



## Employment Opportunity – City of Port Alberni



# FIREFIGHTER

## (1 Position & Eligibility List)

The City of Port Alberni is a vibrant community of over 18,000 people situated centrally on Vancouver Island. Port Alberni and its encompassing valley are surrounded by forests, mountains, ocean inlets and freshwater lakes and streams, and offer affordable west coast living.

The Port Alberni Fire Department is a progressive and dynamic organization, committed to excellence in the delivery of services. We are currently recruiting for 1 Firefighter, as well as developing an eligibility list for upcoming vacancies. If you are interested in working in the fire service and are dedicated to making the community you live in a better place then we encourage you to consider this opportunity.

### **POSTION OVERVIEW:**

This skilled firefighting work involves fire suppression, rescue services, medical response and other emergency services. It also includes maintenance of Fire Department buildings and equipment, fire prevention and education work, and general public service.

Examples of key work activities include:

- Responding to various calls including fire/alarm, motor vehicle incidents, medical and rescue
- Performing various fire suppression duties
- Performing search and rescue of persons from dangerous situations/conditions; assessing patients and administering first aid as required
- Providing general fire safety education (e.g. events, hall visits, school drills, etc.)
- Participating in training, drills and practice sessions
- Performing various other related work duties as required

### **MANDATORY QUALIFICATIONS & EXPERIENCE:**

- Grade 12 or equivalent
- An accredited Firefighter Training program resulting in a minimum of Firefighter Level 2 Certification (NFPA1001)
- Physically fit for the position of Firefighter and medically fit according to the standards set in NFPA 1582
- Valid BC Class 3 Driver's License with Air Brake Endorsement
- Safe and responsible driving record as demonstrated on a current driver's abstract

- Valid First Responder Level 3 certification or equivalent
- Demonstrated computer literacy (i.e. proficient with Microsoft Office and other common software applications)
- Demonstrated previous service to the community through participation in volunteer activities
- Able to successfully complete a Police Information Check (PIC), including Vulnerable Sector
- Legally permitted to work in Canada
- Proven history of reliable work experience

***(Please note that due to the callout nature of this position there is a residency requirement)***

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- Additional fire-service related courses or programs
- Valid Emergency Medical Responder or Paramedic license
- Post-secondary education
- Trades training or previous work experience in a trade
- Additional practical life experience that is transferable to the fire-service

To be considered, please forward the attached Candidate Application Checklist, the Related Skills, Knowledge and Abilities Questionnaire, and all required attachments in **one PDF file**. Please ensure that your application package includes supporting documents for your qualifications.

Applications must be received by 1:00pm on Friday, June 30, 2023, and may be submitted to:

- Human Resources Department, City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8
- Or by email to: [humanresources\\_resumes@portalberni.ca](mailto:humanresources_resumes@portalberni.ca).

Shortlisted applicants will be notified via email, and will be invited to participate in the next step of our recruitment.

***We wish to thank all applicants for their interest  
and advise that only those selected to move forward  
with the hiring process will be contacted.***



# CANDIDATE APPLICATION CHECKLIST



<b>Date (DD/MM/YY):</b>	
<b>Applicant Full Name:</b>	
<b>Full Address:</b>	
<b>Contact Number:</b>	
<b>Email Address:</b>	

## **Notes to Applicants:**

- *Include this page at the front of your application package, noting what qualifications you have.*
- *Ensure that you have included all required documentation to support your qualifications.*
- *Complete the Related Skills, Knowledge and Abilities Questionnaire (attached) in full and include it with your application package.*

## **Please Include:**

- Cover letter – outlining your skills and experience that make you a great candidate for a career in the fire service, as well as why you are interested in joining the PAFD (no longer than 2 pages)
- Resume – outlining your education, training and work experience
- List of at least three character and/or employer references
- Completed “Related Skills, Knowledge and Abilities Questionnaire” (attached)
- Copies of documentation to support your qualifications:

## **Mandatory Qualifications:**

- Proof of legal entitlement to work in Canada – e.g. passport, birth certificate or permanent resident card
- High school graduation transcript – must clearly show that you graduated high school in your province and your subjects taken and marks received
- NFPA 1001 Level 2 Certification from an accredited training agency
- Valid BC Class 3 Driver’s License with Air Brake Endorsement
- Driver’s abstract that demonstrates responsible and safe driving behaviour (must be obtained within the last 30 days)
- Valid First Responder Level 3 certificate, or equivalent

## **Preferred Qualifications:**

- Completion of additional fire-service related training
- EVO certification from an accredited training agency
- Valid EMR or Paramedic license
- Completion of post-secondary education
- Completion of trades education or work experience
- Any other relevant training

## Related Skills, Knowledge and Abilities Questionnaire

Please use the space below to outline your experience in the following areas. Please attach additional sheets if more space is required.

**Community Involvement:** Activities that demonstrate contributions to community (e.g. volunteer roles)

**Teamwork:** Activities that demonstrate your ability to work cooperatively with others (e.g. work teams, sports teams, community organizations, school projects, etc.)

**Physical Fitness:** Activities that you participate in on a regular basis that demonstrate maintenance of physical fitness

**Stress Tolerance:** Life and/or work experience that demonstrates your ability to function under pressure.

**Mechanical Ability:** Experience using mechanical systems, tools, equipment and apparatus (e.g. pumps, valves, sprinkler systems, repairing/using small motors and equipment, repairing appliances/office equipment)

**Building Construction Knowledge:** Activities that demonstrate your knowledge and ability to use building construction techniques, methods and materials (e.g. framing, electrical systems, renovations, home repairs, demolition, etc.)

**Small Tool Operation:** Ability to use and maintain a variety of small tools (e.g. chain saw, hand held grinder, reciprocal saw, etc.)

**Driving Skill:** Experience that indicates your ability to safely drive regular and large vehicles in various types of traffic and weather conditions.

**Computer Skills:** Experience that indicates your ability to proficiently utilize Microsoft Office and other common software applications.

**Other knowledge, abilities, skills and personal qualities:**

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### **Applicant Declaration**

By submitting my application, I certify that the information I am providing in my application is true and complete to the best of my knowledge. I understand that if I provide information in connection with my application which is found to be untrue or incomplete, my application may be rejected and I may be subject to discipline up to and including termination if I am hired as the successful applicant and the information is discovered after my employment has commenced.

I consent:     Yes                       No

**Signature of Applicant:** \_\_\_\_\_ **Date (DD/MM/YY):** \_\_\_\_\_