



Kelowna
Fire Department

Firefighter Application Information Package 2023

For further information, please check our website at
www.kelowna.ca/careers and click on *Firefighter Recruitment*

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Introduction

The goal of the [Kelowna Fire Department](#) is to continue providing prompt, professional, effective fire protection and public safety services to all residents and visitors to Kelowna; including fire suppression and rescue services; fire prevention; fire safety inspections; fire training; first medical responses; hazardous material response; specialty rescue; pre-incident planning; dispatch and emergency management.

There are also opportunities to serve as a paid-on-call (volunteer) firefighter with the Kelowna Fire Department. For more information on the paid-on-call program, visit the [Fire Department's Career & volunteer firefighters' page](#).

We are looking for a number of responsible and dedicated Firefighters to combat, extinguish and prevent fires including search and rescue and administering first aid. Recruitment and hiring of career firefighters is handled through an eligibility list selected after a rigorous recruitment process. We need to fill firefighter positions from an eligibility list commencing as early as spring of 2024.

There are a number of phases to the recruitment process, starting with submission of an Online Application to our posting on the [National Testing Network](#) (nationaltestingnetwork.com) firefighter job site for the [Kelowna Fire Department](#) job posting.

Applicants will then complete the firefighter written testing portion and a pre-recorded video interview directly through National Testing Network. Applicants wishing to be considered for our recruitment must have their application, written testing and video interview completed **by October 1, 2023**.

This is a general guideline for the Kelowna Fire Department hiring process and it may change based on operations.

Information can be found on our website at www.kelowna.ca/careers and click on *Firefighter Recruitment*.



Firefighter Recruitment Process

1. The opportunity to compete for a spot on our Firefighter Eligibility List is advertised on the City of Kelowna Website www.kelowna.ca/careers. Applications are accepted only through the **National Testing Network** (nationaltestingnetwork.com) firefighter job site for the **Kelowna Fire Department** job posting. Applications will not be accepted through the City of Kelowna job posting board.
2. Please do not call the Fire Department or the City of Kelowna Human Resources Department with questions regarding the recruitment process. All information relating to this recruitment is posted on the City of Kelowna website at [Firefighter recruitment | City of Kelowna](http://www.kelowna.ca/careers) (www.kelowna.ca/careers and click on *Firefighter Recruitment*). A list of Frequently Asked Questions (FAQ's) is available on the website under Firefighter Recruitment for additional information.
3. The first step in the Recruitment Process is to apply to the Firefighter Eligibility List on-line at **National Testing Network (NTN)** by September 4, 2023. Applications will not be accepted through the City of Kelowna website or received via any other means e.g. e-mail or hard copy. Applicants will schedule their exam first and from there, you will add the Kelowna Fire Department job and pay the exam fee of \$55usd. Then you will create an account and check out. Once you have created your account, you are then able to upload the required documents to the portal.
4. Please ensure that a **current Driver's Abstract (driving history of at least 5 years)**, a copy of your **NFPA 1001, NFPA 472** and your **valid First Aid certificate** is uploaded with your resume (see formatting instructions) when applying. These documents are required, and **your application will not be considered complete** until these have been uploaded. Please also upload other relevant documents or certifications. Once your on-line application has been completed, you will be able to move on in the recruitment process.
5. Applicants will book the firefighter written testing directly through NTN and can choose from a wide selection of virtually proctored dates and times. Test components include:

Situational Judgment Test	Mechanical Reasoning
Reading Test	Math Test
Public Safety Self Assessment	

Testing must be completed by October 1, 2023.

6. After completing the test, applicants will move on to complete a pre-recorded video interview through NTN. You will be guided through answering 6 questions that will be recorded.

Pre-recorded video interviews must be completed by October 1, 2023.

7. Applications will then be assessed by reviewing the candidate's written test score, resume and pre-recorded video interview. If minimum qualifications have not been demonstrated and required documents not attached, the application will not receive further consideration.
8. Applicants who are shortlisted from all the NTN recruitment components will be notified that they are moving on to the Physical/Swim Assessments and will be assigned a Confirmation Number. Only the Confirmation Numbers will be posted on the City of Kelowna website moving forward.

In order to be able to participate in the physical/swim assessments, the following completed forms are required before you can participate:

- 1) Consent for Exercise testing and Release

- 2) ParQ Form
 - 3) PARmedX form (if necessary)
- These forms will be provided for your completion.

9. The physical assessments will be administered and assessed by an independent third party. These have been scheduled for **November 17-19, 2023** in Kelowna. Applicants will be contacted by email to book an appointment time and date to take their physical assessment. The assessment will take approximately 1 hour to complete.
10. The Swimming Ability Assessments have been scheduled for **November 18-19, 2023** in Kelowna. Out-of-town applicants only need to plan one trip to complete the Physical and Swim Assessments. Regular swim wear will be worn for this assessment. Failure on any portion of the swimming test will result in elimination.
11. Swim test will consist of:
 - A three (3) minute surface support treading water exercise
 - A 25-meter swim
 - A 25-meter tow, in a life jacket
 - A 20 lb weight recovery from the bottom of the pool (7 feet in depth)
12. Physical: All times on timed events are compared to norms for firefighters and will be rated on a pass/fail basis. Those who fail any one event will be eliminated from the competition.
13. Vision and hearing tests: Candidates should allow additional time to have vision and hearing tests completed when attending the physical assessment. These are conducted by an independent third party on site and are based on the NFPA 1582 standard.
14. Successful applicants will then be contacted by Human Resources to participate in a final interview. The interviews will be held in **early December 2023 in Kelowna**. A list of those applicants participating in the interview will be posted on the City Website. Only the Confirmation Numbers will be posted. Candidates must bring a current completed Criminal Record Search from your local Police or the RCMP to the interview. Candidates will be responsible for any costs associated with obtaining the criminal record check.
15. The Firefighter Eligibility List will be posted on the **City Website by February 2024**. Only the Confirmation Numbers will be posted. Successful candidates will be required to travel to Kelowna for a thorough medical assessment. Candidates will be responsible for any costs associated with travel, however the medical assessment cost will be paid for by the City.
16. Unsuccessful applicants, who were interviewed, will be notified by phone that the competition has been completed.
17. There is zero-tolerance for persons who are deceitful, untruthful or who intentionally choose to withhold information from Recruitment personnel. In this instance, no future firefighter applications will be considered.

Candidates are responsible for any costs associated with this recruitment. Application and written testing through National Testing Network is \$55 USD. Physical testing is \$250 CDN. Criminal Record Check is approximately \$50 CDN.

For further information, please check our website at <https://www.kelowna.ca/city-hall/careers-volunteering/firefighter-recruitment>

Qualifications

We believe that our workplace benefits from diversity. We encourage all qualified individuals from diverse backgrounds to apply for our firefighter vacancies. Bring your unique experiences and distinct skills and abilities to our organization and help build Kelowna as a city of the future.

Required:

- Valid BC Class 3 Driver's License with Air brake endorsement (or equivalent from another province)
- 18 years of age or over
- Physically able to perform the duties and swim
- Current First-aid certificate that requires you to attend for seven (7) hours of instruction
- IFSAC or Pro Board Accredited NFPA 1001 – Fire Fighting Practices Level I and II Program, including NFPA 472 Hazardous Materials Operations
- Canadian Citizen or Permanent Resident of Canada
- No criminal record
- Successfully pass medical testing requirements (including vision and hearing) which are based upon the NFPA 1582 standard with a restriction placed upon candidates with Category A medical conditions as defined in NFPA 1582, Chapter 6, article 6.2.2
- Previous firefighting experience, community involvement and a second language are considered an asset.

Examples of other relevant certifications may include:

- NFPA 1002 Standard for Apparatus Driver/ Operator Professional
- NFPA 1006 Vehicle, Rope, Surface Water, Confined Space, Ice Rescue
- NFPA Fire Inspector level 1
- NFPA Fire and Life Safety Educator level 1
- Fire Service Instructor 1
- Pleasure Craft Operator's License
- Fire Systems Technical training
- First Medical Responder 3 or Emergency Medical Responder

Examples of other relevant qualifications may include:

- Post-Secondary education
- Experience in the mechanical/construction trades
- Medical emergency response experience
- Operation of heavy equipment is an asset
- Volunteer and/or career firefighting experience
- Courageous, forthright and works well under pressure
- Strong team player
- Comfortable being in confined spaces and heights
- Work despite physical discomfort in dangerous and unpleasant situations
- Demonstrate professionalism
- Can take calculated risks to help others in need
- Fire prevention and public education experience

Compensation and Benefits

The Kelowna Fire Department offers excellent compensation and benefits as per the collective agreement with International Association of Firefighters, local 953. Starting payrate is \$33.29 per hour (2021 rate) with annual general wage increases along with progression through pay steps based on years of service.

Health and Welfare Benefits include:

- Life Insurance and Accidental Death and Dismemberment premiums – employer paid. Coverage shall commence on the first day of employment.
- Extended Health Care and Dental premiums – employer paid. Coverage shall commence on the first of the month following six months of employment.
- Sick-leave – up to 26 weeks coverage – employer paid. Eligible commencing 1st day of month following 5 months of employment.
- Long-Term Disability – 100% employee paid. Eligible commencing 1st day of month following 5 months of employment.
- Vacation – Zero 1st year, 2nd year 12 working shifts are advanced on January 1st of each year.
- Statutory Holidays – advanced each year into vacation bank.
- Pension: Contributions commence on the first pay period after 9 months of employment



**We work as
one team.**
We listen. We focus
on solutions. We
collaborate. We
respect.

Frequently Asked Questions

Q. Where do I submit my application?

A: Applicants must apply to our posting on the [National Testing Network](#) firefighter job site for the [Kelowna Fire Department](#) job posting. Applications will not be accepted through the City of Kelowna job posting board or by any other means.

Q. What does the application process through the National Testing Network look like?

A: Applicants will schedule their exam first and from there, you will add the Kelowna Fire Department job and pay the exam fee of \$55usd. Then you will create an account and check out. Once you have created your account, you are then able to upload the required documents to the portal.

Q. What portion of the recruitment do I complete through the National Testing Network?

A: Applicants will submit an application and complete the firefighter written testing and a pre-recorded video interview directly through National Testing Network. Applicants wishing to be considered for our recruitment must have their application, written testing and video interview completed by **September 4, 2023**.

Q: Do you accept out of province applicants?

A: Yes, however, be aware that you will be required to travel to Kelowna on separate occasions to participate in the different tests, sometimes with little advance notice.

Note: Any costs associated with travel and / or relocation expenses are your own responsibility.

Q: I am currently a professional firefighter with another city. Do you have an experienced firefighter transfer program?

A: Not currently. We will continue to seek entry-level firefighters until further notice.

Q: Why do candidates pay fees to participate in the hiring process?

A: As a Municipal organization, our department must be fiscally responsible for managing funds we receive through taxes. To ensure there are enough resources to provide emergency response services, firefighter applicant testing procedures must run on a cost-recovery basis. All fees assigned to a specific step in our process are non-refundable and will be required before you can participate in that step.

Q: What is the shift schedule?

A: Firefighters work an averaged 42 hour work week – 2 day shifts and 2 night shifts as per the IAFF Agreement.

Q: Do I need to live in the City of Kelowna or the Regional District of the Central Okanagan? How far can I live away from the City?

A: If successful, it is expected the candidate will move to the Central Okanagan Regional District (RDCO) area within 90 days.

Q: Is NFPA 1072 an equivalent to NFPA 472?

A: Yes

Q: How many demerit points are acceptable on my driving record?

A: Fewer than 6 points are acceptable. A current driver's abstract is required with your application.

Q: How many years of driving history am I required to provide?

A: A minimum of 5 years.

Q: What is a confirmation number?

A: A confirmation number will be provided to you once you have made it to the physical/swim test portion of the recruitment. This number will be required at various times throughout the process so make sure you keep it handy.

Q: How will I know if I am successful throughout the process?

A: Confirmation numbers of the applicants who are moving on to each phase of the recruitment process will be posted on our website on the dates specified in the information package. Check back to the website to confirm if your confirmation number has been posted. No names will be listed.

Q: What happens after I've submitted my application?

A: You will be directed to complete the firefighter written test and pre-recorded video interview through the National Testing Network. After completing those two components a review of your file will be conducted to determine its viability. You will be advised if you are advancing to the next stage.

Please ensure that all required documents have been uploaded.

Q: I have a Fire Training Certificate but it is not the NFPA 1001. How can I find out if it is equivalent?

A: You can go to the NFPA website at www.nfpa.org and inquire there. All equivalent certificates to the 1001 should have an Accreditation Seal on them from either IFSAC or Pro Board to be deemed equivalent.

Q: If I have First Medical Responder or Emergency Medical Responder certification do I still need a first aid certificate?

A: No. If you have a current FMR or EMR certification, a first aid certificate is not required.

Q: What do I need to bring with me to my interview should I be invited?

A: When your interview has been booked, we will send you an email outlining the items you are expected to bring to your appointment.

Items required for your interview:

- Your driver's license for identification purposes.
- If you wish, a current copy of your resume (optional)
- The original of your Criminal Records Search
- A reference list containing the names and current contact information for a minimum of three employment references; these people need to be able to offer a professional perspective of you and your work ethic.