



FOOTHILLS FIRE DEPARTMENT

Part-Time Firefighter

Recruitment Package

Mission Statement

*To deliver respect, trust and honesty for our community and ourselves,
as we preserve life, property, and the environment.*

Core Values

Teamwork | Courage | Compassion | Integrity | Accountability | Pride

Vision

To build on our successes and strive for excellence.

Foothills Fire Department

309 Macleod Trail, Box 5605
High River, AB T1V 1M7



Dear Applicant,

Welcome to the Part-Time recruitment process!

On September 2012, Heritage Pointe Fire Station opened its doors as the first, fully staffed station within Foothills County. Its purpose was to strengthen Foothills Fire Department's commitment to delivering the highest caliber of emergency services to residents of Foothills County.

As a Fire Department, we've come a long way in a short period of time. On January 2021, Heritage Pointe Fire Station transitioned to a permanent full-time staffing model. This is a progressive step forward for Foothills County and it exemplifies our Fire Department vision; *"To build on our successes and strive for excellence"*. Ultimately, it ensures that the Foothills Fire Department continues to provide the highest quality of service to the County's residents, now and into the future.

We are now seeking to hire dedicated, committed, and qualified individual(s) who will compliment the full-time platoons. The part-time position will facilitate crew cohesion and consistency when operations demand, and additional coverage is required. This position is required to work two (2) day shifts minimum per month.

What follows is an explanation of the stages of the recruitment procedure. Please thoroughly review the information and follow all the instructions provided. Please ensure that you have the necessary qualifications, experience, availability and understand the expectations before proceeding further in the process.

Once you have reviewed this package in its entirety and you are interested in proceeding further with the recruitment process, please submit the required information as instructed within this package.

On behalf of the Foothills Fire Department, I would like to take this opportunity to wish you every success in your endeavors to become a part- time Firefighter with the Foothills Fire Department.

Respectfully,

A handwritten signature in black ink, appearing to read 'Alex Marshall'.

Alex Marshall
Deputy Fire Chief

If you have questions, please email opportunities@foothillscountyab.ca

Note: Please do not phone or email any of the Chief Officers directly with your recruitment questions.

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Job Description Firefighter – Part-Time

Job Title: Firefighter – Part-Time
Department: Community and Emergency Services, Foothills Fire Department
Reports to: Senior Firefighter/Captain

General Accountability:

Reporting to the Fire Officers, Firefighters are responsible for supporting the fire service in a multidisciplinary capacity. This position actively supports the Foothills County by serving to protect the lives, property, and environment of the County's residents. This role provides emergency response and regularly participates in fire training, fire inspections and fire prevention programs, as assigned by the Fire Officers. This part-time role facilitates consistent and cohesive crew personnel when departmental needs permit. Ultimately, the vision for the Foothills Fire Department is to continue providing an unparalleled quality of service to the entire Foothills County.

Essential Duties and Responsibilities:

Without restricting the general nature and scope of work, the following are requirements of work expected of the classification:

- Multidisciplinary Firefighter role engaging in fire suppression, prevention, medical care, wildland firefighting, technical rescue and hazmat response.
- Demonstrate a good working knowledge of apparatus, equipment and fire ground operations.
- Regularly operate, inspect and maintain the equipment, tools, apparatus, facilities and vehicles belonging to Foothills County.
- Engage and participate in continuous training and education to ensure ongoing personal development and growth.
- Responsible to maintain current registrations/certifications through the applicable professional associations with respect to firefighter and emergency medical competencies.
- Working in conjunction and collaborate with other mutual aid partners during emergencies and training scenarios.
- Assist with fire safety code inspections as assigned by the Fire Inspector.
- Participate in public safety education and local community fire prevention programs.
- Regular participation of community events and public relation exercises.
- Perform duties within the core values and code of conduct of the Foothills Fire Department and Foothills County Policies and Procedures at all times.
- Abide by the Foothills County Health & Safety program.
- Responsible for assisting with any portfolio related duties as assigned.
- Serve on any committee to which appointed.
- Commitment to shifts predetermined by the scheduling Officer while maintaining a level of flexibility in accordance with Fire Department operational needs.

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- Perform any other duties as directed by the Senior Firefighter and/or Captain.
- Help to foster and encourage a positive environment where members assume responsibility and pride in teamwork, values, integrity, skills and attitude.

Minimum Qualifications:

- Two (2) years of active firefighting experience
- High School Diploma or general equivalency diploma
- NFPA 1001 Firefighter Level I & II
- NFPA 1002 – Driver Operator
- NFPA 472 Hazmat Awareness and Operations
- ICS 100 & 200
- Standard First Aid and CPR Level 'C'
- Valid Alberta Class 3 Operator's License
- Minimum facial hair to ensure adequate SCBA face piece seal
- Good working knowledge of MS Office and computer skills
- Successful completion of all components of the Fire Department Recruitment Process.

Desired Certifications and Documentation:

- NFPA 1002 – Pump Operator
- NFPA 1051 – Wildland Firefighting
- Swift Water Rescue (Raven Rescue)
- Ice Rescue (Raven Rescue)
- Boat Operator License
- Experience with working in a full-time fire station
- Post-secondary education or Trade Certificate

Attributes:

- Strong motivational and organizational skills
- Demonstrate a high level of professionalism at all times
- Possess maturity, integrity and respect
- Good communication and interpersonal skills
- Ability to multitask and remain focused under stressful situations
- Team player and the ability to build solid working relationships
- Maintain a positive attitude.

Physical Demands:

- Possess the physical agility, strength and stamina to do prolonged and arduous work under adverse conditions.
- Ability to climb, lift, carry and drag objects while using SCBA, as per minimum requirements.



Tips to the Recruitment Process

Although we cannot offer a guaranteed method for successfully securing a position with the Foothills Fire Department however, we are happy to provide some tips that will ensure the hiring process runs smoothly. Please keep the following suggestions in mind as you progress through the application process:

1. Ensure that you thoroughly read and understand all documentation related to the recruitment process prior to submitting your application. You do not want to invest time and money in the process, only to be unsuccessful having not met the minimum qualifications and job requirements.
2. Dedicate the time to educate yourself on the Foothills Fire Department by reading through the Foothills County website and Facebook Page.
3. Ensure this is a department and community that you are committed to serving.
4. Being able to accurately follow instructions is an important attribute in firefighting. Ensure you are mindful and precise in following the direction provided throughout the recruitment process.
5. If your personal contact information changes during the recruitment process, inform opportunities@foothillscountyab.ca immediately.
6. Our objective is to conduct a challenging, efficient, and fair recruitment process to expand our team and progress our department. Please be patient and respectful to each Fire Department member that is dedicating themselves to this process.
7. Please ensure you have the available time and understand the scheduling expectations of a part- time firefighter which includes two (2) day shifts minimum per month.
8. Score/Physical Time results will not be disclosed to candidates at any time.
9. Enjoy the process!



Recruitment Process Instructions

The Foothills Fire Department Firefighter recruitment process consists of seven stages. Each applicant will be assessed using a scoring system. Each stage is described in more detail in the following pages. At the completion of each stage, the status of each applicant will be reviewed by the Hiring Committee.

STAGE 1: Application Package – Closes September 22, 2025 - Noon

Applicants must provide (***in this order***) within their application package:

- Cover Letter and Resume
- Contact details of two (2) supervisor references
- Copy of valid Alberta Class 3 Operators License
- Completed and signed Medical Clearance Form (See Schedule A)
- Proof of high school completion or recognized equivalency
- Copy of post-secondary certification and/ or trade certificates (if applicable)
- Copies of all Fire, Rescue and EMS Certifications
- Copy of valid First Aid and CPR Level "C"

***Note:** Candidates must verify all qualifications with supporting documentation including photocopies of certificates, transcripts, ProBoard/ IFSAC seals etc.*

How to Apply:

Applications packages must be submitted by any of the three (3) methods listed below:

- 1. Email:** opportunities@foothillscountyab.ca (include the job title in email subject heading)
- 2. Mail:** Human Resources Department, Foothills County, Box 5605, 309 Macleod Trail, High River, Alberta T1V 1M7
- 3. Drop off:** 309 Macleod Trail, High River, AB T1V 1M7

STAGE 2: Application Review

All applications and documentation will be reviewed and scored accordingly. It is the responsibility of the applicant to provide completed applications as described above. All applications and documentation will be reviewed and verified against the minimum qualifications.

The Foothills Fire Department appreciates receiving applications from all eligible candidates. However, only candidates successful in **Stage 2: Application Review** will move to the next stage of the process.

- Successful applicants selected for the in-person competency test will be contacted directly via email.



STAGE 3: In person Competency Test – October 8, 2025 – 1900 hours

Successful candidates in **Stage 2: Application Review**, will be invited to participate in the competency test. This evaluation is designed to gauge and measure several cognitive abilities that are important and help to determine the success of individuals taking on the role of a firefighter. This test will be administered at Heritage Pointe Firehall and will be a written test, which will assess the logical reasoning and mental abilities including problem solving, job performance tasks, mechanical knowledge, reading comprehension, mathematics, situational questions, and knowledge retention.

STAGE 4: Job Function Assessment – October 18/19, 2025

Candidates who are successful in **Stage 3: Competency Test**, will be invited to participate in the Job Function Assessment. The evaluation is designed to gauge the candidates physical and mental fitness to meet the core job function requirements of the role.

Candidates must pass this evaluation to be considered for **Stage 5: Interview/Skills Assessment**.

STAGE 5: Interview/ Skills Assessment October 25/26, 2025

Candidates who are successful in **Stage 4: Job Function Assessment**, will be invited to participate in the Interview / Skills Assessment. The evaluation is designed to gauge the candidate's knowledge and skills to meet the core job function requirements of the role. At this time the references provided in your application will be contacted.

STAGE 6: Scoring, Selection & Offer – Week of November 3, 2025

Based on information obtained throughout each stage of the recruitment process, the selection committee shall select suitable candidate(s) based off their cumulative earned score.

Successful candidate(s) will be presented with an offer of employment from the Foothills County to fill the position of part- time Firefighter with the Foothills Fire Department.

Employment with Foothills County is contingent upon the completion of a recent criminal record check and the submission of a three-year driver's abstract (obtained within the last 30 days) demonstrating no more than six demerit points.



Schedule A

Job Function Assessment

Description of the Physical Fitness Tests

This program is designed to evaluate the physical work capacities of our Firefighters. The test is broken into two sections and each station is Pass OR Fail:

1. **Treadmill Test-** The treadmill test is performed in gym wear and an SCBA (not on air).
2. **Job Related Tasks-** The job-related section is performed while wearing full firefighting personal protective equipment & SCBA (on air)

You must start with the treadmill test. After successful completion, you are allowed a maximum of **10 minutes** to rest and hydrate before starting the second section of the test. You must be geared up in your PPE & SCBA and ready to begin the second section at the 8-minute mark following successful completion of the treadmill test. Any deliberate attempt at extending this break will result in an immediate failure. A pass for the second section of the evaluation needs to be completed without breaks, and under **10 minutes**. This stage is a pass/fail however in the event of a tie in overall score between candidate's times may be looked at.



1. Aerobic Endurance

Aerobic fitness will be predicted during a treadmill test. This station demonstrates the aerobic endurance required to operate on a fire scene.

- After a standardized 5-minute warm-up at 3.0 mph and 0% incline, you will walk at 3.5 mph and 10% incline for 8 minutes.
- In order to pass the aerobic fitness standard and move on to the task specific portion, you must complete the 5-minute warm-up and the 8-minute stage back-to-back (no breaks) in a safe and controlled manner.



***If you don't complete the time, or if you grab onto the railings at any time, it is a fail.**



2. Stair Climb Simulation

- This task assesses leg muscle strength, anaerobic capacity and endurance. The stair climb will involve ascending and descending eight full flights of stairs while carrying a simulated high-rise pack on one shoulder. The timer will be started once the high-rise pack is lifted off the floor.
- Multiple steps may be taking while ascending the stairs; however, every step must be contacted while descending. The high-rise pack will be placed in the same location it was picked up at the start of this task.

***One warning will be given for a missed step. If a second warning is required, it is a fail.**



3. Rope Pull Test

- This task assesses upper body strength, power and endurance. You will pull a weighted tire approximately 50 feet across the floor using the rope pull prop until the tire stops at base of the prop. This task must be completed without moving from your initial position and in a safe and controlled manner.

***If you move ahead of the line it is a fail.**





4. Forcible Entry Simulation Test

- This task designed to simulate forced entry into a building. This evaluation assesses muscle strength, power and endurance of the upper body.
- You will pick up the sledgehammer and straddle the Force Machine by placing each foot on the plates. Using full swings of the sledgehammer in an overhand fashion, you will strike the ram block with as many blows as is necessary to slide the ram block from one end to the other. Once complete, you will set the sledgehammer down in a specified area.

***If the hammer is thrown or dropped it is a fail.**



5. Equipment Carry Test

- You will go to the first pylon, pick up the 2 fire extinguishers, walk through the pylon serpentine and return to the starting point in a safe and controlled manner. If required, you are allowed to set down the extinguishers to re-adjust your grip, but will not be allowed to drop them.

***If the extinguishers are dropped at any time it is a fail.**





6. Ladder Raise Test

- You will go to a secured ladder in the hose tower, grab the halyard, raise the ladder all the way to top and lock the dogs in at the top rung. Release the halyard. Lower the ladder down in a safe and controlled manner.

***If the ladder is dropped or you lose control it is a fail.**



7. Extrication Tools Hold Test

- You will go to this station, pick up the spreaders and hold them at two different specified dots for 10 seconds each (top dot first). This test assesses upper body strength and ability to handle the vehicle extrication equipment in a safe and controlled manner.
- You are not allowed to rest the weight of the spreaders against your body. You must hold the spreaders as if you are performing an extrication (i.e. hold both handles as if operating the equipment).

***If the spreaders are dropped or set down before hitting the 10 second mark it is a fail.**





8. Charged Hose Advance Test

- You will drag a charged 44mm hose that is snaked behind the starting line with the over-the-shoulder method as quick as possible. Once you reach the specified line, you may discharge water at a target.
- Once the target is knocked over, you may set the nozzle down in a controlled manner. Running is not permitted. This test assesses lower body strength and power and must be completed in a safe and controlled manner.

***Throwing open nozzle down is a fail. Running is a fail.**



9. Victim Drag Test

- You will lift and drag a 175-pound dummy backwards in a safe and controlled manner 75 feet till the finish line and carefully set it on the ground where the test will be completed. This test assesses the muscular endurance, strength and ability required to drag a victim.



Note: The pictures provided above are for reference only, and equipment may be of slightly different on the date of the job function assessment.



Job Function Assessment- Preparation

Welcome to the Foothills Fire Department Job Function Assessment. Below is important and required information for you to know and understand. Should you have any questions, please send an email to opportunities@foothillscountyab.ca

- Physical attempts will be stopped if the time limit is met/exceeded.
- One attempt per candidate.
- Vitals will be obtained by a FFD member before and after your assessment. You are required to remain in the designated area for 15 minutes after your attempt prior to leaving.
- A full set of firefighting turnout gear, SCBA facepiece and SCBA will be provided. If you have your own set of turnout gear, and an MSA G1 facepiece, please bring it with you on the day.

Effective Preparation for the Test

Below are some guidelines that may help you prepare for the job function evaluation portion of the recruitment process.

- You should come to the station on your testing day nourished, hydrated, and well rested.
- Refrain from overly strenuous exercise on the days immediately before your tests.
- Sleep well the night before and try to relax.
- Avoid alcoholic beverages the day prior to the evaluation.
- Avoid eating a large meal at least two hours prior to attending the evaluation.

Bring the following items with you:

- Appropriate apparel for the test (shorts, t-shirt etc.)
- Running Shoes.
- Extra socks.
- Towel- you may want to shower afterwards.
- Change of clothing.

Note: It is the sole responsibility of the applicant to prepare physically for the Job Function Assessment.

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**Job Function Assessment
Waiver and Release**

This waiver and release form is to be signed by the Firefighter attempting the Foothills Fire Department Job Function Assessment. The signed waiver and release form must be in the possession of the Firefighter prior to commencing the fitness evaluation.

I, _____, Firefighter, hereby release and forever discharge the Foothills Fire Department, their members, employees, agents and assigns from any and all actions, causes of actions, claims and demands for damages, loss or injury as a result of the Job Function Assessment. I have read and understand the requirements of the Job Function Assessment and circumstances should I not be successful.

Signature

Date

Foothills Fire Department
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Schedule A

Medical Clearance- Firefighters

Applicant:

I, _____ applicant, hereby release and forever discharge Foothills County and Foothills Fire Department, their officers, members, employees, servants, agents and assigns from any all actions, causes of actions, claims and demands for damages, loss or injury as a result of the roles of a Firefighter.

Applicant Signature: _____ Date: _____

PHYSICIAN:

I, _____ Physician, I am of the professional opinion and know of no medical reason or restrictions, that the above-named applicant is physically capable to take on the demands of a Firefighter.

Physician Signature: _____ Date: _____

In consideration of the Foothills Fire Department granting permission, I, for myself, my heirs, executors, administrators and assigns waive any claims to which I may become entitled for injury or damage and release, indemnify and hold harmless Foothills County and Foothills Fire Department, its officers, employees, servants, agents and assigns from any and all claims, demands, costs, expenses, actions or causes of action arising out of or in consequence of any loss, injury or damage suffered by me as a result of my work as a Firefighter, including accident insurance benefits pursuant to the provisions of the Insurance Act R.S.A. 1980 C. 1---5.i

I further state, represent, and warrant that I am in and will maintain proper physical condition to take on the demands of a Firefighter and am aware that participation could, in some circumstances, result in physical injury. I further state that I am aware any event may be, or become, dangerous. Without limiting the generality of the foregoing, I further release any recourses that I may now or hereafter have resulting from any decision, order, or direction of Foothills County and Foothills Fire Department or its officers, employees, servants, agents and assigns make during my service as a Firefighter.

To the best of my knowledge, I am physically capable of participating in this test and fulfilling duties as a Firefighter. I acknowledge that any physical activity may involve risk, and I hereby waive all claims for or arising out of any injury I might sustain or incur as a result. I voluntarily participate as part of my application for firefighter.

IN CASE OF AN EMERGENCY, I AUTHORIZE YOU TO CONTACT:

Name: _____ Telephone # _____