



Esquimalt and Victoria Fire Departments

Firefighter Application Guide

2024-25



Table of Contents

- About This Guide 3
- Join Our Team 3
- Ideal Candidate Profile 4
- Role of a Firefighter 5
- Factors For Consideration 5
- Duties of a Firefighter 6
- Minimum Required Experience 7
- Preferred Qualifications..... 8
- General Information..... 9
- Compensation 9
- How To Apply..... 10
- The Process 11
- Recruitment Process Details..... 12
- Appendix – Firefighter Self Evaluation Questionnaire 14

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About this Guide

This application guide outlines the knowledge, skills and qualifications required to be a firefighter with the Esquimalt and Victoria Fire Departments.

The information in this guide will assist potential candidates preparing for the recruitment process. The timelines listed are estimates only and are subject to change.

Join Our Team

VICTORIA FIRE DEPARTMENT

The Victoria Fire Department has a proud and distinguished history of protecting its residents dating back to 1858. We were the first fire department established west of Toronto and north of San Francisco. Today, we proudly deliver fire and rescue, fire prevention, life safety education and emergency management services to the capital city of the province of British Columbia.

The Victoria Fire Department consists of 130 professionals who provide a multitude of fire rescue and emergency management services to the citizens of Victoria through three fire stations. Our services are delivered through the following divisions: Fire Suppression and Rescue, Fire Prevention, Mechanical, Administration and Emergency Management.

Dedication and commitment to the community are key to a rewarding and successful career as a professional firefighter with the Victoria Fire Department. We believe better is possible.

ESQUIMALT FIRE RESCUE SERVICES

Esquimalt Fire Rescue Services (EFRS) is seeking passionate and dedicated individuals to join our team of 33 professionals. Serving the vibrant and growing community of Esquimalt, which borders Victoria and is home to Canada's Pacific Coast Naval Base, EFRS is at the forefront of emergency response and community safety.

At EFRS, we don't just respond to emergencies—we actively shape the future of our community. With our new state-of-the-art Public Safety Building under construction, soon replacing our current station, we are equipped to handle everything from fire suppression and medical emergencies to specialized rescues like tower crane and confined space operations.

Our firefighters are committed to being a responsive and progressive force within the community, constantly adapting to its evolving needs. We embrace new technologies and cutting-edge techniques, with a strong focus





on training and education to ensure the highest level of service. Our commitment to developing exceptional leaders is central to our mission. We strive to attract top talent and provide a workplace where everyone is valued and empowered to reach their full potential.

EFRS offers an environment where your skills, leadership potential and dedication to community care will be recognized and nurtured. You'll work alongside professionals who are dedicated to innovation and excellence, while becoming part of a community that values and supports its members. Esquimalt views our department with pride, respect, and confidence—a trust we are committed to maintaining and strengthening. As Esquimalt continues to grow, so will your opportunities with us.



Ideal Candidate Profile

Our fire departments are looking for individuals who are community-minded, skilled professionals, trained to use the latest fire suppression technologies and rescue techniques. We strongly encourage all candidates to bring their unique strengths and skill sets to the application process. Our diversity strengthens us and improves our ability to serve our community.



Role of a Firefighter

There's more to the job of a firefighter than extinguishing fires. Firefighters 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 residents 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 helps protect people and property from fire and other risks. Firefighters are responsible for maintaining, cleaning and testing equipment ensuring 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.

Factors for Consideration

Like any career, there are challenges to working as a firefighter. Important things to consider are listed below.

Shift Work:

- Rotating shifts require firefighters to regularly work weekends and statutory holidays.
- Shifts may require firefighters to make significant adjustments to their personal schedules.
- Schedules 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.

Physical Demand:

- The work of a firefighter is physically demanding.
- 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.

Psychological Demand:

- The nature of the work exposes firefighters to tragic and traumatic incidents.
- Firefighters must have the emotional fortitude, healthy coping mechanisms and mental resiliency to deal with these situations.



Duties of a Firefighter

Candidates must be able to fulfill the following duties:

- Respond to fire and rescue incidents, dangerous goods incidents and life hazard emergencies, which may require the removal of people from danger.
- Familiarize and safely operate all firefighting equipment and related rescue tools, including fire streams and other practices as directed through the applicable Operational Guidelines or Standing Orders.
- Achieve and maintain a First Responder licence and administer first aid to injured people.
- Possess and maintain a valid Class 3 driver's licence and air brake endorsement.
- Perform in-station duties as assigned.
- Perform maintenance of apparatus, tools and equipment.
- Perform routine maintenance at fire stations, including cleaning and housekeeping.
- Compose and write comprehensive reports.
- Attend training sessions as directed and maintain a thorough knowledge of all equipment and apparatus, firefighting techniques, plus Operational Guidelines and Standing Orders that apply to the Department.
- Maintain a thorough knowledge of the topography served by the Department including streets, block numbers, water distribution systems, and location of target hazard occupancies including high-rise apartment buildings, seniors facilities and hospitals.
- Conduct fire inspections.
- Assist in maintaining and entering operational statistics in the computer system.
- Operate motor-driven apparatus, fireboats and specialized vehicles.
- Perform related fire protection and public education activities.
- Temporarily transfer to the Fire Prevention division (maximum three years).



Minimum Required Experience

Below are the minimum qualifications for Esquimalt and Victoria Fire Department firefighters.

- NFPA 1001 Firefighter 1 and 2
- Advanced medical or first aid training (FR3 or equivalent)
- Canadian Citizenship or Landed Immigrant status
- Proof of grade 12 education or equivalent
- Valid British Columbia Class 3 driver's licence with air brake endorsement or equivalent
- Driver's abstract reflective of a safe and responsible driving history
- Successful completion of the University of Victoria or University of Alberta Firefighter Fitness Test within one year of the posted application date.

Preferred Qualifications

The additional skills and experiences below will enhance your application, but do not replace the minimum qualifications.

PAST EXPERIENCE IN EMERGENCY SERVICES:

- Fire
- Forest Fire Service
- Search and Rescue
- EMS/BCAS
- Healthcare
- Coast Guard
- Law Enforcement
- Military

PRACTICAL EXPERIENCE THAT TRANSFERS TO THE FIRE SERVICE:

- College or university studies
- Second language
- Building construction
- Cultural awareness
- Ability to swim
- Marine or boat experience
- Scuba diving experience
- Coaching, teaching or instructional experience
- Community involvement and volunteer experience
- Effective communications skills, both written and oral including the ability to speak publicly
- Strong interpersonal skills and ability to work in a team environment
- Completion of other fire service related programs or courses
- Knowledge and ability to work effectively with computers, programs and software including experience using the Microsoft Office Suite



General Information

The Esquimalt and Victoria Fire Departments are conducting a joint recruitment competition to establish a firefighter eligibility pool. The number of firefighters hired from the pool may differ each year.

All minimum required qualifications must be met for an application to be considered in this competition. The Esquimalt and Victoria Fire Departments reserve the right to limit the number of candidates that proceed through any stage.

Prior to being offered employment, candidates are required to:

- verify they hold the minimum basic qualifications and certifications
- demonstrate they have the physical fitness ability to successfully perform the duties of a firefighter
- successfully complete a pre-placement assessment medical examination
- participate in an interview

Once hired, candidates may be required to live within the Esquimalt or Victoria Fire Department's boundaries as set by each Department.

COMPENSATION

Newly hired firefighters will be compensated at the monthly rate of \$6,849.

All permanent employees contribute to the Municipal Pension Plan from their initial date of hire.



How to Apply

Please make sure that you have met the required minimum qualifications and certifications for the position before beginning an application.

APPLY ONLINE:

Go to victoria.ca/jobs and look for the Firefighter posting. Once in the posting, click on “Apply for this job online” and follow the prompts.

Early in your online application you will be asked to upload a resume. You can only upload one document. This document must be uploaded as a single PDF and contain all of the following:

- Cover letter
- Resume
- Copies of the minimum required qualifications
 - NFPA 1001 Firefighter 1 and 2
 - Advanced medical or first aid training (FR3 or equivalent)
- Canadian Citizenship or Landed Immigrant status
- Proof of grade 12 education or equivalent
- Valid British Columbia Class 3 drivers licence with air brake endorsement or equivalent
- Current driver’s abstract

Once you submit your online application you will receive a confirmation email from the City of Victoria.



The Process

The table below outlines the major milestones in the Esquimalt and Victoria Fire Department’s joint firefighter recruitment and selection process. The dates are estimates only and are subject to change.

APPLICATION AND SELECTION STAGE		ESTIMATED DATES
1.1	Application submission (applications received outside the specified timeline will not be accepted)	Opens September 24, 12:30 p.m. Closes October 10, 4:30 p.m.
1.2	Application review, selection and notification for individuals entering the hiring process	October 11–21
TESTING AND EVALUATION STAGE		ESTIMATED DATES
2.1	Written examination	October 26
2.2	Joint Recruitment Assessment Days	November 23 and 24
2.3	Panel interviews	December 30 to January 10
2.4	Reference checks	Mid-January
2.5	Selection of Firefighter Eligibility Pool and notification to candidates	February
2.6	Criminal record check and pre-placement medical assessment	February, as needed for intake
2.7	Employment offer	March, as needed for intake



Recruitment Process Details

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 instructions on how to apply outlined in this guide. Applications that do not follow the defined procedures, are submitted outside the specified timelines or that do not meet the minimum qualifications will not be accepted.

Applications will be reviewed and graded based on meeting minimum and preferred qualifications.

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, times and locations for written examinations.



STAGE 2.1 WRITTEN EXAMINATION

Written examinations will be held to assess the knowledge, skills, abilities and personal characteristics firefighters require to be successful on the job. Examinations will be held in person in Greater Victoria.

STAGE 2.2 JOINT RECRUITMENT ASSESSMENT DAY

Based on the results of the written examination and the application review, candidates selected to continue in the process will be contacted regarding the joint recruitment assessment day, which will be held in person in Greater Victoria.

STAGE 2.3 PANEL INTERVIEW

The next step in the selection process is the panel interview which will include behavioural-descriptive questions which focus on past life experiences as they relate to the position of a firefighter.

STAGE 2.4 REFERENCE CHECKS

Prior to selecting a candidate for the firefighter eligibility pool, we will complete reference checks. Candidates should be prepared to provide two contacts they have worked for recently and who they reported to in some manner.

STAGE 2.5 CREATION OF ELIGIBILITY POOL

Successful completion of the University of Victoria or University of Alberta Firefighter Fitness Test is required to be placed in the Firefighter Eligibility Pool.

Following the interviews and reference checks, candidates will be notified whether or not they have been selected for the firefighter eligibility pool. Selection to the eligibility pool does not guarantee an individual will be offered employment. Candidates will be contacted if and when a position becomes available.

STAGE 2.6 CRIMINAL RECORD CHECK AND PRE-PLACEMENT MEDICAL ASSESSMENT

An updated criminal record check 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.



Appendix A

FIREFIGHTER SELF EVALUATION QUESTIONNAIRE

A career with the Esquimalt or Victoria Fire Department offers opportunities for personal and professional growth. Firefighters take pride in knowing they play a vital role in the protection and preservation of life, property and community. Citizens rely on firefighters broad technical skills to assist them with a variety of issues. Responding to calls for help and providing an essential service to the public is very rewarding.

The position of Recruit Firefighter with the Esquimalt or Victoria Fire Department requires a high level of personal dedication and a strong commitment to continued learning. 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 firefighter. It is intended to help you determine whether you are making a sound decision when applying for this position.

JOB FIT: ASK YOURSELF	YES	NO
Does my lifestyle align itself with the values of the Esquimalt and Victoria Fire Departments? 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 or personal life (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 as outlined in the 2024 Application Guide?		
Am I dedicated 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...	YES	NO
Work in extreme and 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, smoke and limited to no visibility while utilizing self contained breathing apparatus (SCBA)?		
Work for 24 hours with breaks determined by operational requirements?		
Work a regular rotating shift schedule?		
Work weekends and holidays, possibly for many months in a row, based on your rotating shift schedule?		
Spend the first 12 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, procedure and policy documents and manuals and take written tests?		
Attend scheduled training outside of your regular shift schedule?		
Be assigned to an alternate division within the Department for an undetermined period of time but not exceeding three years?		
SUPERVISION AND EVALUATION: ARE YOU WILLING AND ABLE TO...	YES	NO
Take direction from your supervisor and other senior staff in front of the public and your co-workers?		
Work both supervised and unsupervised?		
Be prepared to answer questions routinely about why you followed a certain course of action?		
JOB STRESSORS: ARE YOU WILLING AND ABLE TO...	YES	NO
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 firefighter has been injured; someone is trapped and in need of rescue – while remaining calm, objective, professional and carrying out the tasks you have been directed to do?		



Thank you for applying.

We look forward to processing your application. Please contact us if you have questions.

FOR MORE INFORMATION

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