



Part-Time Firefighter Recruitment Package

HAWKESBURY FIRE DEPARTMENT

2026

Firefighter Recruitment Package

September 2026

Dear candidate,

I would like to welcome you to the Hawkesbury Fire Department Part-Time Firefighter recruitment process. This package has been produced to inform you about the position, and to explain the evaluation process being used in this selection.

Hawkesbury's Part-Time Firefighters are professional firefighters who live and work in our community, respond to a wide range of emergency calls at all times of the day and night, and during periods of poor weather. Our Part-Time Firefighters, once completed their initial training, participate in two (2) training nights per month, plus additional training on occasional evenings or weekends. They also participate in public education and prevention activities, and participate in "on-call evenings" whereby they commit to being available to respond to calls on assigned 12-hr evenings several times per month, and otherwise commit to residing within a reasonable response time from the main Hawkesbury fire station.

The initial training process is time consuming and onerous to meet legislative requirements. Candidates will undertake Red Cross First Responder training, along with NFPA 1010 Firefighter I & II training and certification testing (Formerly NFPA 1001). This process amounts to several hundred hours of training time, predominantly during evenings and weekends.

As an applicant for a high profile, and well-respected position, your behavior, punctuality, professionalism and abilities will be evaluated throughout this process, and throughout your potential future employment with the Town of Hawkesbury. Candidates for these positions will be ranked based on a number of criteria, including additional training courses (e.g. NFPA certifications, advanced medical training, prior volunteerism, etc.).

This recruitment process will consist of four separate and distinct steps. Each step of the process is designed to select only the best candidates to progress further in the selection. These steps include a written test, resume review, physical test, and interview.

I would like to take this opportunity to wish you every success in your endeavors to become a Part-Time Firefighter with the Hawkesbury Fire Department and look forward to seeing you throughout this process.

Sincerely,

Brian Wilson, Fire Chief

PART-TIME FIREFIGHTER

If you are interested in working in a team environment to protect lives and property of the citizens of Hawkesbury and surrounding areas, this opportunity may be for you!

Firefighters are responsible for operating fire apparatus and for performing firefighting, rescue and related duties under emergency situations and conditions, frequently involving hazards and hazardous materials. Firefighters are also responsible to attend training nights and special training events to learn and maintain skills. They participate in routine maintenance duties at the fire station, attend public events, and participate in fire prevention activities. On-call work, including weekends and public holidays, is required. Aside from scheduled training and prevention activities, this position is an 'on-call' position, and candidates are expected to maintain their principle residence within a reasonable response distance from the fire station.

Applicants must be in excellent physical condition and will be expected to complete our Physical Ability Test (PAT) during the recruitment process. They must have successfully completed Grade 12 or G.E.D. equivalency and be fluently bilingual in French/English. They will also be expected to complete a written aptitude test (bilingual) along with a panel interview.

Applicants who are a graduate of a training institution which is accredited by the International Fire Service Accreditation Congress; have National Fire Protection Association 1001 Firefighter Level I and II; and/or are certified as a Medical First Responder (or higher) or who possess a valid Ontario Class DZ driver's license will receive an advanced standing in the process.

Applicants must have the ability to communicate effectively and work well in a team environment in both English and French and have no criminal record (a Vulnerable Sector Check must be provided). A condition of employment is the requirement to maintain your principal residence within a reasonable response distance to the Hawkesbury Fire Station.

Before submitting your application, it is important for you to read and understand the following:

- Prospective applicants must be prepared to travel to Hawkesbury to complete the pre-employment testing steps, and more than one trip may be required.
- The Hawkesbury Fire Department will establish an eligibility list to hire from. Being on this list does not guarantee you a position with the Hawkesbury Fire Department.
- This is a competitive process. Be sure you meet our minimum qualifications before you submit your application.
- Applications must be submitted before the application deadline outlining how you meet the minimum requirements.
- A written test will be held at a location to be determined in the Town of Hawkesbury. **Only the most qualified applicants will be selected to advance to the next stage of the selection process.**
- A physical fitness test will be held for those who advance past the written exam, date to be determined. This will include physical fitness, including upper body strength, cardiovascular endurance, and swimming ability. **Only the most qualified applicants will be selected to advance to the next stage of the selection process.**
- Only those applicants who qualify will be interviewed.

Qualified individuals are invited to submit, in confidence, a cover letter, complete resume, and any relevant certifications online at <https://www.hawkesbury.ca/en/careers>.

Pre-Employment Testing Process:

1) WRITTEN APTITUDE TEST LOCATION TO BE CONFIRMED

The written aptitude test consists of 50 multiple choice questions, which must be answered within a 1-hour testing period. The test is bilingual English/French, and includes the following components:

- Reading & Understanding Written Information
- Numerical Skills
- Diagrams & Mechanical Reasoning
- Knowledge of Hawkesbury and the Hawkesbury Fire Department

The tests are provided by and administered locally.

The results of the test **WILL NOT** be released, and will be used internally to rank candidates for further consideration. There is no specific passing mark used, rather the top candidates will be selected to proceed to the physical test.

2) DOCUMENT REVIEW – COVER LETTERS / RESUMES / CERTIFICATIONS

3) PRACTICAL PHYSICAL TEST (BY INVITATION ONLY) LOCATION TO BE CONFIRMED

**** NOTE ** RELEASE WAIVER REQUIRED TO PARTICIPATE**

Practical physical testing will be offered to selected top candidates of the written test, and will consist of the following components, which will be marked on a pass or fail basis. Candidates have 11 minutes 20 seconds to complete the following:

- **Stair Climb** (wearing a 13.3 kgs (30-lbs) vest) – 12 flights of stairs up/down
- **Cool Down Walk** – 25m (85ft)
- **Attack Line Deployment** – Advance an uncharged 45mm hoseline a distance of 22m (75') and then pull it another 15m (50') hand over hand.
- **Cool Down Walk** – 25m (85ft)
- **Equipment Transport** – transport 2 tools weighing 18 kgs (40 lbs) a distance of 33m (100')
- **Cool Down Walk** – 25m (85ft)
- **Ladder Raise** – Raise a 7.25m (24') extension ladder off the floor upright against the wall, and then fully extend it and lower it
- **Cool Down Walk** – 25m (85ft)

- **Forcible Entry** – swing a 4 kg (10-lb) sledgehammer against a 79 kg (200 lb) tractor tire to move the tire a distance of 12"
- **Cool Down Walk** – 25m (85ft)
- **Search** – Crawl 21m (70') to simulate a search for a victim
- **Cool Down Walk** – 25m (85ft)
- **Victim Rescue** – Drag a weighted rescue manikin (71 kg / 180-lb) 33m (100')
- **Cool Down Walk** – 25m (85ft)
- **Ceiling Pull/Push** – use a pike pole to push against a weighted ceiling panel to lift 24 kgs (60-lbs) 12 times, then pull down on a weighted pole 21 kgs (80 lbs) 20 times
- **Claustrophobia** – follow a wall in a blacked out mask (not timed)

SWIM TEST – Candidates to provide their own bathing suit and towel, goggles may be worn at the candidate's discretion (they must provide)

- **Swim Endurance (Heads Up)** – 200m (8 lengths) – 10 mins
- **Rescue Sprint (Heads Up w/ PFD)** – 50m (2 lengths) – 2 mins
- **Rescue Tow (w/ PFD)** – 50m (2 Lengths) – not timed
- **Tread Water** – 15 mins

4) **PANEL INTERVIEWS** **FIRE DEPARTMENT, 780 SPENCE AVE, HAWKESBURY, ON**

Applicants who are successful in the written test and physical abilities testing, will be further screened, and successful candidates will be invited to participate in a panel interview. Timing of the interviews will be provided to candidates who are selected.

5) **CONDITIONAL OFFER OF EMPLOYMENT**

The most suitable candidate(s) will be offered employment with the Hawkesbury Fire Department, conditional on the following:

- Producing a satisfactory criminal record check (including vulnerable sector screening)
- Producing a satisfactory drivers abstract
- Agreement to reside within an acceptable response time from the Hawkesbury Fire Station. You must have or obtain your principal residence within this limit and the limit must be maintained throughout your employment.

Initial Employment Training Period:

Once you have accepted your conditional offer of employment, you will have an established start date with the Hawkesbury Fire Department. Initial familiarization training will be outlined in the offer letter, which will outline your work schedule for the initial training period.

Your first day of training covers items such as issuance of uniforms, personal protective equipment, and paperwork to be completed for payroll and tax deductions. You will be expected to participate in mandatory onboarding training, including municipal policies, departmental OGS and policies, and health and safety training.

If you are new to the fire service, you will be expected to complete some levels of mandatory training before you will be permitted to respond to calls. This will be explained to you when you start. Some of this training is provided locally in Hawkesbury, some of it is done through Regional Training Centres, which will include the need for some travel. This training is optimally completed over the first two-years of employment. This training time is paid for in accordance with the current collective agreement. Some approximate timelines are provided below:

Town and Department Policies & OH&S	8 hours (1 day)
Red Cross First Responder Training	40 hours (5 days)
NFPA 1072 Hazardous Materials Awareness	4 hours (1/2 day – online)
NFPA 1072 Hazardous Materials Operations	40 hours (1 day online, 4 days in-class)
NFPA 1010 Firefighter Level 1	120 hours (5 days online, 10 days in-class)
NFPA 1010 Firefighter Level 2	96 hours (5 days online, 7 days in-class)
DZ Driver Training	40-80 hours (5-10 days in-class)
TOTAL:	348-388 hours (32-37 days in-class)

Once you have completed minimum safety training, and at the discretion of the Fire Chief, and while completing your training, you may be asked to attend calls as an observer/cold zone assistant, to see how the department operates, assist with cold zone (safe area) support tasks, and cleanup. Once your training is completed, you will be assigned to a team, and your on-going training is typically overseen by company officers assigned to each team, and may be self-study or practice, or may be directed by or done in conjunction with other members of the department.

The department offers on-going training opportunities including participation in a number of additional specialties, including:

- Pump Driver/Operator – 40 hours
- Aerial Driver/Operator – 40 hours
- Public Education – 24 hours
- Fire Prevention – varies
- Ice Water Rescue Technician – 32 hours
- Surface Water Rescue Technician – 40 hours
- High Angle Rescue Technician – 80 hours
- Confined Space Rescue Technician – 80 hours
- Fire Instructor – 40 hours
- Fire Officer – 40 hours