



2025-2026 Fire Recruitment Guide

A Message from the Recruitment Team

Thank you for considering a career with Burlington Fire. As a fire service grounded in tradition and committed to professional leadership, our department plays a vital role in enhancing the safety and quality of life in our community.

Given the high level of trust placed in our profession, we expect all personnel to uphold the highest standards of integrity and demonstrate a strong commitment to service. We seek individuals who pursue excellence, embody a selfless sense of duty, and are dedicated to continuous personal and organizational improvement.

Please review the recruitment guide thoroughly. The selection process involves multiple stages, each with specific requirements and timelines. In addition to assessing your physical and technical abilities, the process evaluates how well your personal values align with those of the department.



City of Burlington

The City of Burlington believes one of the key elements of an engaged and innovative workforce is providing employees with a work environment that is supportive, inclusive and respectful – it fosters a sense of pride and dedication.

The city values and expects the following from all staff:

- Ethics and integrity
- Collegiality and collaboration
- Trust and respect
- Open communication and active listening

These expectations apply to how we interact with each other and the community, which ultimately builds trust and confidence in municipal government.

We challenge you to look within yourself to see if you have what it takes to meet the expectations of this career. The competition is thorough, we ask you these questions:

- What unique skills can you offer our department?
- What sets you apart from the other candidates?
- Can you work in an environment that follows a strict code of conduct and chain of command?
- Can you work shifts including evenings, weekends, and holidays, and function in an environment where you live and work together in close quarters?
- Can you put your life at risk to save someone else's?

Good Luck in the process.

The Fire Department

Mission Statement

Creating a safer community through dedicated education, prevention, and emergency services.

Vision Statement

We will be people focused, performance driven, and a progressive leader in fire service excellence to meet the evolving needs of our community.

Burlington Fire will be the leader in our profession in service excellence, advanced training, employee development, use of technology and ongoing department evaluation to ensure community safety and quality of life.

The Position

General Information

Career firefighters are responsible for delivering emergency response to a wide range of incidents, including structural fires, medical emergencies, motor vehicle collisions, and alarm activations. In alignment with National Fire Protection Association (NFPA) standards, they are also trained and equipped to perform specialized technical rescues in the following areas:

- Rope rescue
- Surface water rescue
- Ice water rescue
- Vehicle rescue
- Hazardous materials response

These specialized skills ensure firefighters meet industry-recognized competencies and can operate safely and effectively during high-risk, low-frequency events.

Emergency Duties

- Responds to a variety of emergency and non-emergency calls, including fire suppression, medical incidents, technical rescues, and public assistance.
- Executes a range of critical functions at emergency scenes such as fire attack, entry and egress, patient rescue, hose advancement, ladder deployment, hydrant operations, CPR and first aid, hazardous materials operations, salvage and overhaul, and ensuring scene safety for the public and personnel.
- Drives and operates fire apparatus and other departmental vehicles in compliance with Burlington Fire policies and the Ontario Highway Traffic Act.
- Employs a variety of firefighting tools and technologies, including pumps, hose lines, ground and aerial ladders, and vehicle rescue equipment.
- Participates in scene assessments to confirm fire and life safety conditions are addressed prior to demobilization.
- Upon return to the station, ensures all equipment used during the response are properly cleaned, inspected, and returned to a state of readiness.
- Maintains effective working relationships with fellow firefighters and internal and external agencies, such as Halton Regional Police and Halton Regional Paramedic Services, upholding a standard of professionalism and cooperation in all interactions.

Non-Emergency & Administrative Duties

- Ensures all firefighting apparatus and equipment are inspected, cleaned, and maintained daily to remain in a constant state of operational readiness.
- Performs scheduled preventative maintenance and safety inspections on fire vehicles and equipment in alignment with Burlington Fire Department procedures.
- Upholds a clean and organized work environment by maintaining the fire station, living areas, and exterior grounds on a regular basis.

- Successfully completes all required training sessions and mandatory recertifications within designated timeframes.
- Contributes to pre-incident planning efforts by staying current with changes in the response district, including infrastructure developments and unique building characteristics.
- Supports fire prevention efforts through participation in public outreach and education programs focused on community fire and life safety.
- Assists with fire safety inspections and contributes to planning activities aimed at ensuring compliance with fire code regulations and supporting operational readiness.

General Responsibilities

- Follows the Burlington Fire Department's Chain of Command.
- Complies with departmental standards related to uniforms and personal grooming, ensuring a professional and respectful public presence.
- Maintains a state of physical and mental readiness to effectively manage diverse emergency scenarios.
- Capably performs duties in elevated or confined environments as dictated by operational requirements.
- Wears all issued PPE and departmental uniforms appropriately and in accordance with established safety protocols.
- Promotes a collaborative and inclusive team dynamic, recognizing the need for mutual respect and effective communication during extended shifts in shared spaces.
- Executes responsibilities safely and efficiently, adhering to both City of Burlington and departmental policies and procedures.
- Receives and carries out directives from senior-ranking officers with professionalism, reliability, and a strong sense of accountability.

Additional Expectations

In addition to the duties outlined above, Firefighters with the Burlington Fire Department are expected to:

- Consistently demonstrate a high level of professionalism, integrity, reliability, and credibility, which are essential to the role.
- Serve as a contributing member of the City of Burlington workforce, supporting the City's corporate vision, mission, and values.
- Support and reflect the Burlington Fire Department's vision and mission through daily actions, decision-making, and community engagement.
- Actively contribute as a key member of the Burlington Fire Department's emergency response team, supporting the Division's goals related to emergency preparedness, response effectiveness, and public safety.

What to Expect from a Career as a Firefighter

- A challenging and rewarding career focused on public safety and community service.
- Expected to demonstrate professionalism, sound judgment, and strong interpersonal and organizational skills.
- Work in a dynamic, team-based environment with a high level of collaboration.
- Assigned to work a 24-hour shift schedule, with an average of seven shifts in a 28-day cycle, including weekends and statutory holidays.
- Required to be physically fit to endure the intense and prolonged demands of fireground and rescue operations.
- Must be able to work at heights, in confined spaces, and in hazardous conditions while wearing full PPE and respiratory protection.
- Share close living and working quarters with fellow firefighters during shifts, requiring mutual respect, cooperation, and accountability.
- Responsible for daily housekeeping and operational readiness of the fire station.
- Work closely with other emergency services and provide assistance to the public when needed.
- Represented by the Burlington Professional Firefighters Association, Local 1552, and subject to the terms of the collective agreement.

Selection Process

The City of Burlington uses a process that promotes fairness and equity among candidates. We urge you to read through this entire section to gain a better understanding of the process.

We have tried to include the timing and submission requirements at each step to assist you in preparing for this process. Please continue to check our website for any changes in timelines.

The recruitment process is lengthy and involves many steps. This ensures that we hire candidates that are best suited to the position and our organization. Being prepared is an important part of a fire fighters' job and this starts with the recruitment process.

Outlined below is a brief description of the process that the City of Burlington will be following. A chart has been included at the end of this guide, which outlines dates and documentation required for each step in the process. These dates may be changed based on circumstances.

Movement from one step to the next will depend on the applicants' performance at each step. Costs associated with obtaining qualifications, certificates, and mandatory requirements are the responsibility of the candidate.

The selection process consists of the following steps:

Step One	Review the posting at www.burlington.ca/careers
Step Two	Mandatory and Preferred Qualifications
Step Three	Register with Firefighter Services of Ontario
Step Four	Applicant Assessment at Firefighter Services of Ontario
Step Five	First Round Interview
Step Six	Second Round Interview
Step Seven	Conditional Offer/Qualified Candidates List
Step Eight	Reference Checks
Step Nine	Pre-Employment Criteria
Step Ten	First day of Training
Step Eleven	Probation

Expectation of each selection step

Step One:

Review the Posting on the City of Burlington Career Website at: www.burlington.ca/careers
And follow the instructions to **APPLY by January 2, 2026.**

Step Two: Mandatory and Preferred Qualifications

To be considered as a candidate in this process you must meet the following mandatory qualifications:

- Proof of Grade 12 education or equivalent;
- Be at least 18 years of age;
- Be legally entitled to work in Canada;
- Have not been convicted of a criminal offence for which a pardon has not been granted (Proof of this is not required until conditional offer of employment);
- A valid Class DZ driver's license is required with an acceptable driver's abstract with no more than three (3) driving related convictions or an accumulation of no more than three (3) demerit points in the previous three (3) years prior to the date of hire. (Proof of this is not required until conditional offer of employment)
- Have current First Aid and CPR certifications, minimum Level C
- Successfully completed all seven (7) components of the Firefighter Services of Ontario Screening Test in one day (see Step 4 below for additional information); and
- Successfully completed NFPA 1001 Level 1 & Level 2

This section encompasses the education and skills that most closely reflect the firefighters' responsibilities, the preferred qualifications are:

- Firefighting Experience: career or volunteer firefighter
- Registered Nurse or Paramedic
- Completed University Degree or College Diploma
- Valid Trade Certificate (Provincial or Federal)

Step Three: Registration

Applicants must register with Firefighter Services of Ontario **by 11:59p.m. EST on January 2, 2026.** To register for the seven (7) components of testing please go to <https://register.fireontario.com/>

Step Four: Applicant Assessment

Candidate individual testing will be completed in one day at Firefighter Services of Ontario. Transportation and Firefighter Services of Ontario Screening costs will be the responsibility of the candidate. **Candidates are required to bring their resume, cover letter, proof of mandatory qualifications and proof of any preferred qualifications that they would like to be considered to their appointment at Firefighter Services of Ontario.** Firefighter Services of Ontario will forward all provided documents and test results to the City of Burlington.

All screening must be completed by the last testing date, February 7, 2026.

Already completed FSO testing?

Candidates who successfully completed the core four tests in one day (Clinical, CPAT, Tread Water and Aptitude), on or after February 7, 2025, you would be required to successfully complete:

- Clinical Assessment (if expired, valid for 6 months)
- Medical, Acrophobia, and/or Emotional Stability and Resiliency Assessment (if expired, valid for 1 year).

Please contact info@fireontario.com to confirm your eligibility and coordinate application submission.

Component 1 – Clinical Evaluation – the clinical assessment gives you a score on each of five components 1) body composition 2) waist-to-hip-ratio 3) maximal aerobic fitness 4) trunk flexibility 5) 60 second sit-up test. You can view details of these clinical measures at <http://fireontario.com/services/clinical-assessment/>.

Component 2 – Aptitude Examination – The firefighter-specific entry aptitude exam is multiple-choice format. The test consists of the following: (1) understanding oral information (2) understanding written firefighting material (3) arithmetic reasoning and (4) maps, diagrams and mechanical drawings. Preparation material is available and can be purchased by emailing info@fireontario.com. You can view details of the aptitude exam at <http://fireontario.com/services/aptitude-examination/>.

Component 3 – Candidate Physical Ability Test (CPAT) – As a firefighter you must perform extremely demanding job tasks that require high levels of flexibility, cardiopulmonary endurance, muscular strength, and muscular endurance. The CPAT consists of eight critical physical tasks that simulate real on-the-job duties. The test is physically demanding so you need to be physically fit to succeed. Practical CPAT orientation is available and is highly recommended. Candidates can book through Firefighter Services of Ontario. For more information contact Firefighter Services of Ontario by email at info@fireontario.com and through their website at <http://fireontario.com/services/occupational-assessment-cpat/>. This website also contains a virtual orientation so you can become familiar with the CPAT course and physically prepare for it.

Component 4 – Tread Water Test – This test will determine your ability to tread water and a fear of water evaluation.

Component 5 – Medical Assessment (Hearing & Visual Screening) – Firefighter Services of Ontario vision and hearing standards follow the recommendations of the National Fire Protection Association (NFPA). <http://www.fireontario.com/services/medical-assessment/>

Component 6 - Acrophobia Test – The purpose of this drill is to verify the firefighter's ability to work safely at heights, with no fear. <https://www.fireontario.com/services/acrophobia-test/>

Component 7 - Emotional Stability and Resiliency Assessment This assessment is designed to screen fire fighter applicants for characteristics of resilience and emotional

stability. It helps to identify positive psychological characteristics that are associated with successful performance as a firefighter. <https://www.fireontario.com/services/> **This Assessment must be completed by January 16, 2026.**

Step Five: First Round Interview

The number of candidates who will participate in the interview process will depend on the number of potential new recruits to be hired. If you are invited for a first-round interview you will be contacted late February 2026 (subject to change). The format of this interview will be shared with candidates selected to participate.

Step Six: Second Round Interview

The second interview panel will consist of City of Burlington Fire Department and Human Resources Representatives. The questions are behavioural based and will convey your professional experiences in areas related to the core competencies of a Burlington firefighter and our corporate values.

Core Competencies

<i>Initiative</i>	Actively seeks out challenge and opportunities to grow and advance; has pursued self-improvement; volunteers to help others; displays self-discipline in completing task and projects, and often goes beyond what was asked for demonstrates punctuality and reliability
<i>Performance Under Stress</i>	Remains clear-headed and takes effective, purposeful action when confronted with dangerous and/or stressful circumstances; remains outwardly calm and composed under pressure
<i>Leadership/Integrity</i>	Ensures assigned tasks are completed correctly; provides leadership by setting an example that others tend to follow; does a proper job, not taking short-cuts or the easy path; owns up to mistakes; speaks up on matters of principle
<i>Effective Relationships</i>	Actively participates in team activities, both on and off the job; motivated to do his/her best so as not to let the team down; able to offer and accept constructive criticism in a mature and objective manner; willing to share knowledge, and to help coach and develop others; puts team interests before own interests; demonstrates tact and respect for others' feelings.
<i>Communications</i>	Listens well; avoids interrupting; asks clarifying questions; provides direct, non-evasive answers; responds to the question that was asked; speaks in a clear, coherent fashion; provides responses that are organized, and that offers an appropriate level of detail; maintains appropriate eye contact
<i>Problem Solving</i>	Approaches problem in logical manner; gathers facts and examines situation systematically; seeks assistance from appropriate sources; demonstrates openness to others' ideas and suggested solutions;

willing to alter plans in light of changed circumstances; follows through on implementation and evaluates results.

Step Seven: Conditional Job Offer/Qualified Candidates List

At this step, candidates will receive one of the following three documents,

1. A written job offer;
2. A letter indicating that you are on the qualified candidates list; or
3. An email indicating that your application will not proceed further in our process.

The offer is conditional upon:

- Pre-employment medical
- Reference checks
- Providing:
 - A Police Check dated no earlier than the date of conditional offer.
 - A Ministry of Transportation Driver's Abstract dated no earlier than the date of conditional offer.

Step Eight: Reference Checks

References will be checked for selected applicants. Candidates will be notified prior to references being contacted.

Step Nine: Formal Job Offer

Step Ten: First Day of Training

April 2026 (tentative)

Step Eleven: Probation

There is a twelve-month probationary period in which the firefighter will undergo extensive in-service training. If you fail to meet performance expectations during this training period, your employment may be terminated.

Contacts

To obtain clarification on this process, please contact: Human Resources – hr@burlington.ca

Due to the high volume of interest in this position, please do not call regarding the status of your application.