



Job Posting ID 25E-05

Just north enough to be perfect, North Bay is a diverse community that offers a blend of opportunity and easy living. Servicing a regional catchment area of 112,000 people, this progressive city of 51,553 residents is nestled between Lake Nipissing and Trout Lake and is conveniently located just three and a half hours from major Ontario centers such as Toronto and Ottawa. Join our team and create your future with the Corporation of the City of North Bay. Discover the Gateway to the North, where easy living is embraced.

North Bay's Fire and Emergency Service is accepting applications for full-time, permanent Probationary Firefighters, working in the Suppression Division. Our employees work to protect the lives, property, and environment of the City of North Bay from the adverse effects of emergency incidents. North Bay Fire and Emergency Services incorporates the values of service excellence, safety, integrity, professionalism, communication, teamwork, and respect. In order to provide the best service to the public, we are committed to the training, education and the well-being of each and every member of our team.

Firefighting is a demanding and respected profession that offers an opportunity to provide valued services to the public. We are seeking individuals who embrace the delivery model for fire protection that is based on the three lines of defense against fire:

1. Public Fire Safety Education
2. Fire Safety Standards and Enforcement
3. Emergency Response

Firefighters are expected to maintain a high standard of professionalism, integrity, credibility, problem solving, be able to work as part of a dynamic team and possess excellent interpersonal and organizational skills.

If you are committed to serving your community and helping people, are willing to continuously train and learn, and work well in a team environment, you may be an ideal candidate for a career with North Bay Fire and Emergency Services.

You must be physically fit and psychologically prepared to handle the sustained, intense, physical, and mental demands often required to perform the duties of a firefighter in our service.

Duties and Responsibilities (General):

Following the chain of command, the firefighter reports to and is under the general direction and direct supervision of a Fire Captain.

The General Duties and Responsibilities for the position of Firefighter include but are not limited to the following:

- Perform public education and public relations
- Participate in fire safety inspections
- Develop pre-incident plans
- Demonstrate a commitment to personal and professional development
- Perform firefighter safety practices
- Perform fire ground operations
- Perform rescue operations, including technical rescue
- Perform hazardous materials and Chemical, Biological, Radiological and Nuclear operations
- Provide emergency patient care
- Operate and maintains fire apparatus
- Maintain fire equipment
- Perform communication and administrative duties
- Other Duties and Responsibilities as may be assigned

Essential Qualifications:

- University degree, Community College Diploma or Trade Certification in any discipline recognized by the Ontario College of Trades
- Legally entitled to work in Canada
- NFPA 1001 Fire Fighter I and II certified from an accredited program from a recognized institution, accredited by the International Fire Services Accreditation Congress (IFSAC) or Pro Board (must be complete with seals) valid at the time of application
- Successful Completion of the following stages of the **Ontario Fire Administration Inc. Candidate Testing Services program (OFAI CTS)** and be prepared to submit all related certificates which must be valid through the recruitment process:
 - Stage One - Firefighter Aptitude and Character Test
 - Stage Two - Hearing Assessment
 - Stage Two - Vision Assessment
 - Stage Two - Encapsulated Treadmill Test
 - Stage Three - Firefighter Physical Aptitude Job-Related Tests (FPAT)
 - Stage Three - Firefighter Technical Skills Assessment
 - Valid Swim Test Certificate
- Valid Standard First Aid and "Basic Rescuer" CPR (Level C)
- Valid Class "D" Ontario Driver's License with "Z" endorsement
- Must be able to work a 24-hour shift schedule that involves working weekends and holidays, averaging 42 hours per week
- Be available to respond and report to the fire station in an emergency situation within 30 minutes when off duty
- Willingness and ability to work in extremely adverse and dangerous situations and under stressful conditions
- Initiative
- Problem solving/analytical skills
- Ability to effectively prioritize tasks/demands, as appropriate
- Must be familiar with the legislation/regulations that apply to this position
- Demonstrated strong oral and written communication skills
- Demonstrated interpersonal/Interaction skills
- Demonstrated ability to work and positively interact within a diverse work environment
- Commitment to personal and professional development and in continuing training and education through ongoing learning

Preferred Qualifications:

We actively seek candidates who possess skills, certifications and education that are over and above our minimum requirements:

- Character reference letters (maximum of two) at time of application, is optional but considered an asset.
- A-EMCA Designation
- Other advanced emergency medical training
- Additional NFPA Courses and/or certifications related to the position of Firefighter
- Advanced hazardous materials training
- Mechanical aptitude
- Previous experience in emergency services, construction, trades, mechanical, large vehicle operation, military etc. (please define if experience is full-time or part-time/seasonal)
- Community service involvement (please define role and commitment level e.g., yearly, monthly, weekly)
- Computer literacy, utilizing Microsoft Office Suite (Word, Excel, and Outlook)
- Coaching/Teaching/Counselling/Recreation Leadership

Application Process:

To begin the recruitment process, you should familiarize yourself with the eligibility requirements of this opportunity. Please carefully review the recruitment package before submitting your application. Incorrect or incomplete submissions will not be considered. Submissions must follow the format referenced in the posting. Applicants must possess all necessary certifications outlined in this posting at the time of application. Applicants who are in the process of obtaining required certifications will not be considered.

To apply and proceed through the recruitment and selection process candidates must have and maintain an active email address. It is the candidates' responsibility to provide and maintain current contact information including telephone number.

For ease of review, applicants must submit applications as follows in three separate documents:

1. Completed **Profile Summary** (saved as a PDF).
2. **Cover Letter and Resume** (saved in one PDF document), resume must be formatted in the following order:
 - Work Experience
 - Formal Education
 - Professional Qualifications (list only of valid licenses, certifications, etc.)
 - Description of Community Involvement
3. **Supporting Documents** (saved in one PDF document) including:
 - NFPA Certificates
 - OFAI Certificates
 - Medical Training Certificates
 - Proof of Education
 - Character reference letters (maximum of 2) (optional)

Please submit your application documents no later than **Sunday, February 23, 2025, at 11:59 p.m. to via email to: staffing@northbay.ca** Please quote Posting ID 25E-05 in the Subject Line of your email.

Applications will only be accepted via email. The City of North Bay will not accept applications delivered in person or by mail. By submitting your application, you are authorizing the City of North Bay to contact the OFAI to verify your qualifications.

You will receive an automated reply confirming that your application has been received by the City. Please check your junk or spam folder if you do not see this confirmation email in your inbox. The City of North Bay is not responsible for any application that may be delayed or lost electronically. It is the applicant's responsibility to ensure that the City of North Bay receives his/her application within the stipulated deadline.

Application Screening:

Applications will be reviewed by Human Resources and the Selection Committee. Candidates being considered be contacted by telephone to participate in a pre-screen interview by a member of the Human Resources Department.

Interviews will be held in person when possible. The selection committee will consist of Fire and Emergency Services Management, Human Resources Officer, and other City of North Bay personnel. A second round of interviews may be scheduled at the discretion of the selection committee.

Selected candidates will be required to participate in a psychological suitability and resiliency assessment at the employer's expense.

Candidates will be required to provide authorization for the City to contact and conduct a formal reference check with three recent supervisory references.

Job Offer:

A conditional offer of employment will be made to the successful candidate(s). Offers of employment are conditional upon:

- Proof of a valid Ontario D Class License with Z Endorsement, and a drivers abstract that is acceptable to the City.
- Vulnerable Sector Check at candidates own expense. The document must be obtained from the Police Service where the candidate resides and dated no earlier than three months from the conditional offer of employment.
- Successful completion of a twelve-month probationary period.

Firefighter recruitment attracts a high volume of applicants. Only those candidates selected to move forward in the recruitment process will be contacted, we kindly request that you do not contact the Human Resources Department or Fire Services directly.

Applicant information is collected under the authority of the Municipal Freedom of Information and Privacy legislation and will be used strictly for the purpose of candidate selection. Accommodations are available for all parts of the recruitment process. We encourage applicants to make their needs known to Human Resources in advance.

An Equal Opportunity Employer