



OPEN RECRUITMENT

Paid Per Call Recruitment Process Guide

**ADD A
NEW OUTFIT
TO YOUR
WARDROBE.**

**BECOME A PAID
ON-CALL
FIREFIGHTER
TODAY!**



Shelburne & District Fire Department

Introduction

The Shelburne & District Fire Department is a professional emergency response organization, consisting of individuals dedicated to providing a high standard of service to the community we protect.

We are committed to:

- Provide a timely response to all service requests
- Provide highly trained and skilled staff
- Reduce the incidence of injury, loss of life, and property damage by providing public education programs, accident and injury prevention, and fire prevention services
- Conform to legislation, regulations, standards, and policies thereby mitigating losses to assets
- Be responsible to local economies so that our service model reflects the needs of the community we serve
- Maintain the highest standards of integrity in the conduct of providing public service
- Treat all people with respect, compassion, and dignity



1. Firefighters training

Our Mission

The Mission of the Shelburne & District Fire Department is to protect the lives and property of our citizens and visitors by providing prompt and professional services in the event of fire, accident, medical emergency, disaster, or any other event which may threaten the public welfare.

We will serve the community through fire and accident prevention, public education, and immediate response to emergencies.

Our Vision

We will provide high-quality and caring services to those who live or work in, and visit our response area – safely, efficiently, and effectively.

Our Goals

Throughout our organization and in everything we do, we value providing:

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

Firefighter Job Profile

Rewarding Career

The rewards of being a Firefighter are extensive. The work is exciting and challenging. Below is a summary of key components of the job.

Summary of Duties

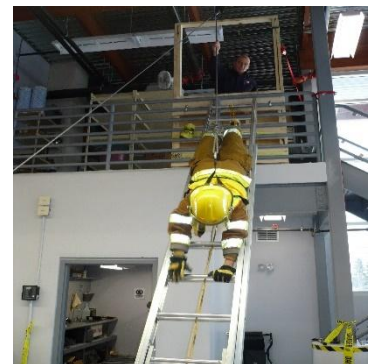
To perform firefighting duties and other related work as required. The position is manual work of a hazardous nature involving the fighting of fires, rescue work and patient care generally performed under the direct supervision of fire officers. Regular training and maintenance work of the fire station and equipment is required. There will be times when firefighters may be required to make decisions and work without supervision until an officer arrives. Must be able to work in a team environment under the direction of officers adhering to all established policies, operational guidelines, and the Occupational Health & Safety Act. The work of the paid-per-call firefighter is performed under the broad supervision of the Lieutenants, Captains, and Chiefs.

- May respond to emergency calls 24 hours per day, 7 days per week in accordance with attendance policies. May involve working on weekends, holidays, and in all types of weather conditions.
- Lays and connects hose, holds nozzles, directs water streams, raises and climbs ladders, and uses extinguishers, fans, pumps, saws, and other equipment.
- Enters burning or contaminated buildings, structures, and other areas to perform rescues and/or fight fires while wearing appropriate firefighting equipment as supplied by the fire service.
- Wears and properly uses all appropriate equipment as supplied by the Fire Department.
- Maintains all equipment in good condition.
- Provides patient care as required.
- Drives and operates firefighting and emergency equipment, as well as personal vehicles when responding to the station, safely and in accordance with policies and applicable legislation.
- Carries out work as directed in an emergency.
- Communicates appropriately in accordance with established guidelines and training
- Attends training sessions to maintain and upgrade firefighting skills in accordance with established policies and operational guidelines.
- Performs other related duties as assigned.

Work Performance

To be a successful firefighter you must possess:

- Motivation to serve
- Effective communication skills (written and verbal)
- Physical, mental, emotional health
- Ability to exercise sound judgment
- Strong sense of responsibility
- Compassion
- Ability to work as team member
- Tolerance
- Honesty and integrity
- Problem-solving skills
- Strong work ethic
- Physically fit and able to perform sustained and intense physical effort
- Ability to work at heights and in confined space.



2. Ladder training

We seek candidates, residents, who are representative of the community we serve. If you are physically fit, enjoy learning, work well with others and enjoy helping others, then you are a potential candidate for a paid per call firefighter position.

Eligibility Criteria

To be eligible for consideration as a paid per call firefighter for the Shelburne & District Fire Department you must:

- Be at least 18 years of age
- Be a resident in the Shelburne & District Fire Department coverage area as reflected on a valid driver's license (consideration given to response time to the fire station as time is critical in responding to emergency incidents)
- Possess a valid Ontario driver's license at a class "G" level or greater at the time of application.
- Have a Grade 12 Diploma or the educational equivalent
- Be able to communicate clearly and understand both orally and in written English
- Be physically fit to perform the duties of a firefighter.
- Be in good health and be capable of handling intense sustained physical effort



3. Pumper 24 & 27

Seven Step Recruitment Process

Step 1: Orientation Session – October 29th

Those wishing to apply may attend an Orientation Session, designed to provide you with an overview of the fire service, detailed description of the tests used by the Department and to provide you with answers to any questions you may have about any aspect of the recruitment process.

Wednesday October 29th at 6:30 pm

Shelburne & District Fire Department Station #1
114 O'Flynn Street

Step 2: Applications – October 6th to October 31st

Applications will be accepted beginning October 6th, closing on October 31st at 3 pm.

Submit the following documents to the Shelburne & District Fire Department

- A cover letter, resume, and a firefighter application package
- Visit [Firefighter Career Opportunities | Town of Shelburne](#)

Step 3: Aptitude Screening – Week of November 3rd

Selected candidates will be invited to complete the Cooperative Personnel Services (CPS) Firefighter Entry- Aptitude Screen Test. Applicants must be able to attend the testing date.

Step 4: Occupational Physical Assessment / Acrophobia Test – Week of November 10th

Applicants who advance from the Aptitude Screening stage must complete an Occupational Physical Assessment / Acrophobia Test.

The tasks that make up the physical testing are designed to reflect job-specific tasks required in the performance of firefighting duties. The purpose of this analysis is primarily to provide you with a realistic idea of incident tasks you will be expected to perform and also to provide the fire department with a valid assessment of your physical capabilities relative to the functions required by the position.

Tasks include:

- Stair Climb
- Hose Drag
- Equipment Carry
- Ladder Raise and Extension
- Forcible Entry
- Search
- Rescue
- Ceiling Breach and Pull

Step 5: Interview – Week of November 24th

Candidates for interviews will be selected. The Department thanks all those who apply but advises that only those applicants selected for an interview will be contacted. Candidates will be required to bring additional documentation and/or proof of credentials.

Step 6: Selection – Week of December 1st

Successful candidates will be provided job offers early in December.

Step 7: Documentation – December 2025

Those considered to be suitable candidates will be required to:

- Provide medical documentation from a physician stating they are medically cleared to perform the role (cost to the applicant)
- Submit a [Police Records Checks](#) through the Ontario Provincial Police (\$41 cost to the applicant);
- Submit an Ontario Driver's License Abstract (3-year uncertified record) suitable to the employer dated within 60 days of the application closing date. [Driver Records | Driver Record Online Order Form \(driver-records.com\)](#) (full cost paid by the applicant);

Training and Participation

Over the years, the fire service has evolved into a public safety agency providing highly technical and diverse services. The general public has come to rely on the fire departments as the "first responder" not only when life and property are threatened by man-made and natural disasters, but for seemingly smaller problems as well.

To ensure that all members of the fire department are prepared to deliver the best level of services required, training standards have been developed to provide each member with the needed skills, knowledge, and abilities necessary to deliver fire and emergency services to the citizens of the municipality.

Training Requirements

All probationary (recruit) paid per call firefighters entering the system will be required to complete a recruit training program. Probationary paid per call firefighters that successfully complete the recruit training program may begin responding to emergency calls; however, they may assist fully qualified firefighters only when proper supervision is provided. Probationary paid per call firefighters may not enter burning buildings, participate in activities requiring advanced training or be subjected to hazardous environments.

Training is provided in accordance with accredited standards of the National Fire Protection Association.

Proficiency Requirements

Once the training levels have been achieved, probationary paid per call firefighters are required to attend a performance-based examination to demonstrate the skills required and knowledge assessment to perform the job safely and effectively, facilitated through the Ontario Fire Marshal Office.

Compensation

A Recruit Firefighter receives the provincial minimum wage.

Paid per Call Firefighters are compensated at 70% of the Firefighter First Class wage and with proficiency, compensation increases annually to 100%. Paid per Call staff receive remuneration for each hour worked training and responding to incidents.

Paid per call firefighters are supplied with personal protective clothing in accordance with the Occupational Health and Safety Act and department policy. Paid per call firefighters are also provided with Workplace Safety Insurance.

Start Date – tentatively scheduled the Week of January 12th

APPLICANTS WHO DO NOT ATTEND THE REQUIRED TESTS AS SCHEDULED WILL NOT BE CONSIDERED.

Other General Information

The recruit class will train together January to June. Starting in June 2026 the recruits would be invited to attend training with existing staff on Thursday evenings in addition to the dates mentioned above.

**THANK YOU FOR CONSIDERING
SHELburnE & DISTRICT FIRE DEPARTMENT**

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

If you have any questions, please contact Fire Chief Dave Pratt
dpratt@shelburne.ca or 519-925-5111.

