

# CAREER FIREFIGHTER RECRUITMENT

## APPLICATION MANUAL



CITY OF ABBOTSFORD  
Fire Rescue Service

The Abbotsford Fire Rescue Service is “making a difference in our community” through prevention, response and safety.

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## MESSAGE FROM THE ABBOTSFORD FIRE RESCUE SERVICE HIRING COMMITTEE

Thank you for your interest in becoming a career member of the Abbotsford Fire Rescue Service (AFRS). We are committed to recruiting talented and motivated individuals, who possess a high level of integrity, to serve our community.

Our citizens place their trust in the Abbotsford Fire Rescue Service and it is important that our members have a strong commitment to professionalism both on and off duty. It is our aim to select recruits who reflect the diversity of our community and demonstrate that they will honour and convey the mission, vision and values of our organization.

Firefighter recruits are role models who will become leaders within our organization and the community. We pledge to treat each applicant fairly and respectfully. We select recruits who are serious about the responsibility of leadership and pursue excellence as part of their daily activities. Accountability earns trust and respect, and it is our expectation that applicants display personal accountability and the capacity to lead by example.

We are honoured that you have expressed an interest in a career with the Abbotsford Fire Rescue Service. It is our goal for you to be successful with your quest for employment with us, please feel to contact us at any time. We are committed to doing our very best to support and guide you through our hiring process.

Preparation, combined with a positive attitude and solid foundation are essential to your success.

The Abbotsford Fire Rescue Service  
Hiring Committee



Darren P. Lee  
Fire Chief - Abbotsford Fire Rescue Service



Shane Petrie  
President - IAFF Local 2864



# GENERAL INFORMATION

## OUR CITY

Abbotsford, “The Hub of the Fraser Valley” is continually striving to grow its dynamic and diverse community. Abbotsford is known for its innovation, knowledgeable workforce, sustainability, broadband and digital equity which is why we are recognized as one of the top seven (7) intelligent communities in the world.

Abbotsford is one of the country’s most culturally diverse communities with more than 50 languages spoken within the community.

Abbotsford is located in the Fraser Valley near the Pacific Coast and offers a moderate climate that defies the national stereotype. With average highs in the summer of 24 degrees Celsius and average lows in the winter often above the freezing mark, Abbotsford sees an average of twelve snow days per year.

Abbotsford is home to 192 parks which cover more than 841.5 hectares of parkland and feature 276 kilometers of trails suitable for walking, running or cycling. It is estimated that 84% of residents live within 500 meters of a park.

We are home to a number of signature events each year, including the Abbotsford International Air Show which attracts more than 100,000 spectators for the three-day festival. Other events include the long-running Abbotsford Agri-Fair, the Abbotsford Tulip Festival, Berry Festival, and the traditional Canada Day celebrations which highlight more than 150 outdoor events hosted each year. These, combined with sporting events, trade shows and concerts held at the Abbotsford Centre and the Tradex signal an active social calendar which caters to a wide range of interests.

We are also home to the Abbotsford Regional Hospital and Cancer Centre which is the first new hospital built in British Columbia in over 30 years and the first facility of its kind in Canada.

## ABOUT THE ABBOTSFORD FIRE RESCUE SERVICE

The Abbotsford Fire Rescue Service has eight (8) Fire Halls. Three are staffed with career firefighters, three (3) are staffed by paid on-call staff and two (2) are staffed with a combination of career and paid on-call staff.

The AFRS responds to an average of 10,000 calls a year. The top three categories of those calls are medical incidents, motor vehicle incidents (MVIs) and fire alarm activations. Abbotsford is known for a mixture of urban and rural agriculture which means the members of the AFRS must have a broad skill set to be able to manage a wide variety of unique incidents.

The AFRS provides their services to over 145 square miles of infrastructure. We conduct residential, industrial and high-rise firefighting and are called out to a variety of different incidents including technical rescues, hazardous materials incidents, farm equipment rescues, and large animal rescue and airport incidents.

We have a state-of-the-art training facility where we conduct recruit training and most maintenance training. The Riverside Training Centre (RTC) is a one stop training facility with the ability to train our firefighters on almost all firefighter competencies. The RTC is comprised of vehicle rescue training, tower crane rescue training, confined space training, and emergency vehicle operation training props as well as classrooms for lectures.



## SCOPE

The purpose of this guide is to provide you with information about the AFRS and the corresponding recruitment process. It will help to answer questions you may have about our required and preferred qualifications, our application process and working as a firefighter. Please read all the information in this guide **before** applying. This will give you the opportunity to learn about becoming a firefighter, to determine whether you have all the required qualifications and to consider whether you are suited for a career in firefighting.

Abbotsford's firefighter recruitment process is lengthy, competitive and complex. You need to be prepared to complete the various stages on demand and in a short period of time. Dates for upcoming recruitment intake periods are advertised on our webpage and applicants can **only** apply during these intake periods.

## FIREFIGHTER CAREER

Abbotsford Fire Rescue Service strives to hire the best. Today's firefighter represents the diverse community we serve. We are looking for qualified recruits who are pursuing a demanding, exciting and rewarding career in firefighting to join our team.

Today's firefighter is a skilled professional who is able to face every kind of emergency. The AFRS will provide training on preferred methods for various job tasks. Through this training and experience, Abbotsford firefighters learn the latest developments in firefighting, rescue techniques, medical emergency procedures and public education. We also cover such subjects as the control of hazardous materials, communication systems, fire prevention legislation and fire investigation techniques. The AFRS is a community focused organization; the ability to speak other languages and have knowledge of different cultures within the community is an asset.

If you are interested in becoming an Abbotsford firefighter, you need to possess:

- Dedication.
- Adaptability and good problem solving skills.
- An ability to think critically.
- Teamwork and communication skills.
- A lifestyle that exemplifies fitness, health and wellness.
- A desire to serve the public.
- Strong mechanical aptitude.
- Mental and physical equanimity.
- Empathy and compassion.

## FIREFIGHTER QUALIFICATIONS

Candidates should review their application documents before final submission. Remember, how you present yourself through your application will be evaluated during the recruitment process. If you are found to have falsified or intentionally misrepresented your credentials, your application will be rejected and no future applications will be accepted from you.

You are required to provide legible proof of minimum qualifications at the application stage with your application. It is your responsibility to maintain your qualifications, at your cost, throughout the assessment processes.



## REQUIRED QUALIFICATIONS

Applications will be screened to ensure all of the following qualifications have been met. If you do not meet **ALL** of the required qualifications, your application will be rejected.

### You must be:

- At least 19 years of age on the date of your application.
- Eligible for employment in Canada - You must be a Canadian citizen, hold a valid Permanent Resident Card, a Landed Immigrant or otherwise legally entitled to work in Canada (i.e., holder of a work visa).

### Basic Qualifications:

- Completion of NFPA 1001- Level II (Including HazMat Operations) from an approved accredited agency.
- No criminal convictions, no pending adult criminal charges, and an ability to obtain Vulnerable Sector Police Information Check clearance.
- A valid unrestricted class 1, 2, or 3 Drivers Licence (or provincial equivalent) with air brake endorsement (Automatic only restriction is accepted) with no restrictions and a good driving record. (A current driver's abstract dated no more than 30 days prior to the recruitment competition. The abstract should demonstrate responsible and safe driving behavior).
- High school diploma completion or equivalency;
  - Equivalencies can include:
    - General Educational Development (High School Equivalency Diploma)
    - An undergraduate/applied degree or journeyman certificate
    - Completed 2 years of a recognized apprenticeship program
- A current First Responder Licence with Spinal and AED or greater (e.g. EMR or PCP Licence);

It is applicant's responsibility to keep all licences current throughout the recruitment process, all costs associated with obtaining and maintaining these licences are at the applicant's expense. You are required to provide documentation to verify the above qualifications.

## PREFERED QUALIFICATIONS:

These additional skills and experiences will enhance your application but do not replace the required qualifications:

- Work experience related to firefighting such as, auxiliary/volunteer firefighting, first aid attendant, paramedic, or forestry firefighting.
- Completion of a Post-secondary education program (Certificate, Diploma, Associate Degree or Degree).
- Enrollment in or completion of a Trade Certification (Interprovincial Standards Red Seal).
- Employment in a profession that demonstrates mechanical aptitude.
- Experience volunteering and community involvement.
- Fluent in other languages.
- Additional fire-related courses.
- Team participation and on-going commitment to physical activity.
- Work experience highlighting dependability, initiative and high work ethic.
- An Emergency Medical Responder (EMR) or Primary Care Paramedic (PCP) Licence.



# THE FIREFIGHTER RECRUITMENT PROCESS

## TIPS

Although there is no single factor to ensure success in your pursuit to join the Abbotsford Fire Rescue Service, we would like to offer you these tips:

1. Stay current with recruiting information by visiting our website at [www.abbotsford.ca/fire](http://www.abbotsford.ca/fire).
2. If your personal contact information changes, contact Human Resources Division immediately at [careers@abbotsford.ca](mailto:careers@abbotsford.ca).
3. Before you submit your firefighter application, take the time to learn all you can about the job. Familiarize yourself with the job tasks, the different steps in the hiring process and the current economic and social environment in Abbotsford. Do your homework. It is better to be over-prepared!
4. You must be able to follow and act on complex verbal and written instructions. You will be evaluated on these skills throughout the recruitment process and throughout your career as a firefighter.
5. We expect you to be prepared and ready to participate in our assessments at all times. You may experience little advance warning to participate in tests; other times, you may experience lengthy delays with little feedback. The very nature of our business is being prepared to respond.
6. Your demeanor and effort throughout the selection process are taken into consideration as part of the final hiring decision.
7. Job fit/suitability is one of many critical factors considered in our decision-making processes. Completion and/or passing all steps in the recruitment process does not ensure a job offer.

## PROCESS

The recruitment process for the Abbotsford Fire Rescue Service has been broken down into eight (8) different stages.

- Stage 1 - Application and Pre-Screening
- Stage 2 - Written Exam
- Stage 3 - Occupational Skills Assessment- Day 1
- Stage 4 - Occupational Skills Assessment- Day 2
- Stage 5 - Reference Checks, Police Information Check and Vulnerable Sector Search
- Stage 6 - Fire Chief Interview
- Stage 7 - Conditional Offer
- Stage 8 - Pre-Employment Medical Evaluation and Candidate Physical Ability Test (CPAT).

All applicants will be notified during the process if they will be moving on to the next stage via email. It is the candidate's responsibility to ensure email addresses are valid and up-to-date and computer firewalls/security is set up to accept emails from the City. It is the candidate's responsibility to check emails on a regular basis as there are deadlines issued for payment and scheduling. All testing stages are in person, and cannot be faxed, emailed or taken online.

## RULES

- Due to the high volume of applications we receive, we are unable to confirm receipt of applications with individual applicants;
- You must be successful at each stage in order to be considered further in the process;
- If you are unsuccessful at any stage in the process, you will be informed via email.
- Again, due to the high volume of applicants, we are unable to provide individual feedback for each applicant regarding the selection process.



# STAGES

## Stage 1 - The Application and Pre-screen

All applications must be submitted electronically through [www.abbotsford.ca/careers](http://www.abbotsford.ca/careers). We will not accept applications submitted by any other means. Factors to consider when you decide to apply:

- The job posting will only be open to receive applications for a specified period of time.
- Applications will not be accepted if submitted after the closing date.
- You will need to create an online account at [www.abbotsford.ca/careers](http://www.abbotsford.ca/careers) in order to submit your application.
- The online application system is not compatible with Safari- be sure to use a different browser if you are using an Apple computer.
- An active email address will be required in order to create the account and receive updates on the status of your application.
- Have an updated resume prepared prior to beginning your online application. You will be asked to upload your resume during the application process.
- The system will not allow you to start an application and finish it later. You must complete your application, from start to finish, at one time.
- Answer all of the questions at the time of your initial application. Incomplete applications will not be considered.
- Your answers to the online questions will determine whether you are invited to the second stage of the process. Make sure you are answering questions completely and accurately.
- You must be fully certified or licenced to complete the online application. Indicating that you possess a licence or certificate that you have not been issued at the time of application will result in your elimination from the process. Dates will be verified.
- **All requested documents must be attached at time of application or the application will be considered incomplete and will not be considered. Candidates should review their application document downloads before final submission.**

## Stage 2 – Written Assessment – BL Associates Firefighter Competency Assessment

Candidates who are successful in Stage 1 of the selection process will be invited to participate in a Firefighter Competency Assessment:

- There is a fee of \$390.00 CND, plus applicable taxes that is payable in advance for this assessment.
- Those invited to this stage of the recruitment process will receive payment instructions and testing location details prior to the test.
- You will not be allowed to participate in the testing process without proof of payment and photo identification.
- Proof of COVID 19 vaccination will be required to enter the written assessment venue. Assessments must be done in person.





### **Stage 3 - Occupational Skills Assessment – Day 1**

Candidates who are successful in Stage 2 of the selection process will be invited to participate in Day 1 of the Occupational Skills Assessment portion of the process.

- Those invited to this stage of the recruitment process will receive testing location details prior to the test.
- You will not be allowed to participate in the testing process without photo identification.
- The assessment consists of approximately four to six hours. Occupational skill assessment will include the successful completion of the following:
  - 2400 metre run in under 12 min.
  - 100 metre swim and the ability to tread water for 5 min.
  - 100' aerial ladder climb.
  - 35' ladder extension (fixed to wall).
  - Extrication tool simulation.
  - Zero visibility maze.
  - Mechanical skills assessment.

### **Stage 4 - Occupational Skills Assessment – Day 2**

Candidates who are successful in Stage 3 of the selection process will be invited to participate in Day 2 of the Occupational Skills Assessment portion of the process.

- Those invited to this stage of the recruitment process will receive testing location details prior to the test.
- You will not be allowed to participate in the testing process without photo identification.
- The assessment consists of approximately four to six hours. Occupational skill assessment will include the successful completion of the several skill stations designed to assess your suitability and fit for a firefighter position with the AFRS.

### **Stage 5 - Reference Checks, Police Information Check and Vulnerable Sector Search**

Successful candidates will be moved to the next stage which includes Reference Checks, Police Information Check and Vulnerable Sector Search.

We use a number of tools throughout our assessment processes to validate your information and to capture a clear representation of your employment history. At this stage of the process, we will request you complete the following documents:

- Reference Release Form - providing City of Abbotsford, Human Resources authorization to contact the employment references you have provided.
- A detailed list of your current and previous direct supervisors/managers of employment.
- Our reference process will ask your references to rate you based on their experiences with you as an employee. Your references will also be asked to provide their assessments of you in your present/past employment.

Police Information Check and Vulnerable Sector Search are required for this position. Candidates are responsible to make application to their local police department. Contact your local police department for application and applicable fees.



## Stage 6 - Fire Chief Interview

Upon completion of a final review of all aspects of each candidate's application and results from all stages of the selection process, the most qualified candidates will be invited to meet the Fire Chief.

## Stage 7 - Conditional Job Offer

Successful candidates will receive a conditional offer of employment, dependent on passing a pre-employment medical evaluation, psychometric assessment and Candidate Physical Ability Test (CPAT).

## Stage 8 - Pre-Employment Medical Evaluation and CPAT

Human Resources will contact you and provide all of the information required for completion of the medical evaluation, psychometric assessment and CPAT.

- The medical evaluation is a comprehensive third party medical/fitness evaluation and will screen for medical conditions that might affect your ability to function as a firefighter - *No cost to the candidate*
- The Psychometric Assessment is provided by a third party and will include a written test - *No cost to the candidate*
- CPAT please see link for details - [AFRSBC](#)

**Note:** The Medical Evaluation, CPAT and Psychometric Assessment must be done in person.

## PROBATIONARY PERIOD

During your one-year probationary period, you will undergo extensive training and evaluation to determine ongoing suitability as a firefighter. You will undergo practical and theory evaluations at eight (8) weeks, six (6) months, and eleven (11) months. Additionally, you will be receiving ongoing feedback to ensure that you have the tools (information) needed to successfully complete your one-year probationary period.

