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About This Guide

This application guide outlines the knowledge, skills and qualifications required to be a firefighter with the Iqaluit Fire Department. The information contained in this guide is intended to assist potential candidates in preparing for the hiring process. The timeline is an estimate only and is subject to change.

Join Our Team

The Iqaluit Fire Department today, we proudly deliver medical, fire and rescue services, fire life safety education, and emergency management to the capital City of Nunavut. Today, the Iqaluit Fire Department consists of 29 career and 16 volunteer members out of our fire hall.

Our professional services are delivered through the following divisions: Fire Suppression and Rescue operations, Communications, Fire Prevention, Training and Maintenance, Administration, and Emergency Management. Dedication and commitment to community are key to a rewarding and successful career as a firefighter with the Iqaluit Fire Department. We believe better is possible.

Role of a Firefighter

There's more to the job of a firefighter / EMR than extinguishing fires. FF / EMRs respond to a wide range of emergency situations where they protect people, the environment, and property. These emergencies can involve minimizing distress and suffering, and frequently include numerous hazards. Firefighters work closely with local schools, community organizations, and citizens to increase fire safety awareness and to help prevent fires from happening in the first place. Promoting fire safety and enforcing fire safety standards in public and commercial establishments also help protect life and property from fire and other risks. Firefighters are responsible for maintaining, cleaning, and testing equipment to ensure its daily readiness for use.

Working as a firefighter means continuous learning – exercises, lectures, practice drills and other forms of training are all part of the job.

Duties of a Firefighter Candidates:

- Respond to fire and rescue incidents, dangerous goods incidents and life hazard emergencies, which may require the removal of people from danger. Responding to and transporting patients in medical distress providing pre-hospital care.
- Familiarize and safely operate all firefighting / medical equipment and related rescue tools, including fire streams / AEDs and other equipment as directed through the Standing Orders and Operational Guidelines of the Iqaluit Fire Department.
- Possess and maintain a valid Class 3 driver's license with air brake endorsement.
- Perform in-station duties as assigned.
 - The City of Iqaluit embraces the intent and spirit of the Nunavut Land Claims Agreement. Priority will be given to Nunavut Inuit; Candidates must clearly identify their eligibility in order to receive consideration under this agreement
 - Only those selected to move forward will be contacted

- Perform routine and unscheduled maintenance of apparatus, portable and fixed tools and equipment.
- Perform routine maintenance at fire stations, including cleaning and housekeeping.
- Compose, write and complete comprehensive reports.
- Attend training sessions as directed and maintain a thorough knowledge of all equipment and apparatus, firefighting / medical techniques, Standard Operating Guidelines and Standing Orders of the Iqaluit Fire Department.
- Maintain a thorough knowledge of the topography of the City of Iqaluit including streets, block numbers, water distribution systems, and location of target hazard occupancies, such as but not limited to high-rise apartment buildings, seniors' facilities and hospitals.
- Assist in maintaining and entering operational statistics in the computer system.
- Operate motor driven apparatus, and specialized vehicles.
- Perform related fire protection and public relations activities.

City of Iqaluit Factors for Consideration:

Like any career, there are challenges to working as a FF/EMR. Things to consider include:

Shift Work:

- Rotating shifts require firefighters to work weekends and statutory holidays.
- Shift work may require firefighters to make significant adjustments to their personal schedules.
- Shift work also requires firefighters to be away from home overnight on a regular basis.
- Firefighters may be scheduled to attend training outside of their regular shift rotation.

Physically Demanding:

- The work of a firefighter is physically demanding.
- The northern environment has significant periods of time of extreme cold.
- Firefighters must maintain their physical fitness and lead a healthy lifestyle to perform their duties safely and to guard against the health risks of the job.

Psychologically Demanding:

- The nature of the work exposes firefighters to tragic and traumatic incidents.
- The northern environment has significant periods of time of extreme darkness.
- Firefighters must have the emotional fortitude, healthy coping mechanisms, and mental resiliency to deal with these situations.

General Information:

The Iqaluit Fire Department conducts recruitment to establish a Firefighter Eligibility Pool. All minimum required qualifications must be met for an application to be considered in this competition. The Iqaluit Fire Department reserves the right to limit the number of candidates that proceeds through C:\Users\g.spriggs\Desktop\Geoffs Folder\Iqaluit Employment Info\FF Employment\Candidate Guide.docx

any stage. Due to the large number of applicants, those meeting the minimum required qualifications may not automatically proceed to the next stage of the competition.

Prior to being offered employment, candidates are required to:

- verify they continue to hold the minimum basic qualifications and certifications
- Successfully complete a Pre-Placement Assessment Medical Examination •
- participate in an interview

Once hired, candidates may be required to live within the Iqaluit.

How to Apply

Before applying, please make sure that you have met the required minimum qualifications and certifications for the position.

Next steps include:

- Go to Iqaluit.ca/careers and look for the Firefighter / EMR posting.
- In your application please submit as PDF the following:
 - Cover Letter
 - Resume
 - Copies of all applicable qualifications: eg.
 - ☐ NFPA 1001 Firefighter II
 - ☐ Emergency Medical Responder Certification (or better)
 - ☐ Canadian Citizenship or Landed Immigrant Status
 - ☐ Proof of Grade 12 or equivalent
 - ☐ Valid Class 3 Drivers License
 - ☐ Air Brake Endorsement
 - ☐ Driver's Abstract reflective of no more than six points since January 1, 2018
 - ☐ Iqaluit Fire Department Recruit Firefighter Self-Evaluation Questionnaire (see below)
- Once you submit your application you will receive an email thanking you for applying to the City of Iqaluit

The Process

The table below outlines the major components of the Iqaluit Fire Department's firefighter recruitment competition and selection process. The dates are estimates only and are subject to change.

Stage	Application and Selection Stage	Estimated Dates
1.1	Application submission (Applications received outside of specified timeline will not be accepted.)	April 2, 2023
1.2	Application review, selection and notification for individuals entering the hiring process.	April 5, 2023
	Evaluation Stage	
2.1	Panel Interview	April 11, 2023
2.2	Reference Checks	To be determined
2.3	Creation of Firefighter Eligibility Pool/Notification to Candidates	To be determined
2.4	Conditional Offer of Employment, Criminal Record Check – Vulnerable Sector	To be determined
2.5	Interview with Fire Chief	To be determined
	Testing Stage	
3.1	Job Skills / Physical Assessment	Completed by end of Probation

IQALUIT FIRE DEPARTMENT | Firefighter Application Guide

Stage 1.1 Application Submission

Candidates who meet all required minimum qualifications are invited to submit an application for consideration in the hiring process.

Candidates must follow the “How to Apply” instructions contained within this guide. Applications not submitted in accordance with the defined procedures, those submitted outside of the specified timelines, and those not meeting the minimum qualifications will not be accepted.

Stage 1.2 Application Review and Notification

Only candidates selected to participate in the hiring process will be contacted regarding next steps, which will include information on dates and times.

Stage 2.1 Written Examination

Written examination may be held in-person to assess the knowledge, skills, abilities, and personal characteristics firefighters require to be successful on the job.

Stage 2.1 Panel Interview

The next step in the selection process is the Panel Interview. The Panel Interview will include Fire Department Officers and representatives from Local 6 Executive and the City of Iqaluit Human Resources Department.

The Panel Interview will include behavioral-descriptive questions, which will focus on previous life experiences as they relate to the position of firefighter.

Stage 2.2 Reference Checks

Prior to selecting a candidate for the Firefighter Eligibility Pool, we will complete reference checks. Ideally, candidates will supply two contacts they have worked for recently and who they reported to in some manner.

Stage 2.3 Eligibility Pool Created

Following the interview stage, candidates will be contacted and advised whether or not they have been selected for the Firefighter Eligibility Pool. Selection to the Firefighter Eligibility Pool does not guarantee an individual will be offered employment. The Iqaluit Fire Department hires based on attrition and candidates will be contacted when and if a vacancy becomes available.

Stage 2.4 Conditional Offer of Employment

An updated Criminal Record Check – Vulnerable Sector and a Pre-Placement Medical Assessment* will be required prior to commencing employment. Verification of licensing or certification may also be required at this stage. All newly hired employees will serve a probationary period of 6 consecutive calendar months in accordance with the Collective Agreement.

Stage 2.5 Interview with Fire Chief

The final stage of the selection process is an Interview with the Fire Chief. At this stage, candidates should be prepared to illustrate how they have continued personal and professional development since their selection to the Firefighter Eligibility Pool. Successful completion of this interview must be achieved to move forward in the process.

Stage 3.1 Job Skills Assessment *Prior to Completion of Probation*

At this stage, candidates will be evaluated on job-related tasks specific to the position of firefighter with the City of Iqaluit. An Iqaluit Fire Department Job Skills Assessment Guide will be provided in advance to candidates. Failure to complete any of the required skills as instructed or in the time period specified will result in the candidate being terminated.

Iqaluit Fire Department

Self-Evaluation Questionnaire

A career with the Iqaluit Fire Department offers opportunities for personal rewards and professional growth. There is satisfaction in knowing you provide a vital service to the public and a growing awareness that citizens increasingly rely on firefighters to assist them with a broad variety of technical skills and respond to their calls for help. Firefighters with the Iqaluit Fire Department take pride in knowing that, on a daily basis, they play a vital role in the protection and preservation of life, property, and community.

The position of Recruit with the Iqaluit Fire Department requires a high level of personal dedication and a strong commitment for continued learning. Iqaluit Fire Department fire suppression personnel should be aware they may be faced with unique challenges not commonly experienced in other fields of work. This self-evaluation questionnaire is intended to provide a sense of what it is like to serve the public as a Recruit with the Iqaluit Fire Department. It is intended to help you determine whether you are making a sound decision when applying for this position. Please take time to reflect on each question and answer the questions honestly.

The completed form is to be submitted with your application. Your answers will assist us during the interview stage where we will be happy to further explore any of the position requirements.

Job Fit: Ask yourself...	YES	NO
Does my lifestyle align itself with the values of the Iqaluit Fire Department? Honesty, Respect, Integrity, and Teamwork		
Can I disengage from emotional suffering or tragedy in order to complete essential job tasks?		
Do I possess the emotional fortitude, coping mechanisms, and mental resiliency to effectively deal with and work through tragic and traumatic incidents?		
Do I have a support system in place at home for debriefing and stress relief?		
Have I considered the impact of rotating shift work on my family environment (e.g., missing birthdays, special occasions, etc.)?		
Am I familiar with and able to effectively operate within a paramilitary working environment?		
Am I able to work harmoniously in close quarters with others while promoting positive working relationships?		
Do I meet all of the minimum requirements?		
Am I prepared to commit to ongoing training and educational opportunities throughout my career?		
Do I have a strong commitment to customer service and a motivation to serve the public?		
Work Environment: Are you willing and able to...		
Work in extreme, sometimes hazardous, conditions for extended periods of time without opportunities for structured or scheduled breaks?		
Work at heights, in confined spaces, and in environments with heat and smoke with limited to no visibility while utilizing self-contained breathing apparatus (SCBA)?		
Work for 12 hours or longer with breaks determined by operational requirements?		
Work a regular rotating shift schedule (two 12-hour day shifts, two 12-hour night shifts, and four days off)?		

Work weekends and holidays, possibly for many months in a row, based on your rotating shift schedule?		
Spend the first 6 months of your employment in a probationary status, during which you will spend a considerable amount of time undergoing classroom and on-the-job training, receiving daily mentoring, critiques and evaluations?		
Read and study numerous training manuals and take written tests?		
Read and study numerous procedure manuals and policy documents and take written tests?		
Be assigned to occasionally, be required to work up to 24 consecutive hours and be scheduled for work outside your regular shift schedule as operationally required without notification restrictions?		
Attend scheduled training outside of your regular shift schedule?		
Be assigned to an alternate division within the Department for an undetermined period of time as operationally required?		
Supervision and Evaluation: Are you willing and able to...		
Take direction from your supervisor and other senior staff in front of the public and your co-workers?		
Work both supervised and unsupervised, and be prepared to answer questions routinely about why you followed a certain course of action without taking it personally?		
Job Stressors: Are you willing and able to...		
Deal calmly and professionally with angry citizens when their problems are not your fault?		
Listen to abusive and profane language and deal with it impersonally and unemotionally?		
Deal with a crisis incident – where a child has died; a colleague has been injured; someone is trapped and in need of rescue – while remaining calm, objective, and professional and carrying out the tasks you have been directed to do?		

Name (Print):_____

Signature:_____

Date:_____