



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.



Position:	Part-Time Firefighter
Department:	Community and Emergency Services, Foothills Fire Department
Reports to:	Senior Firefighter/Captain
Position type:	Part-Time
Work location:	Heritage Pointe Fire Hall

Position Overview

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.

Key Duties & Responsibilities

- Engage 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 mutual aid partners during emergencies and training scenarios.
- Assist with fire safety code inspections as assigned.
- 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.
- Help to foster and encourage a positive environment among all crews where members assume responsibility and pride in teamwork, values, integrity, skills and attitude.
- Must be available for a minimum of two (2) daytime shifts per month.
- Perform any other duties as directed.

Qualifications, Education and Experience

- High School Diploma or GED.
- Valid Alberta Class 3 Operator's License with Q endorsement.
- Must be able to provide a satisfactory driving abstract demonstrating no more than 6 demerit points.
- Must be able to provide a satisfactory Criminal Record Check, including a Vulnerable Sector Check.
- NFPA Firefighter Level I & II.
- NFPA Driver Operator.
- NFPA Pump Operator.
- NFPA Hazmat Awareness and Operations.
- ICS 100.
- Standard First Aid and CPR Level 'C'.
- Minimum facial hair to ensure adequate SCBA face piece seal.
- Successful completion of all components of the Fire Department Recruitment Process.

The following are considered *assets* to be successful in this position.

- Two (2) years of active firefighting experience.
- NFPA Wildland Firefighting.
- Swift Water Rescue.
- Ice Rescue.
- Pleasure Craft/Boat License.
- ICS 200, 300.
- Experience with working in a full-time fire station.
- Post-secondary education or Trade Certificate.

Competencies & Skills

- Good working knowledge of Office 365 and computer skills.
- 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.

Working Conditions

- Work involves physically demanding tasks requiring sustained effort, including prolonged periods of activity in adverse or hazardous environments such as extreme weather, confined spaces, or areas with poor visibility.
- Duties may include climbing, lifting, carrying, and dragging heavy objects or equipment while wearing personal protective equipment, including a Self-Contained Breathing Apparatus (SCBA), in alignment with operational safety standards.
- Exposure to high-risk environments, including fire, smoke, hazardous materials, and emergency scenes.
- Responding to calls at unpredictable hours.

Recruitment Process

The Foothills Fire Department Part-Time Firefighter recruitment process consists of 5 stages. Following each stage, applicants will be reviewed by the Hiring Panel. All assessments and interviews will take place at the Heritage Pointe Fire Station unless otherwise advised.

STAGE 1: Application – Closing Date: July 27th, 2026, at 12:00 p.m.

Applicants must submit the following prior to the closing date and time:

- Cover Letter and Resume
- Copies of all applicable Fire, Rescue, and EMS Certifications that meet or exceed the minimum qualifications for the position.
- Copy of a valid First Aid and CPR Level “C”.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.

STAGE 2: Competency Test (In-Person) – Date: July 30th, 2026, at 7:00 p.m.

This assessment evaluates the knowledge, skills, and abilities required for the firefighter role. Those who are successful and selected to move forward will be contacted by Human Resources and invited to participate in Stage 3: Job Function Assessment. A completed medical clearance and signed waiver/release form will be required prior to participating in Stage 3.

STAGE 3: Job Function Assessment (In-Person) – Date: TBD

This assessment evaluates a candidate’s ability to perform the physical demands of the firefighter role. Those who are successful and selected to move forward will be contacted by Human Resources to participate in Stage 4: Interview/Skills Assessment. Turnout gear, SCBA, and facepiece will be provided. Candidates may bring their own turnout gear and MSA G1 facepiece, if preferred. Please review the details in this package.

STAGE 4: Interview/Skills Assessment (In-Person) – Date: TBD

This assessment evaluates a candidate’s suitability for the firefighter role through a structured panel interview followed by a practical skills assessment which may include hose deployment, ladder carry and raises, ropes and knots, forcible entry and donning/doffing of gear, tagging hydrants and other job-related tasks. Some or all of these skills may be timed. Turnout gear, SCBA, and facepiece will be provided. Candidates may bring their own turnout gear and MSA G1 facepiece, if preferred.

STAGE 5: Reference Check, Selection & Offer

Candidates who are successful in Stage 4 will be contacted and required to provide two supervisor references. Selected candidates will receive a conditional offer of employment and be required to provide the following:

- Copy of valid Alberta Class 3 Operators License with Q Endorsement.
- A satisfactory Criminal Record Check, including a Vulnerable Sector Check (issued within the last 30 days).
- A driver's abstract (issued within the last 30 days) demonstrating no more than 6 demerit points.

***Note:** Candidates must be available for all scheduled recruitment process dates. Requests to reschedule assessments or interviews will not be accommodated. Assessment results will not be provided at any stage of the recruitment process.*

Job Function Assessment Preparation

Below are some guidelines that may help you prepare for the job function assessment portion of the recruitment process. 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.
- The assessment may be stopped at any time at the sole discretion of the facilitator.
- 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

- 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 assessment.
- Avoid eating a large meal at least two hours prior to attending the assessment.

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.*

Job Function Assessment

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, hydrate and don PPE and be on air before starting the second section of the test. Any deliberate attempt at extending this break will result in an immediate failure. A pass for the second section of the assessment needs to be completed without breaks, and under **10 minutes**. This stage is a pass/fail.

1. Aerobic Endurance

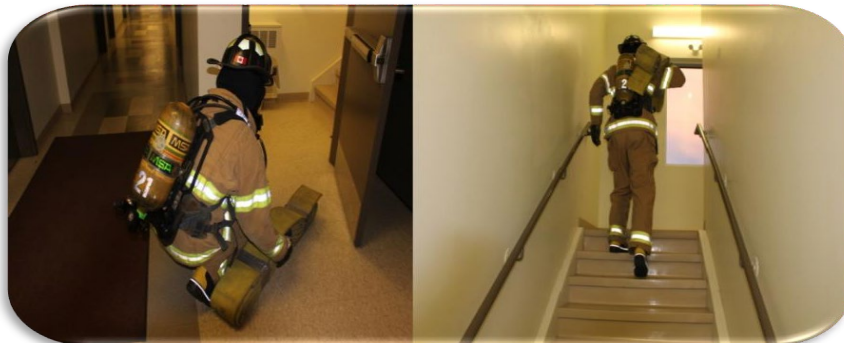
- Aerobic fitness will be predicted during a treadmill test. This station demonstrates the aerobic endurance required to operate on a fire scene.
- After a standardized 5-minute warm-up at 3.0 mph and 0% incline, you will walk at 3.5 mph and 10% incline for 8 minutes.
- In order to pass the aerobic fitness 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 taken 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 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.**



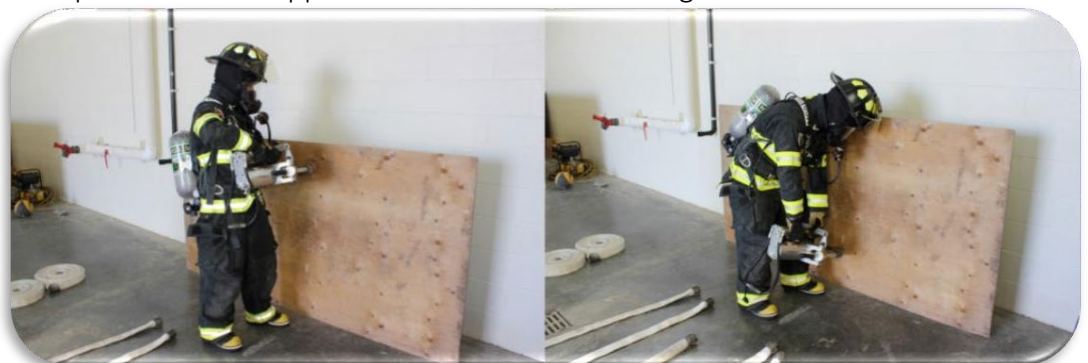
6. Ladder Raise Test

- 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.*