

KANANASKIS EMERGENCY SERVICES

PAID ON-CALL FIREFIGHTER RECRUITMENT PACKAGE



KANANASKIS EMERGENCY SERVICES
Box 70 KANANASKIS VILLAGE, AB T0L 2H0
PHONE: 403.591.7755 FAX: 403.591.7123

CONTENTS

FIREFIGHTER RECRUITMENT PACKAGE

VISION STATEMENT	3
MISSION STATEMENT	3
ABOUT THE DEPARTMENT.....	3
RECRUITMENT	4
HIRING PROCESS	5
ADVANCEMENT.....	5
EMPLOYEE BENEFITS	6
FIREFIGHTER RECRUIT JOB DESCRIPTION	7
OPERATIONAL DUTIES AND RESPONSIBILITIES	7
ALL STAFF.....	8

RECRUIT FIREFIGHTER APPLICATION FORM

AT BACK OF APPLICATION PACKAGE

VISION STATEMENT:

“OUR VISION IS EXCELLENCE IN LOCAL COMMUNITY BASED INTEGRATED EMERGENCY SERVICES.”

MISSION STATEMENT:

“OUR MISSION IS TO PROVIDE THE BEST LEVEL OF EMERGENCY SERVICES TO THE RESIDENTS AND VISITORS TO OUR COMMUNITY. OUR FOCUS IS ON PREVENTION, EDUCATION AND TRAINING.”



ABOUT THE DEPARTMENT:

KANANASKIS EMERGENCY SERVICES PROVIDES FIRE PROTECTION AND RESCUE SERVICES TO THE CITIZENS, PROPERTY OWNERS AND VISITORS IN THE KANANASKIS IMPROVEMENT DISTRICT & KANANASKIS COUNTRY AREA.

OUR PRIMARY RESPONSE MODEL INCLUDES:

- ▮ STRUCTURE FIRE PROTECTION
- ▮ VEHICLE FIRE PROTECTION
- ▮ MEDICAL CO-RESPONDER SERVICE
- ▮ WILDLAND / URBAN INTERFACE FIRE PROTECTION
- ▮ HAZARDOUS MATERIAL OPERATIONS
- ▮ STARS/ HELICOPTER LANDING AREA SUPPORT

KANANASKIS EMERGENCY SERVICES MAINTAINS A STRONG COOPERATIVE RELATIONSHIP WITH MANY PARTNERS INCLUDING; THE REDWOOD MEADOWS FIRE DEPARTMENT, CANMORE FIRE DEPARTMENT, EXSHAW FIRE DEPARTMENT, LONGVIEW FIRE DEPARTMENT, TURNER VALLEY FIRE DEPARTMENT, ALBERTA HEALTH SERVICES – EMS, AS WELL AS ALBERTA PARKS PUBLIC SAFETY (BACK COUNTRY RESCUE), RCMP, CONSERVATION OFFICERS, FISH & WILDLIFE OFFICERS AND ENVIRONMENT & SUSTAINABLE RESOURCES DEVELOPMENT (WILDLAND FIRES)

KANANASKIS EMERGENCY SERVICES PRIMARY RESPONSE AREA FOLLOWS THE HIGHWAY 40 CORRIDOR AND INCLUDES THE VILLAGE OF KANANASKIS & PETER LOUGHHEED PROVINCIAL PARK FROM THE HIGHWOOD PASS, WEST TO THE SOUTH END OF THE SPRAY LAKES RESERVOIR & EAST TO INCLUDE THE SIBBALD FLATS AREA.



RECRUITMENT:

MINIMUM REQUIREMENTS OF CANDIDATES TO BEGIN THE INTERVIEW PROCESS ARE:

- ▣ MUST BE AT LEAST 18 YEARS OF AGE;
- ▣ MUST HAVE COMPLETED GRADE 12 OR EQUIVALENT;
- ▣ MUST POSSESS THE MENTAL AND PHYSICAL HEALTH TO ADEQUATELY PERFORM THE DUTIES OF A FIREFIGHTER;
- ▣ MUST HAVE A VALID ALBERTA DRIVER'S LICENSE WITH A CLASS 5 LICENSE / INTERNATIONAL DRIVER'S PERMIT (IDP) IN GOOD STANDING (OR ABILITY TO OBTAIN).

- PLEASE VISIT: [HTTP://WWW.SERVICEALBERTA.GOV.AB.CA/DRIVERS_LICENCE.CFM](http://www.servicealberta.gov.ab.ca/drivers_licence.cfm) FOR MORE INFORMATION ON ALBERTA DRIVER'S LICENSES.

▣ PREFERENCE GIVEN TO THOSE THAT HAVE THEIR CURRENT CPR-C PLUS AED CERTIFICATION (AT THE TIME OF INTERVIEW)

• PREFERENCE WILL ALSO BE GIVEN TO CANDIDATES THAT HAVE PREVIOUS FIRE OR MEDICAL TRAINING AND/OR EXPERIENCE.

▣ MUST SUBMIT THE FOLLOWING DOCUMENTATION WITH YOUR APPLICATION FORM IN ORDER FOR YOUR PACKAGE TO BE ACCEPTED:

- CRIMINAL RECORDS CHECK WITH VULNERABLE PERSONS SCREENING CHECK COMPLETED BY LOCAL POLICE SERVICE. (KANANASKIS RCMP – LOCATED NEXT TO FIRE HALL)
- DRIVER'S ABSTRACT FOR LAST 3 YEARS (OR PROOF OF REQUEST)
- RESUME

HIRING PROCESS:

¶ UPON RECEIPT OF AN APPLICATION AND CONFIRMATION OF THE PRE-REQUISITE REQUIREMENTS, THE SUCCESSFUL CANDIDATE WILL BE REQUIRED TO MEET FOR AN INTERVIEW. BASED ON THE QUALIFICATIONS OF THE CANDIDATE, THEY WILL BE CONSIDERED FOR THE POSITION OF:

- RECRUIT FIREFIGHTER

THE INTERVIEW PROCESS IS APPROX. ONE HOUR HELD AT THE KANANASKIS EMERGENCY SERVICES CENTRE.

¶ AT THE INTERVIEW THE CANDIDATE MUST PRODUCE THEIR VALID ALBERTA CLASS 5 DRIVER'S LICENSE (OR EQUIVALENT) AND ORIGINAL COPIES OF OTHER RELATED CERTIFICATIONS (1ST AID, CPR, AED, ETC.)

• AFTER THE INTERVIEW HAS BEEN COMPLETED - THE CANDIDATE WILL HAVE A DISCUSSION OF THE BENEFITS AND COMMITMENTS REQUIRED IN BEING HIRED AS A PAID ON-CALL FIREFIGHTER WITH THE KANANASKIS EMERGENCY SERVICES.

¶ ONCE INTERVIEWS ARE COMPLETED AND REVIEWED BY THE COMMITTEE, THE CANDIDATE WILL BE ADVISED BY PHONE OF YOUR HIRING STATUS WITH KES.

• SUCCESSFUL CANDIDATES WILL THEN PROCEED TO THE REQUIRED RECRUIT TRAINING BASED ON SCHEDULING TO MAXIMIZE ATTENDANCE OF THE RECRUIT FIREFIGHTERS.

FIREFIGHTERS CAN FACE HIGHLY STRESSFUL AND PHYSICALLY DEMANDING SITUATIONS. DURING YOUR TRAINING PERIOD YOU WILL BE CONSTANTLY EVALUATED AND WILL BE EXPECTED TO PERFORM ALL THE TRAINING EVOLUTIONS. IF YOU ARE PHYSICALLY INCAPABLE OF MEETING THESE OBJECTIVES DURING YOUR TRAINING YOU MAY BE RELEASED FROM THE DEPARTMENT.

RECRUIT FIREFIGHTER ORIENTATION & ADVANCEMENT:

RECRUIT FIREFIGHTERS ORIENTATION: ONCE ALL REQUIREMENTS ARE COMPLETED, THE SUCCESSFUL APPLICANT WILL COMPLETE THE FOLLOWING DOCUMENTATION AND THEN WILL BE SIGNED ON AS A "RECRUIT FIREFIGHTER".

1. COMPLETE ALL REQUIRED ORIENTATION DOCUMENTATION, INCLUDING THE FORMAL AGREEMENT TO THE TERMS OF EMPLOYMENT AS A PAID ON-CALL FIREFIGHTER.
2. AGREE TO COMMIT TO THE TRAINING SCHEDULE & MINIMUM SCHEDULING COMMITMENT.
3. SUCCESSFUL COMPLETION OF THE RECRUITMENT TRAINING PERIOD.

DURING THE SUBSEQUENT TRAINING TIME, THE RECRUIT FIREFIGHTER PERFORMANCE WILL BE EVALUATED ON AN ONGOING BASIS BY KES STAFF.

FIREFIGHTER ADVANCEMENT:

¶ CANDIDATES THAT HAVE THEIR NFPA 1001-LEVEL 1 (OR GREATER)/472S UPON HIRING MAY BE BROUGHT ON AS PROBATIONARY FIREFIGHTERS WITHOUT THE REQUISITE RECRUIT TRAINING PERIOD AND WILL BE REQUIRED TO AGREE TO A 6 MONTH MINIMUM TENURE. AN ORIENTATION PERIOD AND SUCCESSFUL COMPLETION OF TESTING OF SKILLS AND KNOWLEDGE PRIOR TO BE GIVEN PROBATIONARY STATUS IS REQUIRED.

¶ UPON SUCCESSFUL COMPLETION OF THE RECRUIT FIREFIGHTER TRAINING PERIOD, RECRUIT FIREFIGHTERS WILL BE ADVANCED TO THE RANK OF PROBATIONARY FIREFIGHTER AND PROVIDED A PAGER TO FACILITATE ATTENDANCE TO EMERGENCY CALLS UNDER DIRECT SUPERVISION.



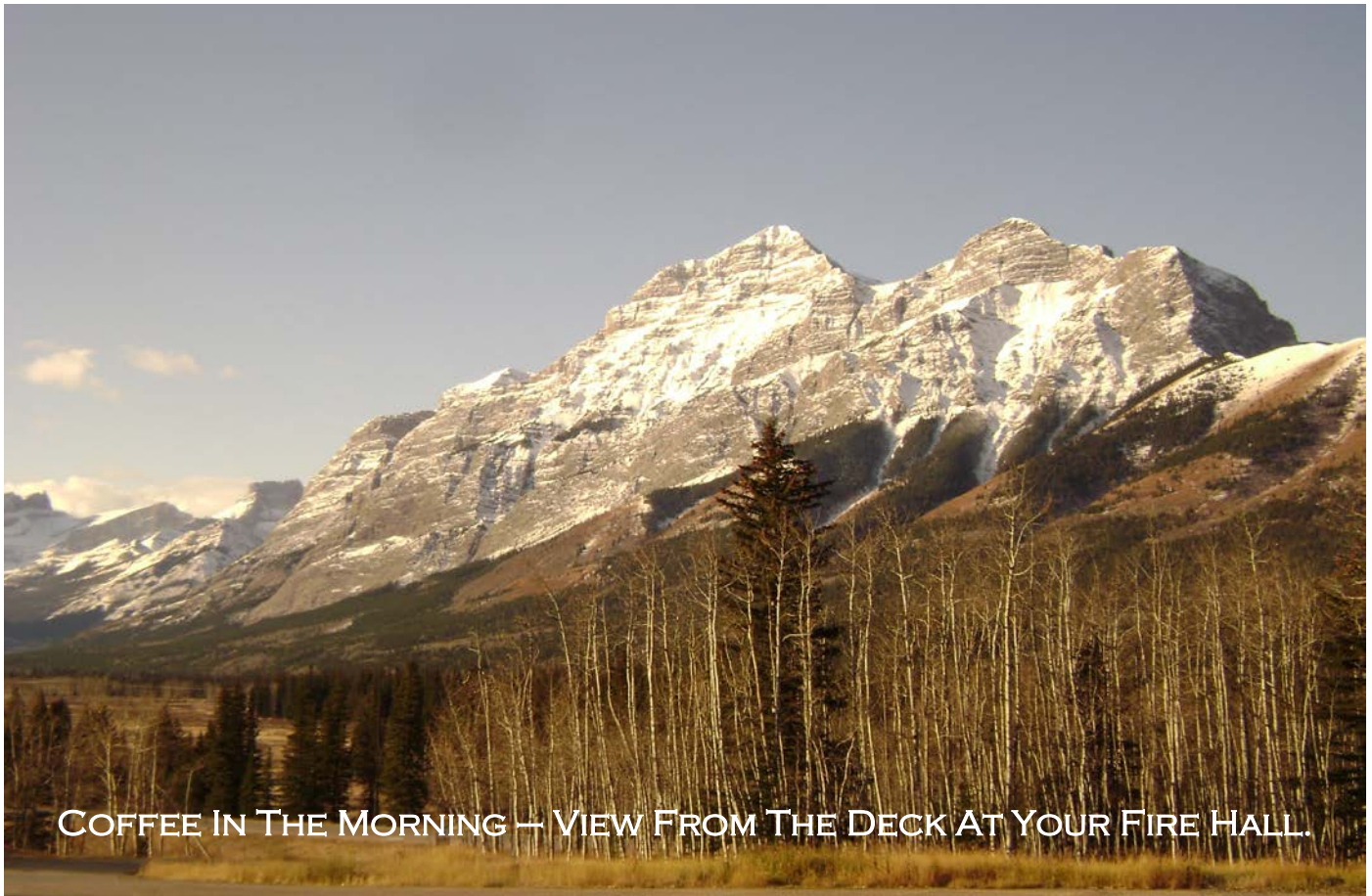
EMPLOYEE BENEFITS PACKAGE:

NEW RECRUIT FIREFIGHTER: \$11.00 PER HOUR FOR TRAINING TIME. (NO EMERGENCY RESPONSE ALLOWED)

PROBATIONARY FIREFIGHTER: \$11.00 PER HOUR FOR ALL TIME, INCLUDING EMERGENCY RESPONSE. (NOTE: IF ACP-REGISTERED EMR, RECEIVE AN ADDITIONAL \$1.00 PER HOUR FOR EMERGENCY RESPONSE)

RESUME BUILDING EXPERIENCE: ONE OF THE GREATEST BARRIERS FOR A NEWLY TRAINED FIREFIGHTER IN RECEIVING FULL TIME EMPLOYMENT AT A CAREER SERVICE IS **EXPERIENCE**. WORKING AT KANANASKIS EMERGENCY SERVICES ALLOWS YOU TO RECEIVE HANDS ON LIVE FIRE & RESCUE EXPERIENCE WHILE AT THE SAME TIME ATTAINING CERTIFICATIONS THAT ARE INTERNATIONALLY RECOGNIZED. WORKING FOR THE KES WILL GIVE YOU THE CONFIDENCE AND INSIDE EDGE WHEN INTERVIEWING FOR A CAREER FIREFIGHTER SERVICE.

IMMEASURABLE BENEFITS: KANANASKIS EMERGENCY SERVICES OPERATES IN THE 'CROWN JEWEL OF ALBERTA'. YOU GET TO ENJOY WORKING WHILE IN ONE OF THE MOST FANTASTIC WORK ENVIRONMENTS IN CANADA. YOUR FIREFIGHTING EXPERIENCE HERE WILL BE ONE OF THE MOST UNIQUE OPPORTUNITIES YOU WILL EXPERIENCE IN YOUR WORKING LIFE.



COFFEE IN THE MORNING — VIEW FROM THE DECK AT YOUR FIRE HALL.

THE RECRUIT FIREFIGHTER JOB DESCRIPTION:

THE RECRUIT FIREFIGHTER IS PRIMARILY A TRAINEE POSITION FOR APPROX. THE FIRST THREE(3) MONTHS. DURING YOUR TENURE, NFPA LEVEL TRAINING WILL BE PROVIDED. IT IS THE EXPECTATION OF THE DEPARTMENT THAT PARTICIPANTS TAKE ADVANTAGE OF THIS OPPORTUNITY TO DEVELOP THEIR FIREFIGHTING SKILLS AND BE AN ACTIVE PART OF THE SUCCESS OF THE SERVICE.

THE RECRUIT FIREFIGHTER OPERATIONAL DUTIES & RESPONSIBILITIES:

THE RECRUIT FIREFIGHTER WILL REPORT TO THE STATION OFFICER-TRAINING OR SENIOR OFFICER AS APPLICABLE. DUTIES OUTSIDE OF TRAINING CAN INCLUDE, BUT ARE NOT LIMITED TO, ROUTINE MAINTENANCE AND UPKEEP OF VEHICLES, FIRE FIGHTING EQUIPMENT, KES-OWNED BUILDINGS AND PROPERTY; AS WELL AS PUBLIC EDUCATION ACTIVITIES.

RECRUIT FIREFIGHTER MINIMUM COMMITMENTS:

▮ **RECRUIT FIREFIGHTER:** MUST ACHIEVE MAXIMUM ATTENDANCE TO ALL TRAINING SESSIONS IN ORDER TO COVER ALL KNOWLEDGE AND SKILLS NECESSARY TO PROGRESS TO A **PROBATIONARY FIREFIGHTER RANK**.

·NOTE: ANY MISSED TRAINING SESSIONS ARE REQUIRED TO BE SCHEDULED FOR MAKE-UP AND ARE THE RESPONSIBILITY OF THE RECRUIT FIREFIGHTER TO ORGANIZE.

ALL STAFF:

- ▮ OPERATE ALL FIRE AND EMERGENCY SERVICES VEHICLES AND EQUIPMENT THAT S(HE) IS KES CERTIFIED AND LEGALLY ABLE TO DRIVE IN THE PROVINCE OF ALBERTA.
- ▮ MAINTAIN ALL EQUIPMENT, VEHICLES AND FACILITIES AS REQUIRED.
- ▮ COMPLETE INCIDENT REPORTING AND OTHER REQUIRED DOCUMENTATION WHEN NECESSARY.
- ▮ WORK ON ANY VARIETY OF ASSIGNED PROJECTS AS DIRECTED.
- ▮ PARTICIPATE IN PUBLIC EDUCATION AND PUBLIC RELATIONS FUNCTIONS THAT ARE SCHEDULED IN THE AREA.
- ▮ ADHERE TO WCB REGULATIONS, OH&S REGULATIONS AND PROMOTES A SAFE WORKING ENVIRONMENT.
- ▮ ADHERE TO KES STANDARD OPERATING GUIDELINES, POLICIES AND PROCEDURES OR DEPARTMENT ORDERS.
- ▮ PERFORM OTHER DUTIES AND ACCEPTS RESPONSIBILITIES AS DELEGATED OR REQUIRED BY CIRCUMSTANCE.



FIRE FIGHTER APPLICATION FORM

KANANASKIS EMERGENCY SERVICES
 Box 70 KANANASKIS VILLAGE, AB T0L 2H0
 PHONE: 403.591.7755 Fax: 403.591.7123

IMPORTANT INFORMATION

*TO BE CONSIDERED FOR FIREFIGHTER POSITIONS, THIS APPLICATION **MUST** BE COMPLETED, SIGNED AND SUBMITTED TO: STATION OFFICER-TRAINING OF KANANASKIS EMERGENCY SERVICES AT THE ABOVE ADDRESS. THE INFORMATION YOU PROVIDE ON THIS APPLICATION FORM WILL BE USED TO DETERMINE YOUR CANDIDACY. APPLICATIONS THAT ARE INCOMPLETE, VAGUE OR UNCLEAR WILL **NOT** BE CONSIDERED. THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE REQUIRED TO PROVIDE COPIES OF SUPPORTING DOCUMENTATION AT THE TIME OF INTERVIEW. DO **NOT** ATTACH COPIES OF CERTIFICATES, DIPLOMAS, ETC. TO THIS APPLICATION UNLESS SPECIFIED BELOW. PLEASE DO **NOT** PUT APPLICATION, RESUME, AND/OR COVER LETTER IN BINDERS, FOLDERS, SHEET PROTECTORS, ETC.*

PLEASE SUBMIT RESUME BY MAIL OR FAX - ATTENTION CAPTAIN GARY ROBERTSON
 OR E-MAIL TO gary.r.robertson@gov.ab.ca

SECTION A - PERSONAL INFORMATION

LAST NAME	FIRST NAME	
ADDRESS: CITY/TOWN: POSTAL CODE		
PHONE NUMBER	PHONE NUMBER (ALTERNATE)	E-MAIL
ARE YOU LEGALLY ENTITLED TO WORK IN CANADA?		<input type="checkbox"/> YES <input type="checkbox"/> NO
HAVE YOU COMPLETED A POST-SECONDARY FIREFIGHTER PRE-SERVICE TRAINING PROGRAM?		<input type="checkbox"/> YES <input type="checkbox"/> NO
ARE YOU WILLING AND ABLE TO WORK SHIFTS (DAYS, NIGHTS, AFTERNOONS, HOLIDAYS)?		<input type="checkbox"/> YES <input type="checkbox"/> NO
ARE YOU LOOKING TO BECOME A CAREER FIRE FIGHTER AS A CAREER GOAL		<input type="checkbox"/> YES <input type="checkbox"/> NO

SECTION B - EDUCATION (FIREFIGHTER / RESCUE / MEDICAL)

PREVIOUS FIRE COURSES (NFPA) OR MEDICAL COURSES	DATE OF COMPLETION	IFSAC OR PROBOARD CERTIFIED
		IFSAC: <input type="checkbox"/> PROBOARD: <input type="checkbox"/>
		IFSAC: <input type="checkbox"/> PROBOARD: <input type="checkbox"/>
		IFSAC: <input type="checkbox"/> PROBOARD: <input type="checkbox"/>

EQUIPMENT & SMALL TOOLS

Please specify the tools below that you are proficient in using: (specify any licenses or certificates where applicable)

CHAIN SAW	<input type="checkbox"/> YES	<input type="checkbox"/> NO
K – 12 SAW / CONCRETE SAW	<input type="checkbox"/> YES	<input type="checkbox"/> NO
HONDA SMALL ENGINES – 4 STROKE	<input type="checkbox"/> YES	<input type="checkbox"/> NO
ATVs OR DIRT BIKES	<input type="checkbox"/> YES	<input type="checkbox"/> NO
TRACTORS	<input type="checkbox"/> YES	<input type="checkbox"/> NO
OFF-ROADING (4x4) WITH STREET LEGAL VEHICLES	<input type="checkbox"/> YES	<input type="checkbox"/> NO
LADDERS	<input type="checkbox"/> YES	<input type="checkbox"/> NO
WATER PUMPS	<input type="checkbox"/> YES	<input type="checkbox"/> NO

SECTION G – MEDICAL

MEDICAL INFORMATION

MEDICAL DISABILITY	<input type="checkbox"/> YES	<input type="checkbox"/> NO
COLOR VISION IMPAIRMENT	<input type="checkbox"/> YES	<input type="checkbox"/> NO
HEARING IMPAIRMENT	<input type="checkbox"/> YES	<input type="checkbox"/> NO
CORRECTIVE LENSES	<input type="checkbox"/> YES	<input type="checkbox"/> NO
OTHER	<input type="checkbox"/> YES	<input type="checkbox"/> NO

SECTION H – RESUME / CV

PLEASE INCLUDE A COPY OF YOUR RESUME WITH THIS APPLICATION PACKAGE. PLUS CURRENT COPIES (WITHIN 3 MONTHS) OF THE FOLLOWING:

- CRIMINAL RECORD CHECK
- VULNERABLE SECTOR CHECK
- DRIVER'S ABSTRACT

I DECLARE THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND I UNDERSTAND THAT ANY MISREPRESENTATION OF MATERIAL FACTS HEREIN MAY CAUSE FORFEITURE OF MY RIGHTS TO BECOME A PAID ON-CALL FIREFIGHTER WITH THE KANANASKIS IMPROVEMENT DISTRICT.

X _____
SIGNATURE OF APPLICANT

DATE

PLEASE ENSURE THAT ALL QUESTIONS HAVE BEEN ANSWERED IN FULL AND COPIES OF ALL RELATED LICENSES, CERTIFICATES, DIPLOMA, AND OTHER REQUIREMENTS ARE ATTACHED.