobia Assessment* within one (1) year of application closing date.

Applicants must be able to attend the testing date on:

**Date:** December 2<sup>nd</sup> , 2023

Please visit <https://www.fireontario.com/site/services> for additional information. Candidates are responsible for all associated fees.

### Step 6: Medical Examination

Those considered suitable candidates will be asked to provide medical documentation from a physician stating they are medically cleared to perform the duties of a firefighter. The purpose of the Medical Examination report is to determine if, in the opinion of the physician, the applicant is medically fit to be an active firefighter.

- A firefighters job description is included in this package. Please ensure that it is provided to your physician at the time of your medical examination. A medical examination report will be provided to the potential candidate.

Candidates are responsible for all associated fees.



# Milton Fire & Rescue Services

## 2024 Part-Time Fire Fighter Recruitment Guide

### Step 7: Selection and Job Offer

Those candidates who are successful will be offered positions of employment as probationary part-time firefighters with a tentative start date the week of January 8<sup>th</sup> OR 15<sup>th</sup>, 2024. Still to be determined.

### Step 8: Probation Period

Upon acceptance as a Part-Time firefighter, recruits are subject to a one (1) year probation period (one year from the date of hire). Within the probation period, recruits are required to:

- Complete all training programs AND
- Obtain a valid "D" Driver's License with a "Z" endorsement
- Obtain NFPA 1001 Firefighter I & II Certification

**NOTE:** In the event of unforeseen circumstances, all times and dates are subject to change.





# Milton Fire & Rescue Services

## 2024 Part-Time Fire Fighter Recruitment Guide

### FREQUENTLY ASKED QUESTIONS

**Q:** Do I need to live in Milton to be a Part-Time Firefighter?

**A:** Yes!! It is imperative you have a reasonable response time to the fire station (under 10 minutes) in order to be effective at an emergency incident.

**Q:** I don't have the qualifications you are looking for, but will have them before the end of the process. Can I still apply?

**A:** You need to at least meet the minimum qualification requirements before your application will be considered.

**Q:** What is the difference between a Part-Time Firefighter and a Full-Time Firefighter?

**A:** Full-Time firefighters have regularly assigned hours and are paid an annual salary. Part-Time firefighters attend weekly training sessions and respond to incidents only if required. Part-Time firefighters do not have regularly assigned hours and are paid hourly.

**Q:** How many hours can a Part-Time firefighter expect on a monthly basis?

**A:** During recruit training, a Part-Time firefighter can expect approximately 35-40 hours per month. Once recruit training is completed, the average Part-Time firefighter can expect approximately 15Hrs per month dependent on their level of involvement.

**Q:** What is the difference between a Part-Time Firefighter and a Volunteer Firefighter?

**A:** These terms can be used interchangeably

**Q:** What can I do to better myself to become a firefighter?

**A:** Please refer to the qualifications section of this document.

If you have any additional questions, please email

[fireservices@milton.ca](mailto:fireservices@milton.ca)



# Milton Fire & Rescue Services

## 2024 Part-Time Fire Fighter Recruitment Guide

### FINAL WORDS

Becoming a part-time firefighter is a wonderful way to give back to your community. What you get out of it directly relates to what you put in to it. Opportunities to learn new skills and disciplines will be available throughout your career. There is an absolute sense of pride and accomplishment in being part of a highly revered and professional organization.

Thank you for considering joining Milton Fire & Rescue Services and good luck to everyone in the process.

We want to acknowledge the effort every applicant puts forth into the pursuit of being a firefighter and desire to assist in the protection of the community.