



Chestermere Fire Services



Full-Time Firefighter
2025 Recruitment



CHESTERMERE



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Dear Candidate,

Welcome to the 2025 Chestermere Fire Services Full-Time Firefighter recruitment process! We are excited that you are considering joining our team of dedicated professionals who play a vital role in ensuring the safety and well-being of our community.

This recruitment package has been carefully designed to provide you with essential information about the position requirements, the various stages of the recruitment process, and your role as a prospective candidate. We strongly encourage you to read through this package in its entirety to ensure you fully understand the expectations and qualifications required for this highly competitive process.

The Recruitment Process: The recruitment process is comprehensive and competitive, consisting of multiple stages aimed at identifying the best candidates who possess the skills, experience, and dedication necessary for success in this demanding and rewarding career. Below, you will find a detailed explanation of each stage. Please ensure that you meet the outlined qualifications before submitting your application.

If you have any questions or require clarification at any point, please feel free to reach out to us via email at recruitment@chestermere.ca. We are here to assist you throughout this process.

Once you have thoroughly reviewed the entire recruitment package and the attached appendices, and you are confident that you meet the qualifications, please proceed with submitting your application package in accordance with the instructions provided in this guide.

We recognize the hard work and dedication it takes to pursue a career as a firefighter, and we appreciate your interest in becoming a part of Chestermere Fire Services. We wish you the best of luck as you progress through this rigorous process, and we look forward to reviewing your application.

Thank you for your commitment, and we wish you every success as you pursue this exciting opportunity.

Sincerely,

Chestermere Fire Services - Recruitment
162 East Chestermere Drive
Chestermere, AB T1X 1C1



Full-Time Firefighter Job Requirements

The following are the **minimum qualifications** required to apply.

- ✓ Grade 12 or GED supplemented by recognized technical training
- ✓ NFPA 1001 Level II Certification
- ✓ NFPA 1072 HazMat Awareness & Operations
- ✓ Valid Standard First Aid CPR C or BLS and AED certifications
- ✓ Graduate from an EMR or FMR program (or higher level of medical training)
- ✓ Unrestricted Alberta Class 3 / 4 Q (or higher) – Commercial Driver's License with Air Brake Endorsement - Graduated Driver's License is not accepted
 - **Condition:** *Must provide proof of course registration with a defined completion date if applying without the required license. Expense to the applicant)*
- ✓ Current five (5) year driver's abstract with minimal infractions
- ✓ Pleasure Craft Operator's License
- ✓ Capable of completing a fireground physical assessment
- ✓ Capable of completing the swimming assessment
- ✓ Capable of completing a VO2 Max physical test
- ✓ Clear Criminal Record and Vulnerable Sector checks deemed satisfactory by the City

*If you do not meet the minimum qualifications, you will not be invited to participate in the recruitment process.

The following are **preferred qualifications**:

- ✓ NFPA 1002 – Driving and Maintenance
- ✓ NFPA 1002 – Pumping Operations
- ✓ NFPA 1002 – Aerial Apparatus
- ✓ Additional medical training (Primary Care Paramedic, Advanced Care Paramedic, ITLS)
- ✓ Additional IFSAC / Pro-Board certifications
- ✓ Safety Codes training/certification
- ✓ ICS Canada Courses
- ✓ Trade certificates
- ✓ Post-secondary education
- ✓ Previous firefighting experience



Tips for a Successful Recruitment Process

While securing a position with Chestermere Fire Services is competitive and not guaranteed, we are pleased to offer the following tips to help you navigate the recruitment process with confidence. By preparing thoroughly and approaching each stage with determination, you can maximize your chances of success. Please keep these suggestions in mind as you proceed:

- 1. Review All Documentation Carefully**

Before submitting your application, thoroughly read and understand all materials related to the recruitment process. Ensure you meet the minimum qualifications and job requirements to avoid disqualification. Preparation begins with a clear understanding of the process and expectations.

- 2. Prepare for the Physical and Skills Assessments**

The Fireground Physical Assessment, Swimming Assessment, **and** VO2 Max test **are** integral components of the recruitment process, and preparation is key. We strongly recommend that you begin training early to ensure you meet or exceed the required benchmarks. Stay focused on improving your physical fitness, stamina, and overall performance. Remember, the effort you put into your preparation will directly impact your results. Arrive at each assessment stage ready to give your best.

- 3. Familiarize Yourself with the City of Chestermere**

Take time to explore the City of Chestermere through their official website. Understanding the community you may serve is essential, as it will help you align with the department's values and mission. Ensure that you are genuinely committed to serving this community and working within its unique context.

- 4. Follow Instructions Precisely**

Attention to detail is crucial in firefighting. Demonstrate your ability to follow instructions carefully at every stage of the recruitment process. Whether completing forms or following assessment guidelines, showing precision and mindfulness in all tasks reflects the qualities that are highly valued in the fire service.

- 5. Update Your Contact Information Promptly**

If your contact information changes during the recruitment process, it is essential that you notify us immediately. Please email recruitment@chestermere.ca with any updates to ensure we can reach you for important communications.

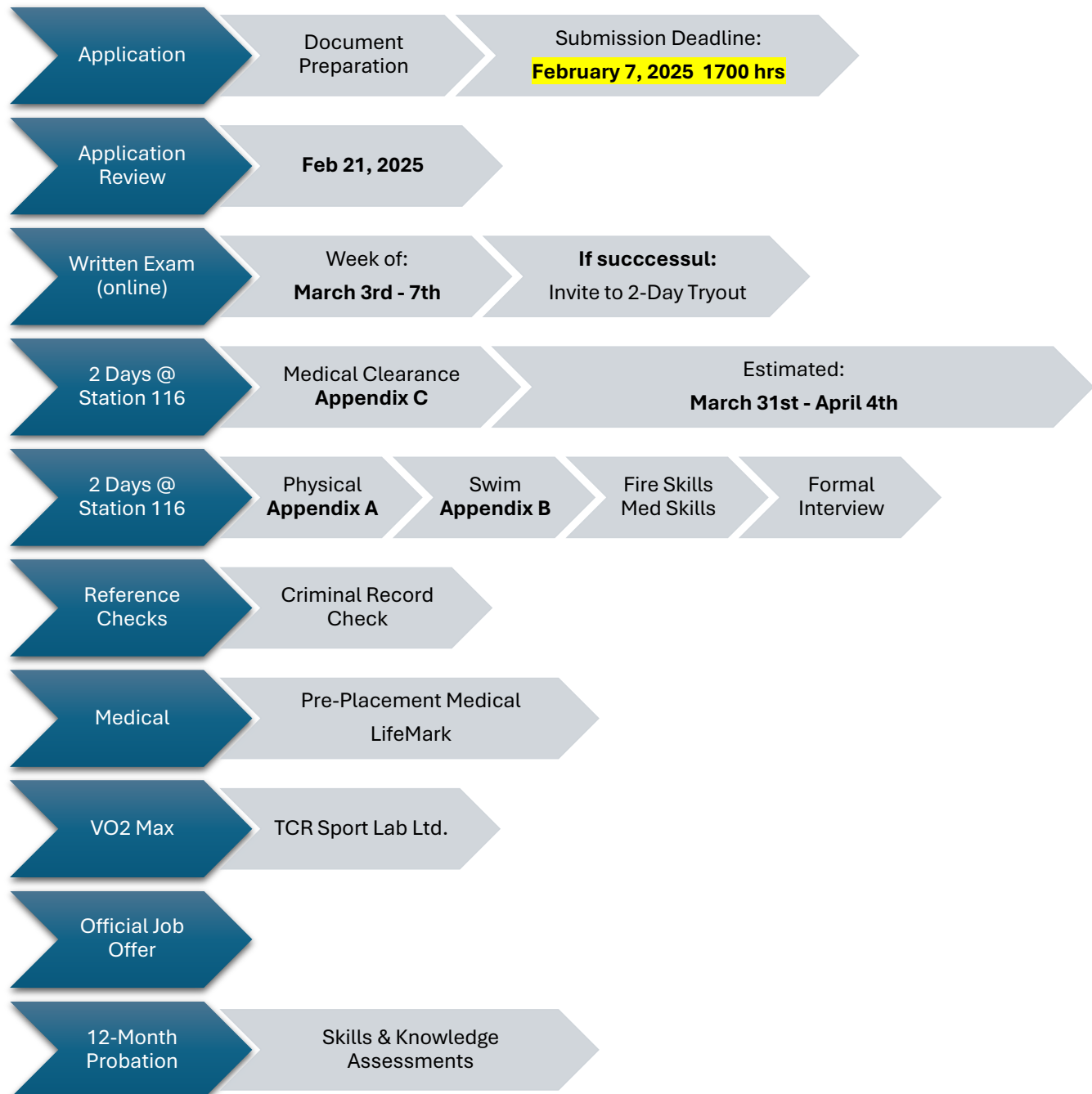
- 6. Maintain Patience and Respect Throughout the Process**

The recruitment process is rigorous and designed to identify the most qualified candidates. We appreciate your patience as we carefully evaluate each applicant. Please show respect for the community safety professionals who are working diligently to ensure a fair and efficient process.

- 7. Respect Our Time and Effort**

We are committed to keeping you informed with regular updates. In return, we kindly ask that you respect our time as well. Being on time for assessments, following up as needed, and showing consideration for the recruitment team's efforts will help ensure a smooth and positive experience for all involved.

The Recruitment Process



****Dates listed above are subject to change***



Step 1: Application

Applicants must provide the following within their application package:

1. **Cover Letter and Resume:** Include your primary email address
2. **Fire-Related Certificates and Documentation:** Include copies of relevant certifications, courses, and education
3. **CPR, BLS, and EMS Certifications:** Provide copies of all applicable certificates
4. **Driver's License and Pleasure Craft Operator's License:** Provide copies of both
5. **Current 5-Year Driver's Abstract:** Must be obtained within the last 30 days
6. **Proof of High School Completion** or recognized equivalent
7. **Post-Secondary Certifications and/or Trade Certificates:** If applicable, provide copies

Candidates must provide supporting documentation for all qualifications listed, including photocopies of certificates, diplomas, transcripts, and other relevant documents. Qualifications without substantiating documentation will not be considered.

Submission Deadline: February 7, 2025 @ 1700hrs

Late submissions will not be accepted.

Please submit your application package to: jobs@chestermere.ca

Subject: 2025 Firefighter Application

Step 2: Application Review

All applications will be thoroughly reviewed and assessed against the minimum qualifications set by CFS.

Invitations to the written exam will be sent by **February 21, 2025**. Please ensure that the email address provided in your application is current, as this will be the primary method of communication throughout the recruitment process.

Candidates who are not selected will receive a notification of regret. Please note that this notification may be delayed until all successful applicants have been notified. We appreciate your patience during this time and kindly ask that you wait for communication from the CFS Recruitment Team.

Step 3: Written Exam

Candidates who meet the minimum qualifications will be invited to participate in an online written examination during the week of **March 3–7, 2025**.

An email will be sent to candidates with their scheduled test time and a secure link to access the exam from home. Please note that there will be only one opportunity to take the digital exam to ensure fairness and security.



The exam content will be based on the IFSTA 7th edition, [Alberta MFR protocols](#) as well as information from the [City of Chestermere website](#).

Step 4: Invite to a 2-day tryout

Candidates who successfully pass the written exam will be invited to participate in a 2-day tryout during the week of **March 31st – April 4th**.

Pre-Tryout Requirements:

- **Medical Clearance:** Candidates must complete **Appendix C – Medical Clearance** with a licensed doctor prior to the tryout. Please bring the signed Medical Clearance form and one piece of government-issued ID with you to the tryout.
- **Liability Waiver and PAR-Q:** As a condition of participation, candidates must sign a Liability Waiver and a **PAR-Q (Appendix D)**. These forms will be provided upon arrival at the 2-day assessment.

Assessment Components:

- **CFS Fireground Physical (Appendix A)**
- **CFS Swimming Assessment (Appendix B)**
- Fire Skills Assessment
- Medical Skills Assessment
- Presentation/Teamwork Assessment
- Station Assessment
- Formal Interview

Candidates will be asked to provide the names and contact information of individuals for character references.

Important Notes:

- **Failure to meet benchmarks:** Candidates must complete the Fireground Physical and Swimming Assessment within the specified time and guidelines. Failure to do so will result in elimination from the recruitment process.

Step 5: Reference Checks / Validate Criminal Record Check

Following the 2-day tryout, the top candidates will be contacted and asked to provide a Criminal Record Check (cost to be borne by the applicant).



Additionally, references will be contacted and asked to provide feedback on the candidate's employment history, work habits, and interpersonal skills.

Step 6: Pre-Placement Medical & VO2 Max

Top candidates will be required to complete a Pre-Placement Fire Medical through LifeMark Sunridge (2121 29 Street Northeast Unit 70, Calgary AB T1Y 7H8).

Pre-Placement Medical Process:

Before the medical evaluation, candidates will be provided with Laboratory Requisition forms and must schedule an appointment with Laboratory Services for blood work. The results will be sent directly to LifeMark and reviewed during the Pre-Placement Medical appointment.

The medical evaluation will include the following assessments:

- Physician Medical Examination
- Vision Test
- Pulmonary Function Test (PFT)
- Audiogram
- Electrocardiogram (ECG / EKG)
- Chest X-Ray
- Blood Work (Lab)

LifeMark will provide CFS with a determination of "Fit for Duty" or "Not Fit for Duty" following the medical evaluation. Candidates who are deemed "Not Fit for Duty" will be removed from the recruitment process.

VO2 Max Assessment:

Candidates are required to schedule and complete the VO2 Max assessment (Gerkin Protocol) within **14 days** of being contacted. CFS has partnered with TCR Sport Lab Ltd. (1817A 10 Ave SW, Calgary, AB, T3C 0K2) to conduct these assessments.

Candidates who do not successfully complete the VO2 Max assessment will be removed from the recruitment process.

Step 7: Official Job Offer

Upon the successful completion of all stages in the recruitment process (Steps 1 through 6), selected candidates will receive an official job offer to join CFS as a probationary firefighter. This offer will be contingent on the successful completion of all medical, physical, and assessment requirements.

Congratulations on reaching this stage in the recruitment process. We look forward to welcoming you to the CFS team and working together to serve our community.



Step 8: 12-Month Probationary Period

Probationary Firefighters are subject to a 12-month probationary period. This period is designed to evaluate the candidate's ability to meet the high standards expected of CFS personnel while providing continuous opportunities for growth and development. During this time, probationary members will be required to complete a series of skills and knowledge assessments while on duty, designed to ensure they are prepared for the full scope of responsibilities in an operational firefighting role.

Onboarding and Initial Training:

For the first 7 weeks, Probationary Firefighters will follow a **4-on, 2-off, 4-on, 4-off** shift rotation. This intensive onboarding phase, guided by the Training Officer, will focus on familiarizing candidates with the core skills and knowledge required for firefighting operations, while also helping them acclimate to the team environment. The training will cover a wide range of essential firefighting techniques, safety protocols, and operational procedures, as well as provide hands-on experience in real-world scenarios.

Platoon Integration and Exposure:

Upon successful completion of the 7-week onboarding period, Probationary Firefighters will be assigned to a Platoon, where they will transition into full operational duties and begin working a shift pattern of **24-on, 48-off, 24-on, 96-off**. During this phase, probationary members will actively contribute to the team's efforts and gain exposure to a variety of firefighting scenarios, all while working under the guidance and supervision of experienced personnel. This hands-on experience will be crucial in solidifying their operational skills and preparing them for the demands of the role.

Throughout the 12-month probationary period, candidates can expect to rotate through multiple **Platoons**. This rotation ensures that they experience different leadership styles, operational dynamics, and team structures. It also provides opportunities to build relationships with a broad range of colleagues across the service, fostering teamwork, adaptability, and a deeper understanding of CFS's operational culture.

The probationary period is a critical time for professional growth and development. Successful candidates will be expected to demonstrate a strong work ethic, commitment to continuous learning, and the ability to adapt to a fast-paced and demanding environment. At the conclusion of the probationary period, the firefighter's performance will be thoroughly reviewed, and based on successful completion of all requirements, they will be confirmed as a full-time operational member of Chestermere Fire Services.