



2024

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# VANCOUVER AIRPORT FIRE & RESCUE

## APPLICATION AND HIRING GUIDE





## **Our Vision**

To be the best Aircraft Rescue & Firefighting Department in Canada.

## **Our Mission**

Dedicated to protecting and educating our customers, our community, and our environment through the delivery of professional aircraft fire rescue services.

## **Our Values**

Safety, Teamwork, Accountability, and Innovation



## A Message from the Fire Chief

Welcome to our 2024 recruitment process. If you are goal-oriented and seek to be a part of a proud, progressive, and dedicated Fire & Rescue Team, then YVR Fire & Rescue is the place for you.

YVR Fire & Rescue is a value and integrity-based department with a strong culture of diversity, inclusion, and belonging that enables the team to deliver on our Mission, which drives us toward our Vision.

I know many opportunities are available to you in the quest for a firefighting career, and as such, I want to thank you for considering YVR Fire & Rescue.

Chane Thomas

Fire Chief



## Vancouver Airport Fire & Rescue Application and Hiring Guide - 2024

Welcome to the 2024 YVR Fire & Rescue Firefighter Hiring Process. This guide is provided to help you navigate our process. To be as competitive as possible, following directions and paying attention to detail are important. Read this guide completely before continuing with your application.

### 2024 Steps

The following steps outline the necessary requirements and are subject to change. They are provided to give applicants an overview of our process. Applicants will be moved through the process as quickly as possible based on their individual progress through each step. Steps and/or dates will be communicated directly to the applicants prior to each stage of the process if they are moving forward.

*\*dates are subject to change.*

| STEPS                                       | TIMELINE                            |
|---|-------------------------------------|
| Step 1 – Application                        | January 2 – 16, 2024                |
| Step 2 – Written Testing                    | January 3 – 18, 2024                |
| Step 3 – In-Hall Assessment                 | January 13, 14, 17, 20 and 21, 2024 |
| Step 4 – Panel Interviews                   | January 16 – 24, 2024               |
| Step 5 – Physical Testing                   | January 16 – 28, 2024               |
| Step 6 – Medical Examination                | January 21, 24, 28 and 31, 2024     |
| Step 7 – Fire Chief’s Interview             | January 22 – February 14, 2024      |
| Step 8 – Firefighter Suitability Assessment | January 22 – March 6, 2024          |
| Step 9 – Job Offer                          | March 8, 2024                       |

**It is important that you read and understand the following information before you begin the application process:**

- ☐ Applications will only be accepted through YVR’s online application system. Applications received via any other means e.g., email, fax, or hard copy will not be accepted.
- ☐ It is important to use an email address that you check regularly. Communication with you throughout the recruitment process will be primarily through email. Please regularly check your junk folder, so you don’t miss any communications.
- ☐ Follow the instructions in this guide and in any subsequent communication carefully. Failing to follow instructions may result in your removal from the process.
- ☐ Ensure you complete your application properly and include all the required documentation at the appropriate times, as outlined in this guide and in any subsequent communications.
- ☐ Incomplete applications will be screened out of the process.
- ☐ Qualifications without the required supporting documentation will not be considered.
- ☐ Fire & Rescue Residency Requirement
  - Due to the on-call nature of the work, any employee in Fire & Rescue, and any employee that undertakes acting assignments in Fire & Rescue, will be required



to reside in an area that allows them a reasonable response time to the Airport. Specifically, employees will be required to reside within any of the following areas: District of Squamish, Lions Bay, District of West Vancouver, District of North Vancouver, City of North Vancouver, Anmore, Port Moody, Belcarra, University Endowment Lands, Vancouver, Burnaby, New Westminster, Richmond, Delta, Surrey, White Rock, Langley City, Township of Langley, Maple Ridge, Pitt Meadows, Port Coquitlam, Coquitlam, Abbotsford.

- Any location which requires ferry services to get to work, such as Bowen Island or Vancouver Island, is not within the residency requirements.
- The company will conduct annual checks to verify primary place of residence for all Fire & Rescue employees.
- These residency restrictions come into effect at the time of hiring and are an ongoing condition of employment.
- You will be responsible for paying the cost of all assessments upfront, however Vancouver Airport Authority will reimburse you the total amount during your probationary period. Should you voluntarily terminate your employment for any reason prior to successfully completing your twelve (12) month probationary period, you agree to pay back the Vancouver Airport Authority for any expenses that were reimbursed to you, in full. You may do this by either issuing a cheque payable to Vancouver Airport Authority or opting to have the amount deducted from your final pay.



## 2024 Hiring Process Overview

### Step 1 - Application

#### Application Period

Applications will be accepted during the application period of January 2 – 16, 2024 and must be submitted through YVR's Careers online application system found at: <https://careers.yvr.ca/fire-and-rescue>

Do not call Human Resources or the Fire Department to ask if your application has been received.

If you have any questions about accessibility or require any technical assistance applying, please reach out to [careers@yvr.ca](mailto:careers@yvr.ca).

Department: Emails on the next steps and/or dates will come from [F&R\\_careers@yvr.ca](mailto:F&R_careers@yvr.ca) and/or Human Resources ([donotreply@invalidemail.com](mailto:donotreply@invalidemail.com)). Any questions or communications that aren't related to technical issues with the application process must be directed to [F&R\\_careers@yvr.ca](mailto:F&R_careers@yvr.ca) as only email replies to this address will receive a response.

**Please do not contact Human Resources or the Fire Department for an update on your application's progress.**

#### Application Review

Applications will be screened to ensure applicants have all the required qualifications and have uploaded all certificates. Applicants whose applications do not indicate that they have met all the required qualifications (required at the time of application) will be screened out.

### Step 2 - Written Testing

This is a competency assessment for the role of Firefighter. The assessment fee is \$100 (incl. tax) and will be at the applicant's cost with reimbursement of this fee for successful candidates during their probationary period.

Applicants moving forward in the process (whose applications indicate that they have met all the basic qualifications) will receive an email advising the details about payment and the online testing, including how to register.

### Step 3 - In-Hall Assessment

Applicants who successfully pass the written testing will be invited to an In-Hall Assessment. This stage will require the applicant to attend in person for an assessment.



The assessment fee is \$100 and will be at the applicant's cost with reimbursement of this fee for successful candidates during their probationary period.

After the physical testing, successful applicants will be provided with details including location, registration, and assessment date. The following is an overview of some of the components:

6 stations with Bonafede skills tests as per EMA and NFPA JPRs.

1. Medical Call Simulations
2. Hydrant
3. Hose Deployment
4. Ladder Skill
5. Hose Rolls
6. SCBA

**Applicants will be required to provide all required certifications before the Panel Interview.**

#### **Step 4 - Panel Interview and Documents Verification**

Shortlisted applicants will proceed to a structured panel interview which includes the required qualifications and documentation verification. A short list of applicants will be created based on the panel interview results.

##### **Proof of BC Class 3 Driver's License and Drivers Abstract**

Applicants will be required to provide proof of a valid BC Class 3 Driver's License (manual or automatic) with airbrakes or an equivalent license from another jurisdiction. If the applicant holds an equivalent license from another jurisdiction and is successful through the recruitment process, they will be required to obtain a BC Class 3 Driver's License with airbrakes, as a condition of hire within 6 months, at their own expense.

##### **Police Information Check and Updated Driver's Abstract**

Applicants must provide a Police Information Check and an updated Driver's Abstract. Drivers Abstracts must be dated back 6 years for both personal and professional driving records with less than 6 points.

##### **Documents and Education Verification**

Candidates will be required to provide documentation to verify education and/or course requirements.

**Any costs associated with obtaining the document requirements listed above will be at the applicant's cost.**



## Step 5 - Physical Testing

This will include the VO2Max Test and Strength Test. This test fee is \$250+GST and will be at the applicant's expense with reimbursement of this fee for successful candidates during their probationary period.

Applicants shortlisted will move on to physical testing. The appointment should take approximately 45-60 minutes, with the exercise portion taking approximately 20-25 minutes including warm-up and cool down.

### **VO2Max Test:**

Applicants will be asked to obtain and provide a valid VO2 test, with a result of at least 45ml/kg/min. from SCIENCED Athletics in Burnaby, BC. You will undergo a maximal aerobic capacity test which will require you to complete a progressive walk/run protocol and cool down on a treadmill. You can expect to exercise starting at 3.5 miles per hour with an increasing incline from 0% to 15% grade, followed by 0.5 miles per hour increases in speed at a 15% grade until volitional termination of the test.

You will be asked to wear a one-way non-rebreathing face mask during this test while your expired gases are collected and analyzed by a metabolic gas analyzer that will be worn as a small backpack. A chest strap heart rate monitor will also be worn to monitor your heart rate throughout the duration of the test and to monitor heart rate recovery during the cool down.

### **Strength Test: Deadlift**

You will be asked to lift a loaded barbell weighing 80 lbs. from ground level to waist level and back down six (6) times using a basic deadlift technique. Criteria will include weight lifted (80lbs), technique (neutral spine, knee extension followed by hip extension, full extension at the elbow, and position of the barbell relative to the body).

### **Strength Test: Shoulder Press**

You will be asked to lift a barbell weighing 65 lbs. from shoulder level to an overhead position, and back to shoulder level four (4) times using a basic shoulder press. Criteria will include weight lifted (65lbs), technique (hand, arm, and elbow position relative to the barbell and body, extension at the elbow and shoulder, barbell position relative to the head when fully lifted, and neutral spine).

### **Strength Test: Hand Grip**

You will be fitted with a hand grip dynamometer in your dominant hand and asked to stand with this same arm extended to the side. When prompted, you will be asked to squeeze the dynamometer as hard as you can while exhaling until you cannot squeeze any harder.



**It is important to note, a passing V02 and strength test result does not guarantee you will move on to the next stage in the recruitment process. Applicants may voluntarily withdraw from the testing at any time.**

## **Step 6 - Medical Examination**

Applicants moving forward in the process will be contacted at the appropriate time and asked to arrange their comprehensive NFPA 1582 Occupational Medical Examination by Fire Health Services Ltd. If an applicant already has a Firefighter Medical Examination Certificate from Fire Health Services Ltd, it must be no older than 6 months and should not be submitted until requested.

The assessment fee is \$850 and will be at the applicant's cost with reimbursement of this fee for successful candidates during their probationary period.

## **Step 7 – Fire Chief's Interview**

Selected applicants will be invited to a Fire Chief's interview that will be conducted by the Fire Chief or a designate, and an HR representative. Successful applicants will move forward to an assessment of their overall fit for the job, the Department, and the Airport. The assessment will be conducted online and followed up with an interview with a workplace psychologist.

### **Reference Checks**

Following the Fire Chief's interview, reference checks will be completed for shortlisted applicants.

## **Step 8 - Firefighter Suitability Assessment**

From the Fire Chief's interview, selected applicants will move forward to a firefighter suitability assessment. The assessment will be conducted online and will be followed up with an interview with a workplace psychologist.

## **Step 9 – Job Offer**

### **Offer of Employment**

Applicants who are successful through the process may receive an offer of employment, for one of two cohorts. The tentative start date will be March 25, 2024. An eligibility list may be created for hiring in 2024.



**Thank you for your interest in  
YVR Fire and Rescue**

