



**2024 Fire and Rescue Technician Hiring
Competition Information Package**

Revised July 2024

The Community

Nestled in the scenic Okanagan Valley, on the unceded t̓m̓x̓w̓úlaʔx̓w̓ (land) of the squilx"/Syilx (Okanagan) peoples, the District Lake Country is ideally located between City of Kelowna and the City of Vernon. Lake Country is one of the fastest growing communities in British Columbia with an increase in population of 11% since the 2021 census.

People move to Lake Country to experience the Okanagan and live in connected neighborhoods with access to urban centers and amenities. This unique geography and the community embody "Life. The Okanagan Way." Lake Country is a hub of growth, innovation, tourism, agriculture, arts, business, and technology. Just under 50% of the land in the community is within the Provincial Agricultural Land Reserve and major crops include cherries, grapes, apples, pears, and peaches.

Lake Country is in close proximity to the Kelowna International Airport and University of British Columbia – Okanagan. Lakes, mountains, orchards, vineyards, and miles of sun-drenched landscapes offer an active outdoor lifestyle that makes Lake Country the ideal setting for community, work and play.

The District of Lake Country

The District of Lake Country is a growing municipality with an elected Mayor and six Councilors using a ward system. Led by the Chief Administrative Officer, the team of one hundred and fifty staff provides a wide array of services with a combined annual budget of over fifty million dollars. The District has a positive work culture and offers its workers competitive compensation and benefits.

Council is updating its 2022 Strategic Plan which currently prioritizes addressing climate change in all decisions, supporting quality development that respects public safety, as well as environment and community needs, while moving towards 'finishing what we started'. Sustainability, Climate Change, and the Environment are the foundation for priorities in five key areas: Infrastructure, Economy, Governance, Environmental and Social.

The Lake Country Fire Department

The Lake Country Fire Department protects the community by delivering a range of proactive services such as fire prevention inspections, public fire and life safety education programs, home smoke alarm installation programs and FireSmart™ British Columbia programs. The department serves the community by responding to a broad range of emergencies including structure fires, wildland urban interface fires, medical emergencies, technical rescues, hazardous materials incidents and calls for public assistance. The Lake Country Fire Department is a partner in the Regional District of Central Okanagan Regional Emergency Program and Regional Rescue Program which cooperatively deliver Emergency Management, Vehicle Rescue, Marine Rescue, Ice Rescue and Rope Rescue services across the region.

The Lake Country Fire Department consists of ten full time career staff and seventy paid on-call firefighters that deliver services from three strategically located fire stations. Supporting the preparation required to ensure safe and effective service delivery accounts for a significant amount of the daily and weekly workload on staff.

Introduction

Pursuing a full-time career in the fire service takes time and effort, but when you succeed, you will have likely found the career that will keep you engaged and fulfilled for the duration of your professional life. The District of Lake Country is seeking responsible, motivated, and qualified candidates interested in working in a challenging and dynamic team environment.

Candidates hired during this process will work a rotating shift schedule totaling 2080 hours per year. During their shifts, Senior Fire and Rescue Technicians will be engaged in a variety of activities such as emergency responses, fire prevention, public education, preventative maintenance, training and emergency preparedness.

The Position

The Fire and Rescue Technician is a technical specialist who works under the direction of the Fire Chief or their designate(s). The Fire and Rescue Technician works as a key member of their assigned team when responding to emergency incidents, non-emergency incidents, and public safety complaints as part of the composite firefighting force. The Fire and Rescue Technician also works as a key member of their assigned team when providing technical services to key fire department program areas including, but not limited to, maintaining fire apparatus, maintaining fire equipment, maintaining fire facilities, occupational health and safety programs, firefighter training and education programs, fire prevent programs and emergency management programs.

The hiring process for the Fire and Rescue Technician involves a significant time commitment by the applicant and is competitive in nature. The sections below define the 'Required Qualifications and Experience' as well as the 'Preferred Qualifications and Experience.' Candidates must have all the 'Required Qualifications and Experience' at the time of application and/or prior to job offer. Candidates who possess some of the 'Preferred Qualifications and Experience' will be considered an asset.

Compiling all the required and preferred qualifications and experience takes time, dedication, and financial resources. Candidates are encouraged to reflect on these factors prior to committing themselves to pursuing the position of Fire and Rescue Technician.

Required Qualifications and Experience

- IFASC or ProBoard certified NFPA 1001 Firefighter Level I and Level II;
- FireSmart 101 or equivalent;
- Minimum one year of municipal and wildland urban interface firefighting experience;
- Minimum British Columbia EMA First Responder Level III with AED, CPR and Schedule II endorsements;
- Minimum British Columbia Class III driver's license with air brake endorsement;
- Driver's Abstract with no prohibition and no more than 6 points in the past 3 years;
- Ability to attain a vulnerable sector criminal record check to meet British Columbia EMA Licensing Board Requirements;
- Valid Candidate Physical Ability Test (CPAT) or equivalent at the time of application and/or prior to conditional job offer; and
- Successful completion of an NFPA 1852 Candidate Medical Assessment or equivalent at the time of application and/or prior to job offer.

Preferred Qualifications and Experience

- A minimum of one-year of post-secondary education towards a diploma, degree, or technical trade;
- IFASC or ProBoard certified NFPA 1021 Fire Officer Level I;
- BCWS Engine Boss or equivalent;
- IFASC or ProBoard certified NFPA 1002 Driver Operator; and
- FireSmart Wildfire Mitigation Specialist or equivalent;

The Application Process

The application process of the Lake Country Fire Department is outlined in seven (7) different steps. ***Each step and date(s) may be subject to change and candidates must ensure that they are available for all dates listed below.***

Step 1	Application Submission	July 25, 2024 to August 8, 2024 at 11:59pm PDT
Step 2	Competency Testing	Open until August 30, 2024 at 11:59pm PDT
Step 3	Skills Demonstration	September 21 and 22, 2024
Step 4	Interview	Week of September 23, 2024
Step 5	Medical Assessment (NFPA Standard)	September 28 and 29, 2024
Step 6	References	Week of October 7, 2024
Step 7	Selection Process	Week of October 15, 2024

Overview of the Selection Process

- It is the candidate's responsibility to understand and meet the minimum qualifications before submitting their application.
- Candidates are required to provide legible proof of minimum qualifications as requested in the application process.
- Candidates are required to maintain their qualifications throughout the assessment process.
- Failure to meet the minimum qualifications will result in being disqualified from proceeding in the selection process.
- Candidates will be updated on their application status at each assessment point. Please do not contact District staff for status updates.

Step 1 – Online Application Submission

The application is intended to provide information on the applicants' education, relevant training, work experience and current references. Applications will be reviewed for required and preferred qualifications and a pool of candidates will be selected to proceed. The first step in the recruitment process is to apply online at [National Testing Network \(NTN\)](#) and search for District of Lake Country, by August 7, 2024. Applications will **not** be accepted through the District of Lake Country website or received via any other means i.e. email or hard copy.

1. Applicants will schedule their exam first.
2. Add the Lake Country Fire Department job and pay the exam fee of \$55 USD.
3. Create an account and check out.
4. Upload the required documents to the NTN portal.

Applicants must include:

- A **current Driver's Abstract (5 years of driving history with no more than 6 points in the past 3 years or prohibitions from driving)**. Candidates must contact ICBC directly or the driving authority where they reside. Photos of your driver's license and/or a Driver Factor Report will **not** be accepted.
- A copy of their **NFPA 1001, EMA First Responder Level III** with AED, CPR and proof of Schedule II endorsements.

Applicants will be screened based on their application. Only candidates who have all required qualifications on the closing date of application will be considered.

Step 2 – Competency Testing

Applicants will book the written testing directly through NTN and can choose from a wide selection of virtually proctored dates and times. Test components include:

- Situational Judgement
- Reading Comprehension
- Public Safety Self-Assessment
- Mechanical Reasoning
- Mathematics

Testing must be completed by August 30, 2024 11:59pm PDT

Applications will be assessed by reviewing the candidate's written test score, resumé and pre-recorded video interview. If minimum required qualifications have not been demonstrated and required documents not attached, the application will not receive further consideration.

Step 3 – Skills Demonstration

This in-person assessment is designed to allow candidates to demonstrate their skills and abilities, by participating in several exercises. Tests are administered by a qualified independent third party. All candidates will need a pre-assessment form signed off by their physician, and a pre- and post- vital assessment will be completed by qualified onsite medical staff to ensure participants health and safety.

Swimming Skills Demonstration is based on the IDARS Annual Rescue Swimming Assessment and will consist of:

- A three (3) minute surface support treading water exercise
- A 100-metre freestyle swim
- A 50-metre rescue tow, in a life jacket
- A 10 lb weight recovery from the bottom of the pool (7 feet in depth)

Firefighting Skills Demonstration is based on the University of Alberta Firefighter Fitness Test and will consist of:

- Aerobic Endurance Assessment Vehicle Extrication Equipment Carry
- Charged Hose Advancement
- Weighted Sled Pull
- Forcible Entry Simulation
- Victim Rescue Simulation
- Ladder Climb

All times on 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.

Step 4 – Interview

Successful applicants will be contacted by District of Lake Country Human Resources personnel to participate in a final interview. The interviews will be held in person during the week of September 23, 2024 in Lake Country. Candidates must bring a completed Criminal Record Search from the Lake Country RCMP to the interviews.

Step 5 – Medical Assessment (NFPA Standard)

Successful candidates will be required to travel to Kelowna for a thorough medical assessment from a qualified independent medical practitioner. The medical assessment is based on the NFPA standard. Candidates will be responsible for any costs associated with travel; however, the medical assessment cost will be paid for by the District of Lake Country.

Step 6 – References

Applicants will be asked to list their most recent employers and describe the work done in that position. They will be required to provide three references from individuals who have managed or supervised them in their workplace over the course of their career. Human Resources personnel will substantiate this information through the following:

- Confirming the validity of credentials and certificates submitted as part of your application process.
- Request your references and contact them to verify details.

Step 7 – Selection Process

Our selection process is based on consideration of the candidate's competencies, skills, physical abilities and job suitability.

Unsuccessful applicants, who were interviewed in person, will be notified by phone that the competition has been completed.

All applicants are expected to provide truthful information and to not intentionally choose to withhold information from Recruitment personnel.