



Municipality of  
**Leamington**  
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# **Part-Time Firefighter Eligibility Program Recruitment Information Package**

**(Updated January 2025)**

## Introduction to the Leamington Fire Services

The Leamington Fire Services provides a range of fire protection services including public education, fire prevention, and emergency fire and rescue services. The Municipality is 238 square kilometres in size and has a population of around 30,000 residents. The municipality's building stock consists of approximately 8,800 residential, 9 institutional, 500 commercial, 150 assembly, 50 industrial, and over 1,200 non-building code classified structures. In 2024 the department responded to over 600 calls for assistance.

The department consists of 34 members with 6 full-time and 28 part-time classified firefighters. The full-time staff include the fire chief, deputy chief of operations, deputy chief of public education/training, 2 fire inspectors, and an administrative assistant. The 28 part-time firefighters are split into four squads comprised of a captain, lieutenant and five firefighters. Each squad works from a department schedule requiring them to attend all calls during their 13 weeks of scheduled squad duty and they must attend all full alarm calls at any time during the year if fit and available. The Municipality and the firefighters' association work together under a collective agreement.

The Leamington fire station is located at 5 Clark Street West with the following fleet vehicles ready to respond: a heavy rescue/command center, 95' aerial platform pumper, 75' ladder pumper, 1 pumper, 2 pumper-tankers, three 4-wheel drive chief officer vehicles, and two fire inspection units.

New firefighting staff begin at the position of part-time probationary firefighter. After a period of one year, and upon successful completion of the required training and performance evaluations, the probationary firefighter moves to a part-time Class 4 Firefighter.

Firefighters are assigned to a duty squad, which is on duty one week of every four and they must attend all calls during that time. While on duty week, they must also attend the fire station on Wednesday night and Sunday morning to perform station duties and training as assigned. During all other times, they must attend all paged full-alarm calls when fit and available. All firefighters are required to attend an additional training night a month as well as special training sessions that are scheduled throughout the year.

If chosen as a successful applicant, you will be expected to carry on this service tradition. You will enjoy the team spirit, the satisfaction of helping others and the opportunity for continuous learning. Included is a commitment to responding at any time day or night to help someone in need, without prior notice, in all kinds of weather, and challenging conditions. Firefighting is rated as one of the highest for job satisfaction.

## Remuneration

Position	2024 Rates
Captain	\$34,359.00
Lieutenant	\$31,495.72
Class 1	\$28,632.49
Class 2	\$26,055.56
Class 3	\$22,905.97
Class 4	\$16,343.70
Probationary	\$13,374.98

The compensation for Part-Time Probationary Firefighters is as follows:

- Annual Salary: \$13,374.98
- Standby Pay: \$3,276 per year

After completing one year as a Part-Time Probationary Firefighter, the compensation for a Part-Time Class IV Firefighter is as follows:

- Annual Salary: \$16,343.70
- Standby Pay: \$3,276 per year

### Part-time Probationary Firefighter Recruit Overview

#### Minimum Requirements for Application:

- Must be 18 years of age.
- Must live within four kilometres and/or work within six kilometres of the Fire Station. Applicants must comply with this requirement within 30 days of hire and must be maintained through the duration of employment with the Municipality.
- Secondary School Diploma or equivalent.
- NFPA 1001 Firefighters 1, 2 and NFPA 1072/472 Certification, in-progress, or willing to complete within two (2) years of hire.
- Valid Ontario Class DZ Driver's Licence, in the process of obtaining or available to obtain within (2) years of hire and satisfactory Driver's abstract. Driver's abstract will be required after successful completion of the interview process.
- Current First Aid, CPR and AED Certification.
- Mentally and physically fit to complete this type of work.
- Proficient in written and verbal communication skills.
- A reliable means of transportation to respond to alarms.
- Upon request, provide a satisfactory Police Clearance Certificate of Vulnerable Sector screening.
- Upon request, provide a medical certificate completed by the applicant's doctor.

**Note:** All costs associated with application requirements are the sole responsibility of the applicant.

#### Other Desirable Skills:

- Previous firefighting experience.
- Demonstrated commitment (i.e. volunteer service).
- Pleasure Craft Operators Card.
- Related experience (EMS, Police).

- Previous pertinent training (i.e. Workplace Hazardous Materials Information System, Ontario Health & Safety Act).

## Job Description

# The Corporation of the Municipality of Leamington

Community and Development Services

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<b>Position:</b>	Probationary Firefighter
<b>Classification:</b>	Part-Time, Unionized, Leamington Firefighters' Association
<b>Location:</b>	Fire Services
<b>Wage Rate:</b>	<b>Certified:</b> Class 4 Firefighter wage of the Schedule 'A' Wages of the Leamington Firefighters' Association Collective Agreement <b>Non-Certified:</b> Probationary Firefighter wage of the Schedule 'A' Wages of the Leamington Firefighters' Association Collective Agreement
<b>Hours of Work:</b>	Seven (7) Twenty-Four (24) hour days on call during duty weeks
<b>Reports To:</b>	Captains

### Education, Skills and Experience:

- Must have an Ontario Secondary School Diploma or equivalent.
- Must have or working towards successfully completing the NFPA 1001 Firefighters 1, 2 and NFPA 1072/472 Certification. Certification must be completed within two (2) years of hire.
- Must be certified in First Aid, CPR and AED.
- Must maintain residency within four (4) km and be employed within six (6) km and receive employer's permission to respond to emergencies.
- Must maintain satisfactory performance evaluations at 6 months and one year from hire over the probationary period.
- A valid Ontario Class 'DZ' Driver's Licence is an asset.
- Pleasure Craft Operators Certificate is an asset.

### Job Description:

Reporting to the Fire Services Captains, the Probationary Firefighter works as part of a team to provide limited or restricted duties related to emergency response, public education, equipment checks and associated maintenance while maintaining skills, knowledge and certification competencies through department training programs.

### Specific Duties:

In addition to adhering to the requirements of Article 22 of the Collective Agreement, a Probationary Firefighter shall also:

1. Participate in regularly scheduled in-person and on-line training sessions.

2. Perform firefighting duties according to applicable legislation, standards, and Fire Services Standard Operating Procedures (SOPs).
3. Lay, connect and carry fire hose, hold nozzles, direct high-pressure water streams, and work from varying heights of ladders and roofs.
4. Operate all equipment normally associated with efficient operations to control and extinguish fires.
5. Wear Self-Contained Breathing Apparatus (SCBA) and full protective clothing in noxious and smoke-filled atmospheres in a supervised environment.
6. Ventilate buildings or areas to release heat, smoke or fumes.
7. Carry out salvage operations to minimize property damage.
8. Perform overhaul operations to ensure the fire has been completely extinguished.
9. Perform various inspection and maintenance duties to apparatus, equipment and other department property completing associated documentation, as assigned.
10. Participate in public relations and fire prevention projects, such as tours, parades and demonstrations as required.
11. Comply with the Occupational Health and Safety Act (OHSA) and the Municipality of Leamington Health and Safety Program.
12. Assist with various special projects and perform other duties as assigned.

**Core Competencies:**

Customer Service	Effective Communication	High Standard of Professionalism
Technical Knowledge	Reliability	Handling Unexpected Situations
Work Independently	Accuracy & Attention to Detail	Work in a team environment
Problem Solving	Emergency Response	Work in stressful situations

## Recruitment and Selection Process

The recruitment and selection process will consist of the following stages:

**Stage 1.** Application Review

**Stage 2.** Interview

**Stage 3.** Written Testing

**Stage 4.** Physical Testing

**Stage 5.** Documentation Check

**Stage 1: Application Review**

All applicants are required to submit an application online through our website,

[leamington.ca/careers](http://leamington.ca/careers). A resume and cover letter will be required for submission.

Human Resources will request the following from applicants who meet the minimum criteria:

- Copy of current First Aid and CPR Certificates
- Copy of valid Ontario Class DZ Driver's License (if so certified)
- Copy of NFPA 1, 2, and NFPA 1072/472 Certification (if so certified)
- Any other relevant certifications

Successful applicants will be notified, primarily by email at which time they will have the opportunity to advance to Stage 2 of the selection process.

## **Stage 2: Interview**

Interviews for the position of Part-Time Probationary Firefighter will be conducted by an interview panel that includes representatives from the fire service officer staff and human resources.

## **Stage 3: Written Testing**

Selected applicants will have the opportunity to complete the written testing stage. This testing is designed to reflect the candidates' aptitude and knowledge of the fire service and duties.

Selected applicants will have the opportunity to advance to the next stage of the selection process.

## **Stage 4: Physical Testing**

Selected applicants will have the opportunity to complete the physical testing stage. The categories are designed to reflect select firefighter-related tasks. All physical tests will be demonstrated at the time before applicants are asked to perform them.

### **Ladder Climb:**

Firefighters must have the agility and confidence to climb all types and sizes of ladders while performing rescue work and firefighting operations. Firefighters must not suffer from acrophobia (fear of heights). The test will consist of the following:

Wearing complete turnout gear and self-contained breathing apparatus (SCBA), applicants are required to climb 100 ft (30 m) up the aerial platform ladder, enter the bucket, attach to the safety anchor point, disconnect from the safety anchor point and descend back down to the ground. You will be connected to a safety line during this exercise.

**Note:** Applicants with acrophobia will not continue with the recruiting process.

### **Search and Rescue:**

Firefighters must wear self-contained breathing apparatus (SCBA) during search and rescue operations. Under extreme heat, toxic gases, and dense smoke conditions, firefighters must carry out search and rescue operations, in attics, basements, and other areas without the fear of confined spaces. The test will consist of the following:

- Wearing complete turnout gear and SCBA, applicants will go down one flight of stairs, enter a room and locate a dummy to be rescued.
- Applicants will pick up the dummy in an approved manner and return to the starting point.
- Your face piece will be blacked out and fire department staff will monitor your movements to ensure your safety.

**Note:** Applicants with claustrophobia will not continue with the recruiting process.

### **Hose Carry:**

Picking up and loading hose is a normal activity which requires physical strength on the part of the firefighter. A roll of 2 ½" (65mm) fire hose weighs approximately 60 lbs. (27 kg).

The test will consist of the following:

- Wearing complete turnout gear, applicants will remove one length of 2 ½" fire hose along with two hydrant tools from the rear of the truck, carry it for 100 ft. (30m) and hook it up to a fire hydrant.
- You will then disconnect the hose and tools from the hydrant, carry them back to the truck and place them on the tailboard.
- Applicants will be timed on the length of time it takes you to complete this exercise.

### **Dummy Drag:**

Applicant must demonstrate their physical ability to drag a weighted 150lbs (68kg) dummy for a set distance wearing firefighter turnout gear and a modified SCBA.

### **Swim Test:**

(Takes place at the Nature Fresh Farms Recreation Centre):

1. 200m swim without stopping, head up rescue or breaststroke in under 10 minutes,
2. 50m swim wearing an orange PFD in under 1min 40 secs,
3. 50m rescue victim tow wearing a PFD no time limit,
4. 15 min tread water - No swim aids - head above water for 15 minutes with hands only out of the water for the last 2 minutes.

Physical testing results will be reviewed with successful candidates advancing to the next stage of the selection process.

Candidates who successfully pass the requirements of the first four stages will be placed on the Firefighter Eligibility Program List. This list will be considered if part-time firefighter positions become available over the following two-year period. Once a part-time firefighter position becomes available, candidates on the list may be considered and contacted to reassess interest and eligibility.

### **Stage 5: Documentation Check**

Prior to hire:

- The candidate will be required to submit a medical examination report completed by a physician. All costs associated with this requirement are the sole responsibility of the candidate. The examination is to determine that the candidate is both physically and mentally fit to be an active firefighter. The words “**fit for firefighting duties**” must appear on the report.
- The candidate, at their own expense, must submit an acceptable Vulnerable Sector Police Clearance and Driver’s Abstract.
- Sign the offer of employment.
- A Firefighter Employment and Residency Form must be signed by the candidate’s employer providing permission for the firefighter to leave work to attend all alarms during their duty squad shifts (13 weeks per year) and to attend all full alarm calls.
- Candidates must also acknowledge under signature and witnessed by a commissioner that they live within 4 kilometres and work within 6 kilometres of the Fire Station located at 5 Clark Street West, Leamington, ON.
- Probationary firefighters must comply with the live and work radius within 30 days of hire.

Thank you for your interest in Fire Services for The Corporation of the Municipality of Leamington.