

St. John's Regional Fire Department 2026/2027 Firefighter Recruitment Guide





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Inside the SJRFD

Through the office of the Fire Chief (Director of Regional Fire and Emergency Services), the St. John’s Regional Fire Department (SJRFD) is responsible for providing the Region (St. John’s, Mount Pearl, Paradise, Petty Harbour/Maddox Cove and Logy Bay-Middle Cove-Outer Cove) with an acceptable level of fire and emergency protection in the most economical manner, with backup emergency services being provided to a number of surrounding towns in the Northeast Avalon Region. Services provided to the public include, but are not limited to:

- Fire Suppression
- Road Traffic Accident Response
- Medical Response
- Hazardous Materials Response
- Specialty Teams Response (**High Angle, Confined Space, Water Rescue**)
- Fire Prevention
- 911 Communication Services

Divisions

Office Of The Fire Chief

The Fire Chief (Director of Regional Fire and Emergency Services) is responsible for providing the Region with an acceptable level of fire and emergency protection in the most economical manner. This office is located at Central Fire Station, 3rd floor.



Operations Division

The Deputy Chief of Operations is responsible for the Operations Division, which is the largest Division in the Department.

Personnel	Position
Deputy Chief of Operations	1
Platoon Chiefs	4
Fire Captain	25
Fire Lieutenant	24
Firefighter	121
Temporary Firefighters	31
Fire Equipment Maintenance Technician	1
Fire Equipment Procurement Technician	1
Total	208

Providing a wide range of emergency and general public assistance services to the Region, suppression personnel stand ready 24 hours per day, to respond to emergency calls. Along with responding to fire, vehicle and medical emergencies, the Division also has Specialty Teams ready to respond to incidents such as, but not limited to: hazardous material emergencies, high angle (cliff) rescues, water rescues and confined space rescues.

In addition to providing emergency services, the Operations Division also seeks to create, implement, and support programs that reduce emergencies. The Division proactively assists in the reduction of risk to persons, property, and the environment by regularly conducting pre-fire planning in buildings in the Region. Building floor plans with hazard information, emergency contacts, and hazardous material inventories, are very helpful in reducing damage and disruption in the event of a fire. Floor plans are also readily available for personnel when responding to fire emergencies for use in evacuations and fire attack.

Operational services are provided from 8 Fire Stations, 7 of which are staffed by paid, full-time firefighters 24 hours per day, and 1 Fire Station (Goulds) operated by paid, full-time firefighters 8 hours per day (Monday to Friday) and volunteers for evenings and weekends.





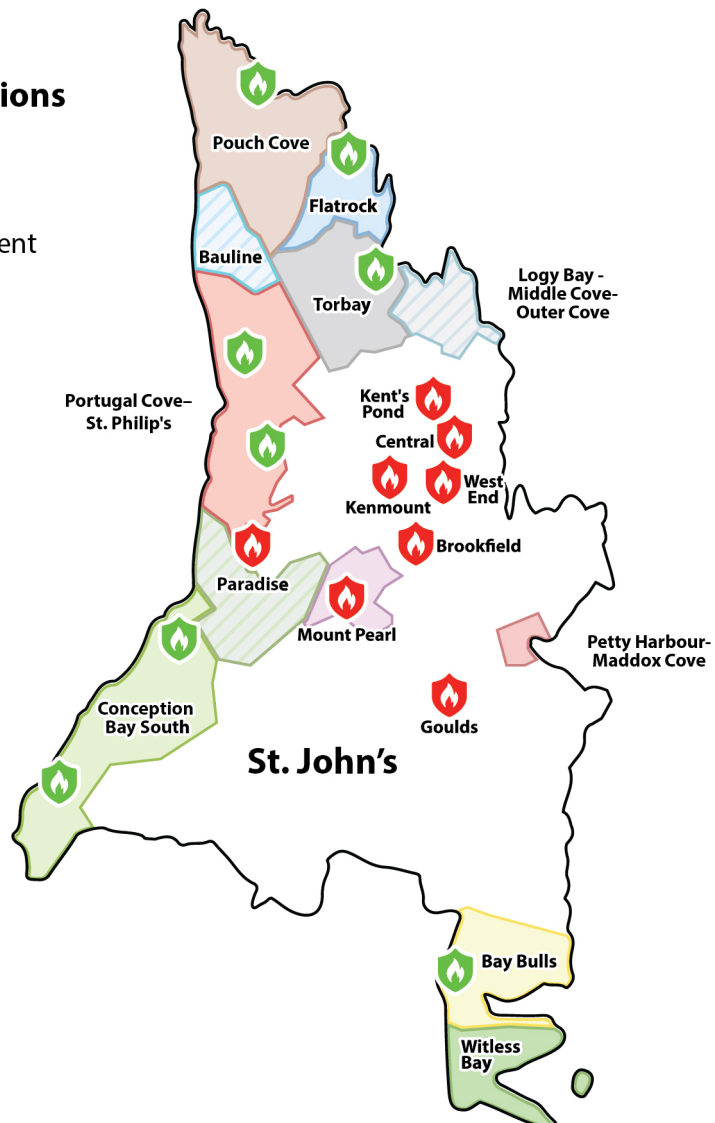
Fire Stations are strategically situated in the following locations:

Central Fire Station	5 Fort Townshend
Kent's Pond Fire Station	165 Portugal Cove Rd
West End Fire Station	215 Blackmarsh Rd
Brookfield Fire Station	569 Topsail Rd
Kenmount Fire Station	66 O'Leary Ave
Mount Pearl Fire Station	8 Olympic Dr
Goulds Fire Station	541 Main Rd, Goulds
Paradise Fire Station	1565 Topsail Rd, Paradise



Fire Department Locations

-  SJRFD Fire Station
-  Volunteer Fire Department





Support Services Division

The Support Services Division, located at Central Fire Station, 2nd floor, is responsible for providing general support activities to the Department and the Region’s citizens. This Division consists of Fire Prevention, Training and Mechanical Services.

Personnel	Position
Deputy Chief of Support Services	1
Fire Prevention Officer	1
Fire Inspectors	3
Training Officer	1
Assistant Training Officers	2
Manager of Mechanical Services	1
Senior Apparatus Technican	1
Fire Apparatus Technicians	2
Total	12

Fire Prevention

The Fire Prevention Division is responsible for public fire safety education, inspection duties, code enforcement, and plans review. This Division also receives many requests each year from citizens, industry, businesses, organizations and community groups for fire safety presentations to provide Fire Prevention education.

Popular Fire Prevention Programs and Lectures include:

Learn Not to Burn - teaches fire safety behaviors to elementary school children in a way they can understand & remember.

Hazard House - the portable Hazard House creates awareness about fire hazards to all ages.

Evacuation Planning – Educating businesses, schools and citizens on developing an evacuation plan for their building or home.

Sparky the Fire Dog - Helping make fire prevention fun for kids.

Training Division

The Training Division is responsible for the training and career development of the SJRFD Suppression staff. Developing long-term training strategies, including theory and practical training evolutions to educate personnel on the latest equipment and techniques, is the primary mandate of the Division. Utilizing the training facility (**Training Tower**) located at Kenmount Fire Station, the Training Officers are able to create realistic practical drills for firefighters. Theory and practical scenarios ensure personnel are able to perform their duties with efficiency and effectiveness with due regard for safety and compliance with established policies, procedures, standards and in conformity with applicable law. Training subjects include, but are not limited to:

- Accountability
- Rapid Intervention Crew
- Firefighter Survival Skills
- Fire Attack and Control
- SCBA and Personal Protective Equipment
- Pump Operator, Aerial Operator
- Hazardous Materials
- Firefighter First Aid (First Aid, CPR, Defibrillation, Oxygen Therapy)
- Firefighter Electrical Safety including Power Line Hazards
- Vehicle Extrication
- Special Teams Training (High Angle, Water Rescue, etc)







Mechanical Division

The Mechanical Division is led by the Deputy Chief of Support Services through the Manager of Mechanical Services and is located at Kent’s Pond Fire Station. This Division is responsible for the repair, maintenance and testing of all fire apparatus and support equipment within the SJRFD, ensuring that equipment is ready for use at a moment’s notice. The Division is also responsible for the procurement and disposal of all apparatus and to make sure the equipment meets industry standards.

This is the only full time dedicated mechanical division in Newfoundland and Labrador to have certified Master Emergency Vehicle Technicians (EVTs).

Personnel	Position
Manager of Mechanical Services	1
Senior Apparatus Technician	1
Fire Apparatus Technicians	2
Total	4



Technology & Communications Division

The Technology & Communications Division is responsible for providing support to all the department’s technology and communications including the 911 Communication Center/Fire Dispatch.

Personnel	Position
Manager	1
Communication Supervisor	1
Dispatchers	8
Dispatchers (Relief)	6
Total	16

911 Communications

The 911 Communications Center is located in St. John’s and provides the 24-hour a day 911 Emergency System to citizens within the Northeast Avalon Peninsula.

The 911 Communications Center answers emergency calls for the following Agencies:

- Fire
- Police
- Ambulance (Medical)
- Poison Control
- Coast Guard
- Crisis Center

All Fire Department-related calls (fire and rescue) within the SJRFD Region (and its 6 outlying jurisdictions) are handled directly by 911 Dispatchers as part of the SJRFD. All other calls (police, medical, etc) are promptly forwarded to the appropriate agency.

The 911 Communications Center will remain fully functional in the event of a shutdown crisis in the building or area – there is the added security back-up of 911 services through the Corner Brook PSAP and a Redundant Fire Dispatch Center which is designed to be operational within seconds of a critical event.



Goulds Volunteer Fire Department

The Fire Chief of the Goulds Volunteer Fire Department reports to the Fire Chief (Director of Regional Fire and Emergency Services) and is responsible for the effective and efficient execution of the duties and responsibilities of the Goulds Volunteer Fire Department. The Goulds Volunteer Fire Department is responsible for providing a wide range of fire and emergency services to the Goulds geographical area. Volunteer firefighters respond to incidents from 4:00pm – 8:00am Monday to Friday and during weekends. Incidents that occur during the remaining hours in the week are responded to by full-time, paid staff. All fire and emergency incidents are supported by full-time/paid firefighters from adjoining SJRFD Stations.

While this Division operates with a considerable degree of independence, the operations of the Department are integrated with the SJRFD and form an integral part of the fire and life safety service within their geographic area of responsibility. The Goulds Volunteer Fire Department consists of 31 members.

Administration Division

The Administration Division is led by the Supervisor of Administrative Services and is responsible for providing administrative support to the Fire Prevention, Training, and Operations Divisions. This Division is also the first point of contact for general public inquiries and ensures prompt routing of requests and correspondence and accurate records management.

Personnel	Personnel
Supervisor of Administrative Services	1
Administration Clerk	2
Total	3

Administration provides clerical support to various divisions, maintains leave records, and processes payroll and personnel transactions such as promotions and personnel transfers.

Financial Management

Financial Management includes budget formulation, presentation and monitoring, and payment for goods and services received.

Emergency and Business Preparedness

The Emergency and Business Preparedness Division is responsible to ensure the City's Emergency, and Continuity programs are ready to respond in practical and productive ways to internal and external threats. The Program includes the development and implementation of preparedness, mitigation, response and recovery initiatives for emergencies, disasters and planned events. Through planning, training, exercising, and coordinating with agencies across the City, we are ready to respond during a crisis.

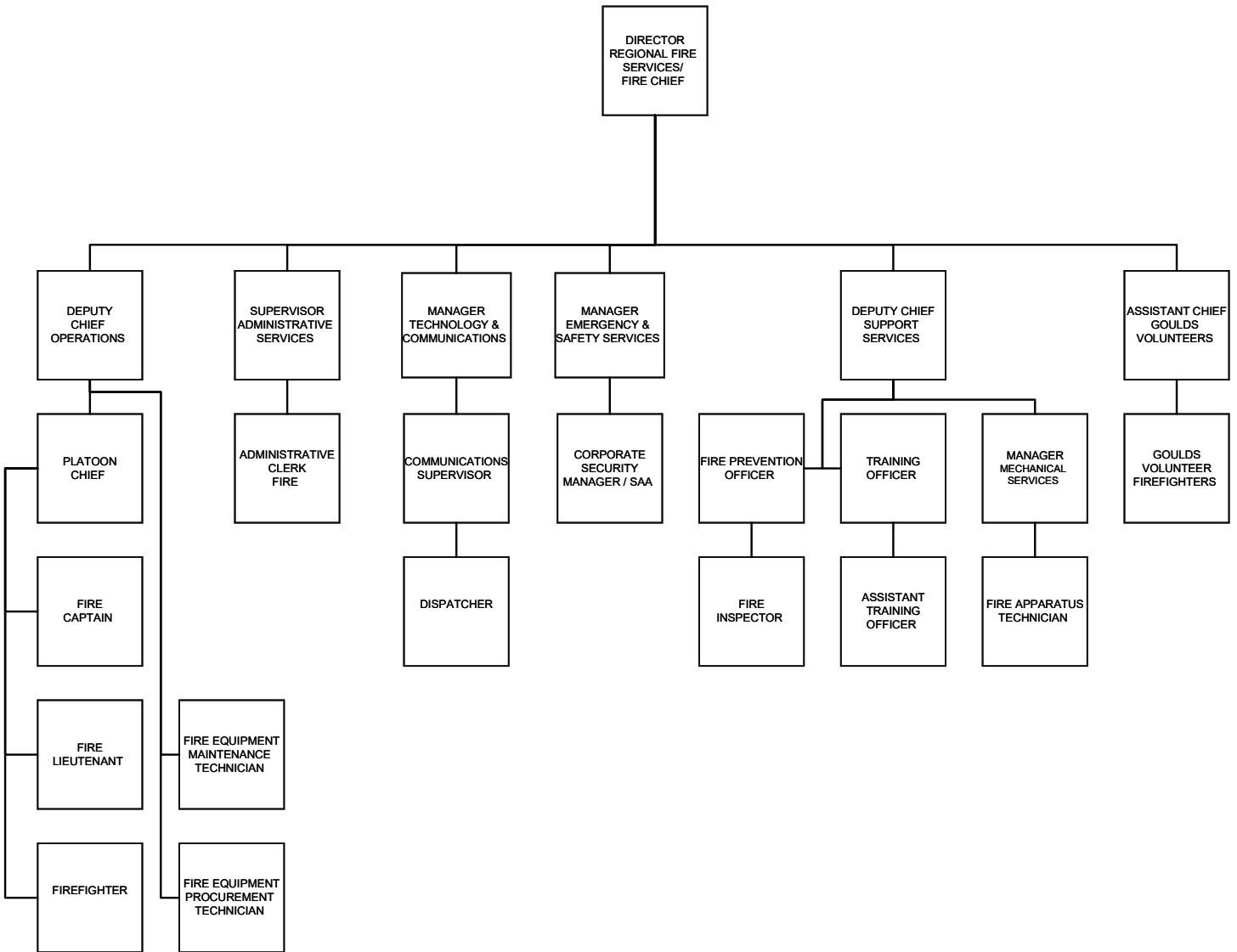
Key responsibilities of the program include:

- Identifying major risks and critical infrastructure within the City
- Developing and maintaining emergency plans and procedures including the City of St. John's Emergency Management Plan
- Ensuring staff are ready to respond to emergencies through plan development, annual training and emergency exercises
- Maintaining and testing two emergency operations centers (EOCs) to centralize response, communications, and coordination efforts in the event of an emergency
- Develop mitigation, prevention and recovery strategies with City Departments
- Promote public education and awareness

Personnel	Personnel
Manager of Emergency and Safety Services	1
Corporate Security Manager	1
Total	2



Organizational Chart St. John's Regional Fire Department March 2025







Recruitment Process

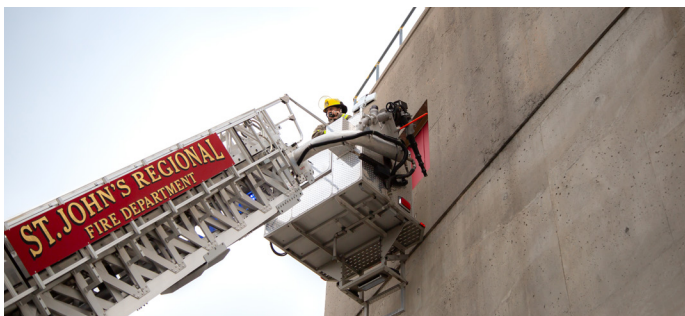
Welcome to the St. John's Regional Fire Department (SJRFD) Firefighter's Recruitment and Selection Process. This handbook provides a general outline of the recruitment and selection process as well as a list of the duties, responsibilities and challenges for the position of firefighter.

Approximately every two years, the SJRFD conducts a recruitment process for new firefighters. Once recruitment begins, a Job Advisory Notice will be released to notify interested candidates of an upcoming recruitment. This allows candidates the opportunity to update all required certificates and/or documents. A Notice of Employment Opportunity will then be advertised through various outlets, including the City of St. John's, City of Mount Pearl and Town of Paradise websites.

Applications will not be accepted until the Notice of Employment Opportunity has been released.

At any time and without prior notification, the Department has the right to change and/or amend any of the Stages detailed below. Changes made to any stage will be consistent for all candidates during each recruitment period.

Please read the following information carefully. Failure to adhere to the specified directions and/or deadlines at any stage of the recruitment and selection process will result in disqualification, and your application will not be considered for employment.



Why Should I be Interested in the St. John's Regional Fire Department?

The SJRFD is a professional emergency response organization, consisting of individuals dedicated to providing a high standard of service to the community we protect.

We are committed to:

- Protecting the lives and property of the residents of the region we serve from the ravages of fire, natural or man-made disasters, medical emergencies, the release of dangerous chemicals and/or other emergencies that may occur;
- Developing and providing quality fire inspection, fire prevention and training programs;
- Providing efficient, effective 911 public-safety communications to the residents of the Region and other emergency service providers;
- Working with other organizations and/or individuals to ensure that a high standard of service is maintained within our area of jurisdiction.

Our Vision:

To be recognized as a leader in the delivery of dynamic emergency services and safety programs that embrace excellence and innovation.

Our Mission:

To provide professional emergency services and safety programs to protect life, property and environment for all citizens.

Our Goals:

Throughout our organization and in everything we do, we value:

- Leadership
- Teamwork
- Professionalism
- Trust
- Respect



What Does it Take to Become a Firefighter?

The physical demands of the job are endless, as is the ability to absorb years of continuous education and training.

Being a firefighter is self-rewarding. Few professions allow you to put your safety at risk to protect life and property. There certainly is a feeling of great satisfaction when helping others. The purpose of this guide is to help you decide if you have what it takes to become a firefighter. In addition to firefighting and responding to medical emergencies, you will also be required to become skillful in the driving of all fire department emergency vehicles as well as the operation and use of a wide variety of specialized equipment used for incidents such as hazardous material spills, confined space entry, high angle rescue, water/ice rescues and vehicle extrication.



What Qualifications Do I Need to Become a Firefighter?

Interested candidates who meet the following minimum qualifications are encouraged to apply for a position as a St. John's Regional Firefighter when these positions are periodically advertised:

- Hold Firefighter II certification from a IFSAC or ProBoard certified Fire Service Training Facility; in such cases you must quote your IFSAC seal # or ProBoard #;
- Be medically and physically fit to meet the City's requirements related to firefighter fitness;
- Successful completion of high school or equivalent;
- Valid Criminal Record Screening Certificate with vulnerable sector check (must be issued within the last 6 months);
- Class 05 Newfoundland and Labrador Driver's License with 09 Air Brake Endorsement or, out-of-province equivalents for non-residents;
- Advanced First Aid with St. John Ambulance, Rescue 7; First Responder with Red Cross; or an active Paramedic certification as recognized in Newfoundland Labrador.

NOTE: Possession of the following would be considered desirable assets, but are not required upon application:

- Completion of college/university programs.
- Fall Protection Course (Current)
- NFPA 1041 Fire Service Instructor certification
- Work term or previous firefighter experience
- ICS 100 and ICS 200 (online not accepted)
- NFPA 1002 Fire Apparatus Driver/Operator
- OHS Committee level Course

“The City of St. John's is an Equal Opportunity Employer and is committed to the employment of a qualified workforce which reflects the community's diversity”



Overview of Recruitment Process – 5 Stages

The Recruitment Process consists of 5 Stages and will be graded out of 100% with the following percentages allocated for each task and stage:

Stage 1	Application	25%
Stage 2	Written Exam	25%
Stage 3	Cognitive Ability Assessment	10%
Stage 4	Interview	40%
Stage 5	City of St. John's Pre-Employment Medical	Fit/Non-Fit

Stage 1 – Application Process

It is important for candidates to realize that there will be many applications received during a competition and the Committee will not have time to call candidates to confirm information, request proof of qualifications (ie. certificates, etc), or to ask if there are qualifications missing from the application. Candidates must be able to follow instructions clearly for each stage. Candidates will be screened out of the competition "at Stage 1" for failure to provide either of the following items:

- Criminal Record Screening Certificate with Vulnerable Sector check from the Royal Newfoundland Constabulary (RNC) or Royal Canadian Mounted Police (RCMP) issued within the last six months;
- Class 05 Newfoundland and Labrador Driver's License with Class 09 air brake endorsement or, out-of-province equivalents for non-residents; A copy of the front and back of the license showing required endorsements must be submitted.
- Copy of documentation (certificate) from an accredited fitness appraisal center stating successful completion of a Job-Related (Physical) Test as conducted by an accredited fitness appraisal center (testing date to be within 6 months from closing of competition). More information provided on **Page 15**;

- Submission of completed application form and all required documentation by the advertised deadline (including three (3) references from previous supervisors for the purposes of verifying their suitability to this profession).
- Proof of the advertised qualifications (ie. certifications, training documentation, etc.).

NOTE: A Class 3 driver's license will no longer be a minimum requirement; however, successful applicants must provide an updated driver's license showing their Class 3 within **24 months** of their hire date. Obtaining this license, including all associated costs, is solely the responsibility of the employee. The City of St. John's and the St. John's Regional Fire Department will not provide or fund any training related to obtaining these endorsements, nor will they cover or reimburse any associated expenses.

To apply for this position, you must have a City of St. John's online candidate profile. For details, please visit <http://www.stjohns.ca/en/city-hall/how-to-apply.aspx>





Stage 2 – Written Exam

The written exam is specifically designed for entry-level firefighter candidates with little or no previous fire-related experience and will be based upon chapters 3 to 20 of the 7th edition of the "IFSTA Essentials of Fire Fighting." The 1½ hour written test will consist of 100 multiple choice questions. The Questions and Answers will be chosen based upon any/all study material (ie. textbook, study guides, etc) provided by IFSTA. All recommended answers provided by IFSTA will be deemed as being correct; therefore, there is no appeal process. There will be provisions made for candidates residing outside Newfoundland and Labrador, however the exam must be written on the same day. More information will be provided to candidates who come forward during the application stage to indicate they wish to write the exam remotely. The anticipated number of temporary firefighters to be hired will be announced immediately before the exam begins. Candidates who do not obtain at least 70% on the written exam will be eliminated from the competition.

Stage 3 – Cognitive Ability Assessment

Those candidates who are successful in moving on to stage 3 will be emailed a link to complete a Cognitive Ability Assessment.

Once Stage 3 is completed, the SJRFD will select those candidates with the highest rating until the required number of candidates has been achieved. The rating will be determined by criteria in the candidate's application (Stage 1) and the mark obtained on the written exam (Stage 2) and the cognitive ability assessment (Stage 3). Should there be a tie in ratings, those tied candidates will move on to Stage 4.

Stage 4 – Interview

A personal interview is conducted to discuss a candidate's education, experience, and suitability for the position.

The interview will consist of situational and behavioral based questions.

At the completion of Stage 4, the ratings from all four (4) Stages will be tallied to a value of 100%. The recruitment team will review the ratings from all candidates in Stage 4 to determine who will move on to Stage 5

Stage 5 – City Of St. John's Pre-Employment Medical

Candidates will be required to pass the City of St. John's Pre-Employment Medical Examination. Candidates are reminded that Stage 5 is a Fit/ Non-Fit component of the Selection Process, and candidates who are considered non-fit in Stage 4 will be eliminated from the Selection Process. This examination includes the following:

- PA chest X-ray
- Blood work (CBC, BUN, CREAT, LFTS)
- Urinalysis
- Pulmonary Function testing
- Fitness Assessment
- Audiogram
- Stress EKG (over 40 years or if significant risk factors exist)
- Visual acuity to include depth perception and peripheral vision
- Psychological Health Screening





The Job-Related (Physical) Testing

IMPORTANT: This test is part of the pre-qualifications criteria, and proper documentation **MUST** be provided with the Application Form indicating that you have successfully passed the Job-Related (Physical) Test, including the VO2 max testing. Acceptable Job-Related (Physical) Tests are listed below.

Please note:

- The candidate must personally make the test arrangements with an accredited testing facility;
- The documentation (certificate) provided to the SJRFD with the application form must have an issue date within 6 months prior to the closing competition date.
- All costs associated with the test are the sole responsibility of the candidate.
- The candidate is responsible to ensure that the accredited testing facility provides documentation stating a VO2 max test was conducted as part of the Job-Related (Physical) Test. The minimum acceptable score on the VO2 max test for SJRFD firefighter applicants is 42.5 ml/kg/min (relative oxygen consumption) or higher. This **MUST** be indicated on the documentation.



What Type of Job-Related (Physical) Testing do I Need to Complete?

The following Job-Related (Physical) Tests acceptable to the SJRFD will be:

- York Test
- Candidate Physical Ability Test (CPAT)
- Canadian Forces Fire Marshall's Firefighter Pre-Entry Fitness Evaluation (CFFM's FPFE)

Candidates are able to use any facility that is accredited with providing a formal certificate in the Job-Related (Physical) Tests outlined above.

Please note: Candidates need to ensure that they conduct a VO2 max test with the Job-Related (Physical) Testing. If the facility does not conduct VO2 max testing as part of the assessment, the candidate is responsible to obtain the VO2 max test through another facility and provide all proper documentation. The minimum acceptable score on the VO2 max test for SJRFD firefighter applicants is 42.5 ml/kg/min (relative oxygen consumption) or higher. This **MUST** be indicated on the documentation. Failure to provide proper documentation will result in the candidate being screened out of the process.





Where do I Find Facilities That Offer Those Job-Related (Physical) Tests as Outlined Above?

To assist candidates in determining accredited facilities, the SJRFD have provided a list of locations known to offer the tests above. The list includes, but is not limited to:

Health Guard Fitness & Testing (CFFM's FPFE)

Email: Healthguard709@hotmail.com

Phone: 709-687-8704

Ontario Fire (CPAT/Clinical Assessment)

Web: www.fireontario.com/site/services

York University (York)

Email: fityork@yorku.ca

University of Alberta (CFFM's FPFE)

Web: www.ualberta.ca/kinesiology-sport-recreation/research/centres-and-units/firefighter-fitness-testing.html

University of Manitoba (CFFM's FPFE)

Web: www.umanitoba.ca/community/sport-recreation/recreation-services/occupational-testing

Will the Job-Related (Physical) Test and Vo2 Max be at my Own Expense?

Yes, similar to other minimum qualifications that require an expense on the part of the candidate, all candidates will be responsible to acquire their own certification and provide it with the application form.



What Documentation do I Provide With my Application to SJRFD?

The accredited facility should provide you with formal documentation (certificate) if you pass the Job-Related (Physical) Test and VO2 max test. A copy of this certificate will need to accompany your application form.

The documentation (certificate) provided with your application must meet the following criteria:

- Must indicate that the candidate has successfully completed the Job-Related (Physical) Testing, including the VO2 max test (with a minimum score of 42.5 ml/kg/min (relative oxygen consumption) or higher).
- Must include the candidate's name and date of testing;
- Must be provided on letter head or an official certificate from an Accredited Fitness Appraisal Center.

Documentation that do not meet the criteria above will not be accepted and the candidate will be screened out of the SJRFD recruitment process.

If the accredited fitness appraisal center does not indicate on their certificates that a VO2 max test was conducted as part of the Job-Related (Physical) Test, a letter provided on letterhead from the accredited fitness appraisal center can accompany the certificate stating that the VO2 max was conducted and successfully completed. The letter must state that the test was passed based on a minimum acceptable score of 42.5 ml/kg/min (relative oxygen consumption) or higher.

Does my Job-Related (Physical) Test Expire?

Yes, your Job-Related (Physical) Test and VO2 max test is valid for 6 months from the date of testing as provided on your documentation. Therefore, your test certificate cannot be expired upon the closing date of the job competition (last day that SJRFD accepts applications).



Interview Tips

Interview Questions are mostly situational or behavioral based. For example, you may be given a detailed scenario and asked how you would respond in that situation. You could also be asked to reflect on your prior experience and give specific examples of how you have used certain job-related skills to solve real-life problems in the past. It is most advantageous when you can relate skills directly to some aspect of Firefighting. Behavioral based questions often begin with the words "Describe a time when...". Your success story should illustrate your strengths and show how you have used skills in the past to overcome a problem.

There are many examples of interview questions on the Internet and there are often suggested answers. When candidates focus on memorizing what they think is the 'perfect' answer, their response appears scripted in the interview rather than a genuine and honest account of your personal knowledge and experiences. Candidates should provide clear descriptions with sufficient detail. The interview panel can only give credit for what is actually stated in response to a question and cannot assume what a candidate meant to say.



The STAR interview response technique is a good method for providing a thorough answer to behavioral interview questions. The 4 steps of the STAR technique include:

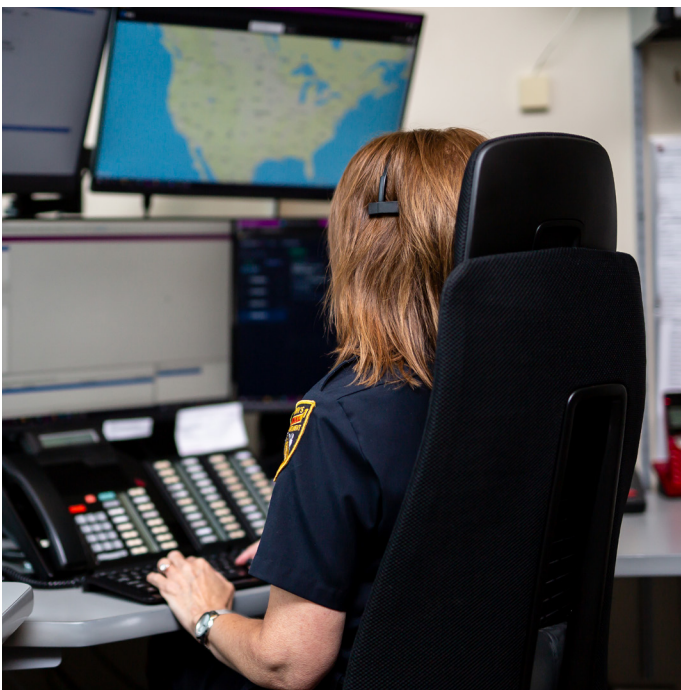
- Situation
- Task
- Action
- Result

Situation: Open with a brief description of the Situation and context of the story (who, what, where, when, how).

Task: Explain the Task you had to complete highlighting any specific challenges or constraint (e.g. deadlines, costs, other issues).

Action: Describe the specific Actions that you took to complete the task. These should highlight desirable traits without needing to state them (initiative, intelligence, dedication, leadership, understanding, etc.)

Result: Close with the result of your efforts. Include figures to quantify the result if possible.





Frequently Asked Questions (FAQs)

If I am unsuccessful this time, can I be placed on a waiting list for the next competition?

No, future vacancies with the SJRFD will be re-posted and applications will be re-invited. Although you may have qualified for one particular competition, it does not necessarily mean that the same result will occur the next time.

If I am successful in being hired, when can I expect full-time employment?

As this competition is for Temporary Firefighters, it is difficult to predict when full-time employment may be available - it is likely to occur as regular full-time firefighters retire. Until that time, Temporary Firefighters will normally be hired /recalled on an as-needed basis, primarily to replace full-time firefighters during the summer and Christmas Holiday periods or those who are on leave for an extended period of time. During these periods, shifts will be 24 hours on shift – 72 hours off shift. Temporary firefighters will be placed on a schedule.

Is there a probationary period?

Yes, all candidates hired must successfully complete a twelve-month probationary period to continue employment with the St. John's Regional Fire Department. Since you are a Temporary Firefighter, this probationary period is based on 2184 hours worked, rather than calendar date.

What will my pay scale be once I am hired?

A firefighter's salary starts at \$62,301.74 (55% of firefighter) with increases over time. The salary after 37 months of service for a firefighter is currently \$113,275.54 (100% of firefighter).

Will the SJRFD pay my gym membership fee upon initial hire?

The SJRFD is committed to promoting physical fitness and wellness of firefighters that will positively influence job performance and personal health, therefore the SJRFD currently pays a portion of gym memberships even while on lay-off status.

Prior to your application submission, it is strongly encouraged that if you have any questions regarding the recruitment process or the minimum qualifications, contact a representative at the

City of St. John's Human Resources Division

Phone: (709) 570-4444

Email: hr@stjohns.ca

We would be happy to assist you in any way we can.

Good Luck!



