

Township of Puslinch Fire Service



Recruitment Manual 2024

Thank you for your interest in becoming a part of the Puslinch Township fire service. All information related to the process can be found within this manual.

Please read through carefully and observe all important meetings and deadlines.

Firefighter Recruitment Table of Contents

About Puslinch Fire and Rescue Service	3
Township of Puslinch Auxiliary Firefighter Job Advertisement	4
The Recruitment Process	5
Step One: Application	5
Step Two: Information Session	5
Step Three: Aptitude Test (Written)	5
Step Four: Formal Interview	6
Step Five: Fitness Evaluation	7
Step Six: Verification Process	7
Step Seven: Job Offer	7
On the Job: The Auxiliary and Probationary Period	7
On the Job: Recruit Training	8
Factors to Consider Before Applying	8
Benefits of Being a Puslinch Firefighter	9
Minimum Qualifications	9
Final Words	10



About Puslinch Fire and Rescue Service

For more than 50 years, Puslinch Fire and Rescue Service has served and protected its citizens and visitors from risks, threats, and challenges that occur in our community. Our greatest asset in carrying out the Puslinch Fire and Rescue Service mission is our team of hardworking professionals dedicated to the delivery of quality fire prevention, public education, and suppression services.

Puslinch firefighters spend countless hours in the community, supporting various fundraising events and charitable programs. Our goal is to support those in need through friendship, community service, education, prevention, and protection.

Our Mission: Our Community, Our Commitment to Educate, Prevent and Serve those in need.

Puslinch Fire and Rescue Service recruits are involved with one of the longest and most extensive recruit training programs in the province which includes mandatory successful completion of the National Fire Protection Association (NFPA) Level 1 and Level 2, First Responder, and specialty rescue courses. Firefighter recruits are expected to participate in over 200 hours of in station training, not including the many hours of home study, all within a six-month period. Training goes beyond the initial six months, as every firefighter is immersed in ongoing training from the day they are hired until the day they retire.

Being a Puslinch firefighter requires a significant commitment of your time to both train and respond to emergency incidents. The safety of the public, yourself and your fellow firefighters depends on the skills you will learn and, more importantly, maintain and improve. Puslinch firefighters are on call 365 days a year (including holidays), 24 hours a day, and 7 days a week.

All hires enter our Auxiliary Firefighter program. As an auxiliary firefighter, you will participate in training, public education, and everything we do as a department apart from responding to most emergency calls. As we have openings in staffing, our fully trained Auxiliary Firefighters step onto the floor to immediately fill those roles.

Township of Puslinch Volunteer Firefighter Job Advertisement

The Township of Puslinch is currently accepting applications for Volunteer Firefighters for the Puslinch Fire and Rescue Service. If you are compassionate, motivated towards a challenging and rewarding career, strive to make a difference in your community, and enjoy helping others, then this may be the opportunity for you.

The minimum qualifications for this position include:

- High School diploma or equivalent.
- Excellent written and verbal communication skills and a positive attitude.
- Basic First Aid/CPR Certificate.
- Possess a valid G Driver's Licence.
- Able to provide a recent satisfactory driver's abstract (within 30 days) in good standing and to the satisfaction of the Township of Puslinch.
- Police Vulnerable Sector Check required upon hire.
- Excellent interpersonal and customer service skills, including the ability to work effectively in a team environment.
- Ability to respond to matters of a sensitive nature and maintain strict confidentiality.
- Able to respond to emergencies with no prior notice.
- Fulfill the physical requirements of the position including heavy lifting and the ability to work under strenuous conditions.
- Must be 18 years of age or older.

A Volunteer Firefighter is an unpaid position that potentially leads to a Probationary Firefighter position.

Interested applicants are encouraged to apply with a detailed resume, cover letter, and completed Application Form to hr@puslinch.ca. Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

If you require an accessible version, please contact admin@puslinch.ca or call (519) 763-1226 ext. 207.

The Recruitment Manual and Application Form are available by visiting our website at www.puslinch.ca

The fire department will be hosting applicant information sessions in the coming months. Specific dates will be announced. If contacted, you (and a member of your family) are strongly encouraged to attend one of these two-hour sessions, which will provide detailed information regarding the recruitment process and job requirements.

We thank all applicants, but only candidates selected for an interview will be contacted. The Township of Puslinch is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

The Recruitment Process

Step One: Application

The Firefighter Recruitment Manual and Job Advertisement is available on the Township website at www.puslinch.ca. The Township of Puslinch offices and Fire Station are located at 7404 Wellington Road 34, Puslinch, Ontario, N0B 2J0. Submit a resume, cover letter, and application form. Be sure to include your involvement in the township and why you are interested in this opportunity.

Interested applicants are encouraged to apply to hr@puslinch.ca

*Your application will be assessed for completeness and compliance. Only selected candidates will be contacted.

Step Two: Firefighter Recruitment Information Session, Thursday November 14th starting at 7PM at the Puslinch Community Centre, 23 Brock Rd S.

If contacted, you will be invited to attend an information session. This session will be approximately two hours in length. During these two hours, you will receive information regarding the aptitude test, fitness testing, recruit training, the application process, the probationary period, and other general information about the fire department.

It is VERY important that you attend this session. Please also consider bringing your spouse or another supporting family member. There is so much of this job that depends on having the support of those at home. Becoming a firefighter is a huge commitment – everyone deserves to know how their life will be impacted by this decision!

*Contact information and other important recruitment dates will be confirmed at this session.

Step Three: Aptitude Test (Written)

One of the skills of a firefighter is to have a large breadth of general knowledge. The written Aptitude Test covers a range of skills that are important to firefighting in our Township. The applicant must achieve a passing score to move on to the next step of the hiring process. The aptitude test date will be announced during the information session. If you require an accommodation for the written skills evaluation, please contact Human Resources Generalist, Madison Emery, to discuss further.

The Aptitude Test was developed by the Recruitment Team and will assess your competence with respect to:

- Reading comprehension
- Mathematical skills (calculators will not be permitted)
- Problem solving

- Writing skills
- General knowledge of the Township of Puslinch i.e., roadways, businesses, government, etc.

Sample Questions:

1. Name one Township of Puslinch Councilor?
2. Super Gasoline sells for \$2.50 per gallon. Assume there are 4 L in 1 gallon. What will be the cost of 16 L of fuel be?
 - a. \$5.00
 - b. \$16.00
 - c. \$10.00
 - d. \$2.50

Questions on this test will take the form of multiple choice, true or false, and fill in the blanks. The Recruitment Team will not provide test scores.

If you are successful in achieving a passing score on the Aptitude Test, you will be invited to proceed to the next stage in the recruitment process.

If you do not achieve a passing score on the test, you will not move on to the next steps of the hiring process.

Step Four: Formal Interview

Applicants that are successful to this stage of the recruitment process will be interviewed by the Recruitment Team.

A member of the Recruitment Team will call all successful applicants to confirm an interview date and time. The interview phase of the recruitment process assists the recruitment team in learning more about you as a person.

Please bring the following items with you to the interview:

- Original or photocopies of your qualifications, as stated on your resume (i.e., certificates, diplomas, licenses, etc.).
- A minimum of three character references and their contact information.

The following items will be requested once you have successfully moved past the interview stage:

- A satisfactory driver's abstract with no more than three (3) demerit points. This abstract can be obtained through a Service Ontario location, or through the following link: [Government of Ontario – Service Ontario Public Portal - Driver Record](#)
- A Police Vulnerable Sector Check.

- Candidates will be required to provide a medical certificate from a qualified physician indicating their ability to perform all expected duties of a firefighter. We suggest that you book an appointment as soon as possible to allow enough time for your physician to issue this certificate. Forms for this certificate will be handed out at the interview.

Step Five: Fitness Evaluation

All applicants will be required to complete the CPAT fitness assessment. This is a test conducted by a 3rd party testing facility located in St. Catharines that gauges your ability to perform routine activities involved in firefighting. There is a personal cost of approximately \$160 to be tested and obtain a certificate. Full information, including description of all components of the test can be found at: [Occupational Assessment \(CPAT\)](#)

There are many water sources throughout our Township, and water and ice rescue are a part of our rescue services. As a member of Puslinch Fire and Rescue Service, you are required to have basic swimming ability. On the same day as the CPAT test, you will complete a swimming evaluation which includes a basic swim test and treading water for a period of time. The cost of this evaluation is approximately \$15. If you have an equivalent proof of swimming ability, you may submit that for consideration.

Step Six: Verification Process

The Recruitment Team will conduct reference checks and review your application package.

As part of the verification process, a member of the recruitment team will call the employment and character references that you have provided. It is the responsibility of the applicant to ensure that all reference information is correct and up to date.

Step Seven: Job Offer

The Fire Chief or a member of the Recruitment Team will call successful candidates. If you are successful – Congratulations!

Applicants are expected to provide immunization records within six months. It is also expected that successful applicants immediately begin completing any outstanding vaccinations.

On the Job: The Auxiliary and Probationary Period

From the date of hire, applicants will become Auxiliary Firefighters until they are promoted to a Probationary Firefighter. Probationary Firefighters must then pass the following:

- National Fire Protection Association (NFPA) 1001 Level 1 Firefighter Exams (Training will continue in future years for NFPA Level 2 and beyond)

- DZ driver's license accreditation within one year
- Canadian Red Cross, in house First Responder course
- NFPA 1072 Hazardous Materials Awareness Exam
- Attend 100% training

*The Fire Chief has the authority to extend the probationary period if deemed necessary.

On the Job: Recruit Training

If you receive a job offer, there will be in-house training that will get you up to speed on some of the basics including professionalism, the fire service, personal protective equipment, self-contained breathing apparatus, and more.

After the initial training, you will be enrolled in the Wellington Country Training Recruit Program and, together with recruits from fire departments across Wellington County, you will take part in a training program consisting of online materials, text assignments, lectures, hands-on skills, and physical practical skills and evaluation days across many locations, while learning from a variety of instructors. Expect to attend one to two meetings per week (usually on weekends), as well as complete self-study time for a duration of approximately four to five months.

Factors to Consider Before Applying

There will be much more information than this booklet contains communicated during the information session. However, some questions you can begin asking yourself and consider are as follows:

- Successful completion of all assessment tests or steps of the recruitment process does not guarantee a job offer.
- Does your current residency allow for a reasonable emergency response time?
- Before you decide to challenge yourself as a Puslinch firefighter, learn all you can about the job.
- The Recruitment Team has the responsibility of selecting individuals with personal values that match the Puslinch Fire and Rescue Service values of pride, professionalism, respect, and teamwork.
- At times, this is a very tough job. A basic level of physical fitness is required to do the job effectively and safely. Can you work for extended periods of time, under arduous conditions, and in extreme temperatures? 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? There is no end to the learning within this department! You will constantly be pushed to learn new information and skills. There are many opportunities to advance yourself with courses and charged with bringing those new skills back to the hall.

- Do you meet all minimum qualifications? We will train you to be a safe and competent firefighter, however you need to have some basic qualifications before you start.
- Does your lifestyle allow you to commit to the required hours of training in house and home study, as well as attend emergency calls? This is an important thing to consider. Once you are through the heavy recruit training, regular training for everyone is offered Wednesday evenings at 7:30 p.m. Each training session lasts for two hours. On top of this training, there are calls – a lot of them. We will discuss this in much more detail during the information session.

Benefits of Being a Puslinch Firefighter

There are many benefits of working as a Firefighter in the Township of Puslinch.

One of these benefits is that you get to be a very active firefighter! We are, perhaps, the busiest station in all of Ontario. We cover a very large geographic area from Guelph to Flamborough, and from Cambridge to Milton. We cover a large and busy section of highway 401 and we respond to many different types of calls besides fires such as car accidents, medical assists, and public assists. More information about this will be discussed during the information session.

Successful candidates will receive (at the minimum) the following certifications:

- National Fire Protection Association (NFPA) Firefighter 1001 Level 1 Certification
- Canadian Red Cross First Responder
- NFPA 1001 Level 1 and 2 Certification
- NFPA 1072 Hazardous Materials Awareness and Operations Certification

Additional benefits include:

- Appreciation of a job well done with recognition and possible reward.
- Challenging work environment.
- Opportunity for lifelong learning.
- Benefits and insurance.
- Personal satisfaction with meaningful incentives.
- Remuneration for training and calls, starting at a probationary firefighter level.

Minimum Qualifications

Personal Traits and Characteristics:

- Must live no more than 8km outside the Township boundary.
- Prioritize physical fitness.
- Follow and complete oral and written instructions.
- Able to work harmoniously with other individuals and groups.
- Treat all persons with respect and dignity regardless of race, gender, or beliefs.
- Ability to perform required tasks especially during emotional suffering, tragedy, or loss of life.

- Maintain a positive attitude and professionalism on and off the job.
- A clean criminal record, Driver's Abstract, and a successful medical certificate.

Vaccinations:

- Hepatitis B (e.g., TWINRIX)
- Tetanus and Diphtheria

Although not required, the following vaccinations are strongly recommended:

- Mumps, measles, rubella, and annual flu shots

Education and Certifications:

- High School Diploma or equivalent
- Minimum Class G License

The following Education and Certifications would be an asset:

- Fitness CPAT evaluation certificate
- Post-Secondary education
- Standard First Aid and CPR
- Class D License (Note: you will be required to obtain your DZ license within the first year if you do not already have this certification)

NOTE TO EXISTING FIREFIGHTERS: If you are trained as a firefighter, or currently employed by a fire/rescue department, please contact us to discuss the process. There will be some exemptions from this process and some unique requirements for documentation.

Final Words

Becoming a firefighter is an exciting life change and a wonderful way to give back to your community. What you get out of it directly relates to what you put in. Opportunities to learn new things and skills will be available throughout your career. It is a job you can love and there is an extreme pride in being a part of a wonderful, life-saving, and professional organization. Good luck to everyone!