



Norfolk County Fire Department Volunteer Firefighter Application Process

Applications must be received
no later than Friday, August 29, 2025

The 2025 recruitment will be for station locations: Stn #2 Port Dover, Stn #3 Waterford, Stn #4 Teeterville, Stn #6 Courtland, Stn #8 Fairground, Stn #9 Port Rowan, Stn #10 St. Williams and Stn #11 Vittoria.

The application process for volunteer firefighters is designed to help candidates understand the degree of skill, commitment, and personal character required to be a successful volunteer firefighter and complete the required background check process required for this role.

Please read the process carefully prior to completing your application:

- The applicant must live in the service area of the station they are applying for and this will be confirmed when the application is considered.
- **In order to have your application considered, the application instructions and documentation must be completed and provided within the timelines required.**

Follow the link below for the more information about the process and to access the 7 page application package (includes the application document, vulnerable sector check form and declaration):

[Volunteer Fire Fighter Application and Recruitment Process \(https://norfolkcountyfire.ca/recruitment/\)](https://norfolkcountyfire.ca/recruitment/)

Application process to apply and deadlines (read before proceeding):

Step 1: Application package - documents must be submitted and include:

1. **Application form** (5 page document saved with file extension doc, .docx or .pdf)
2. **Drivers Abstract** – include a drivers abstract as part of the background review as this is directly relevant to this role. To complete this process at your cost:
 - Go to <https://www.ontario.ca/page/get-driving-record>
 - Generate an “uncertified” abstract
3. **Declaration Re: Criminal Record/Vulnerable Sector Check:** completed and signed

Step 2: Vulnerable Sector Check – important to **start this process immediately** by referring to your local police service website for information and forms to initiate the application process. A document is provided with the application package to confirm with the police service the reason you are applying for the vulnerable sector check.

Vulnerable Sector check document (or confirmation) is the only document that can be submitted after the August 29th deadline and is required by September 12, 2025. The timeline

to complete the vulnerable sector check can take several weeks and we are allowing extra time for this process. If the vulnerable sector check application is still in progress you may provide us with the confirmation email / link you received to verify you have initiated the process by September 12, 2025. When you do receive the completed vulnerable sector check you will be required to provide us with either the document or email link provided to you by the police service. It is your accountability to ensure you are following up with the police service to ensure your request for the vulnerable record check is still in process and there are no issues.

All documents must be submitted as outlined below for your application to be considered:

- Provided by email to hr@norfolkcounty.ca
- Email subject line to read VFF 3.25 application
- Initial email with application documents attached to 1 email.
- The Vulnerable Sector Check will be provided in a second email when available

Step 1: Application package – no later than Friday, August 29, 2025

Step 2: Vulnerable Sector Check (or confirmation) - no later than Friday, September 12, 2025

If email submission is not possible, alternatively your application package may be dropped off to Human Resources at 95 Culver St. Simcoe, Monday to Friday 8:30 a.m to 4:30p.m.

Once all documentation has been submitted as outlined above your application will be considered complete and under review to proceed to the testing stage.

The recruitment and hiring process consists of the following steps and timelines:

- 1) Submission of application documentation by **August 29, 2025 and vulnerable sector check/confirmation to follow, no later than September 12, 2025**
- 2) Written aptitude test and physical and mental abilities testing will be Saturday, September 20, 2025. Should you be selected to move forward, you will be notified by email if you are selected to proceed with the written aptitude test.
 - You must successfully complete the written aptitude test to move to the next stage of the physical and mental abilities test. The testing occurs in two stages on the same date.
 - If accommodation is required, please notify Human Resources to make those needs made known in advance.
- 3) Interviews: Individual candidate interviews are anticipated to be scheduled during October. Due to high volume of candidate applications for some stations there have been times we have not been able to interview all candidates.
- 4) Medical certificate: If you are successful you will be provided with a doctors certificate to be completed by your physician. Please ensure you are aware of the process required by your physician to get the physical completed as it will be required to be submitted by December 19, 2025.
- 5) Mandatory attendance at an orientation session **Saturday, January 24, 2026**

- 6) Candidates are required to complete a one-year probationary period.
- 7) Obtaining a DZ driver's license within 30 months of date of hire.
- 8) Required to complete NFPA Firefighter training and certification based on legislation and timelines

Additional information:

All successful candidates will be expected to complete a mandatory recruit training program. As a recruit, you need to be aware that the training process consists of online self-study components accompanied with classroom participation.

- Note: Recruit firefighters who already possess the mandatory firefighter certifications (as listed below) will not be required to retake the training. They will only be required to attend NCFD content specific training.

Applicants are not required to have any firefighter specific training or certification to apply. All legislative required training (as mentioned in the table below) will be provided in house, free of charge to recruits. Time spent completing training will be compensated as per municipal firefighter compensation policies.

NFPA certification is recognized throughout Canada and the United States as a minimum training requirement to provide the theory and skills necessary to perform the functions of a volunteer or career firefighter.

Outline of the 3 Year NCFD Recruit Firefighter Program:

YEAR	NFPA TRAINING & CERTIFICATION	SESSIONS	LEGISLATIVELY REQUIRED BY:
Year 1	NFPA 1001- Firefighter I	Approximately 15 training sessions and on-line training (mixture of weekday nights and Saturdays completed between Jan-Sept)	36 months from hire
Year 2	NFPA 1001- Firefighter II	Approximately 10 training sessions and on-line training (mixture of weekday nights and Saturdays)	36 months from hire
	NFPA 1072 Hazardous Materials Emergency Response- Operation Level		36 months from hire
Year 3	NFPA 1002- Fire Apparatus Driver/Operator	Approximately 6 training sessions and on-line training (mixture of weekday nights and Saturdays)	36 months from hire
	NCFD Driver Training Program		36 months from hire
Note: Estimates of training sessions outlined will be in addition to normal station training			



THE CORPORATION OF NORFOLK COUNTY – POSITION DESCRIPTION

Title: Volunteer Firefighter

Division: Emergency and Social Services

Department: Fire Services

Reports To: Captains, Deputy District Chiefs, and District Chiefs

Date Effective/Revised: June 2025



Scope of Position:

Perform firefighting and emergency response duties under the broad supervision of the Captains, Deputy District Chiefs and District Chiefs. Attend and participate in required in person and online training programs, including theory and practical training sessions as part of ongoing professional development.

Knowledge and Experience:

- Work in accordance with established policies, operational guidelines (such as the Occupational Health and Safety Act), and any other relevant legislation or orders.

Skills and Abilities:

- The ability to deal with the public in a polite, sympathetic and efficient manner, regardless of how frustrating or unnerving the situation may be.
- The volunteer firefighter should be able to speak in a clear, articulate manner.
- The ability, if required, to make decisions and work without supervision until an officer arrives on scene.
- Ability to obtain and maintain a valid CPR (HCP level) and standard first-aid qualification.
- Within 30 months of date of hire, the ability to obtain and maintain a valid Ontario Class "D" driver license with the airbrake endorsement (Z).
- Required to complete NFPA Firefighter training and certification based on legislation and timelines

Duties and Responsibilities:

- Respond safely to emergency situations and calls for assistance 24 hours per day, 7 days per week in accordance with attendance policies.
- Protect people, the environment, and property from all types of actions and emergencies.
- Enter burning or contaminated buildings, structures, and other areas to perform rescues and / or fight fires while wearing appropriate firefighting equipment as supplied by the fire department, and as directed by incident command.
- Apply proper firefighting and / or rescue techniques needed to control and / or extinguish fires and extricate / remove people.
- Minimize distress and suffering, including giving first aid / CPR before ambulance crews arrive; safeguarding your own and other people's personal safety at all times.
- Wear and properly use all appropriate equipment as supplied by the Norfolk County Fire Department.
- Operate and maintain all of the Norfolk County Fire Department's equipment.
- Co-operate with the police, paramedics, or other agencies when required.
- Notify District Chief of fire code and life safety matters.
- Must maintain a high degree of confidentiality at all times.
- Refrain from disclosing information to the news media or other persons without authorization from the Fire Chief.
- Will respect and follow the chain of command and follow all orders of superior ranking department officers during training, emergency response, or station activities.
- Shall not participate in any fire service operations / activity while under the influence of alcohol, illegal substances, and / or prescription drugs which cause impairment.
- May be assigned to act in the capacity of a captain, when qualified as an officer candidate through the captain promotional policy.
- Work closely with the local community to increase their level of fire safety awareness in order to prevent fires and accidents from occurring.
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occurring.

- Educate and inform the public to help promote fire safety (ex. Hall tours, assisting in a fire safety education program, the smoke alarm program)
- Communicate appropriately in accordance with established guidelines.
- May make recommendations to their company officer regarding operational procedures and equipment maintenance.
- Drive and operate firefighting and emergency equipment, as well as personal vehicles, safely and in accordance with policies and applicable legislation.
- Attend training sessions to maintain and upgrade firefighting skills in accordance with established policies and operational guidelines, and meet attendance requirements.
- Perform other related duties as assigned.

Mental Effort:

- Should be able to cope with a high level of stress, and perform all duties efficiently in an emergency situation.

Physical Activity:

- Maintain a level of physical fitness necessary to carry out all the duties of a firefighter.

Working Conditions:

- Manual work of a hazardous nature involving the fighting of fires, rescue work, and patient care that is generally performed under the direct supervision of fire officers.
- May involve working on weekends, holidays, and in all types of weather conditions.

The Corporation of Norfolk County is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

The above position description reflects the principle functions and duties as required for proper evaluation of the job. Other transient, emergency and unplanned duties can only be considered part of the job if they directly relate to these principle functions contained herein. No employee shall refuse to perform the aforesaid transient, emergency and unplanned duties.