

SJIAA Recruitment Selection Guide

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St. John's International Airport Authority
Emergency Services - Firefighter Recruitment
Permanent Full Time, Term (12 months with a possibility of extension) &
Eligibility List 2021
Airport Terminal Building
100 World Parkway
St. John's, NL A1A 5T2
www.stjohnsairport.com

Organizational Profile

The St. John's International Airport Authority is a private, not-for-profit organization responsible for the airport's operations on behalf of the community we serve. The Airport is considered a "downtown" airport as it is situated just minutes from the downtown core. The Airport is the second largest in Atlantic Canada based on the number of passengers and is the most easterly in North America. The Airport plays a significant role in facilitating the economic growth and development of the region.

Airport Operations

St. John's International Airport is the premier transportation gateway to Newfoundland and Labrador. Our Airport plays a significant role in facilitating the economic growth and development of our region.

St. John's International Airport Authority stimulates economic activity by providing an efficient transportation facility that opens up Newfoundland and Labrador to the world. Every day, people travel through our facility for the purposes of business and leisure, such that 70% of non-resident air travelers entering and exiting our province do so through St. John's International Airport.

Emergency Response Services

Protecting our passengers, employees, airport partners and the communities we serve is a top priority. St. John's International Airport Emergency Service (ES) operate 24 hours a day, seven days a week. Emergency Services personnel specialize in aircraft firefighting and rescue procedures and also support structural and other emergency service response agencies when able. SJIAA Emergency Services conduct fire and life safety inspections of all Airport Authority owned facilities as well as provide other support activities such as wildlife control for other Airport Operations departments.

Facilities & Infrastructure

St. John's International Airport has two main runways and five separate apron areas, connected by eight (8) hard surface taxiways. These runways are strategically aligned to accommodate heavy cross winds. At a length of 8,500 feet, the principal runway (Runway 11/29) has been utilized by all sizes of aircraft and is supported by a Category III instrument landing system, which became operational in 2016. For more information, please visit our [website](#).

The Position

Duties:

Reporting to the Shift Captain, this position's primary responsibilities involve:

- Operating standard and specialized apparatus to combat fires on emergency response;
- Performing rescue operations by providing a fire free escape route for the safe evacuation of passengers and crew and by participating to the extent possible in the evacuation of occupants;
- Supporting other agencies in the event of a structural fire and assists in evacuation and rescue duties;
- Participating in the ongoing firefighting training program;
- Carrying out fire prevention and safety activities;
- Performing routine maintenance of firefighting and rescue equipment;
- Carrying out other related and non-related duties, as determined by management.

Qualifications:

- Possess NFPA 1001 Firefighter II certification from a IFSAC or ProBoard certified Fire Service Training Facility; in such cases you must quote your IFSAC seal number or ProBoard number;
- Preference will be given to candidates who also possess NFPA 1003 Airport Firefighter certification, and/or certified to Canadian Aviation Regulations standards 323.14.

- Medically fit to perform the required duties, as assessed by SJIAA's physician;
- Physically fit to perform firefighter duties, in accordance with SJIAA's approved standard (Please see below for details);
- Successful completion of high school or equivalent;
- Class 5 NL Driver's License, with Class 9 airbrake endorsement or out-of-province equivalents for non-residents. A copy of current driver's abstract is required;
- Standard First Aid and CPR training (St. John Ambulance or equivalent recognized course) as accepted by the SJIAA;
- The ability to obtain and maintain a valid Restricted Area Identification Card (RAIC) and Airside Vehicle Operator Permit (AVOP);
- Ability to use e-mail and to input/retrieve data from other software applications;
- Ability to produce and deliver presentations using Microsoft PowerPoint.
- As this is a safety sensitive position, a drug and alcohol test will be required as a condition of employment.
- Satisfactory Certificate of Conduct and Vulnerable Sector check issued within the last six months, will be required as a condition of employment

The Hiring Process

The SJIAA's hiring process consists of five (5) steps and will be weighted as follows:

Step 1	Resume & Supporting Documentation Submission	25%
Step 2	Written Test	25%
Step 3	Job Related (Physical) Test	Pass/Fail
Step 4	Interview	50%
Step 5	Pre-Employment Medical	Pass/Fail

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Candidates will be screened in accordance with the stated qualifications for the position.

Candidates will be screened out of the competition at step 1 for failure to provide either of the following items by the competition closing date:

- Submission of resume;
- Proof of the advertised qualifications.

Step 2:

Knowledge will be assessed based on a written test.

The written exam is specifically designed for entry-level firefighter candidates and will be based upon the 7th edition of the "IFSTA Essentials of Fire Fighting Level II." The 90 minute written test will consist of 100 multiple choice questions. The questions and answers will have been chosen based upon any/all study material (ie. textbook, study guides, etc.) provided by IFSTA.

A minimum score of 70% is required to pass the written test. Candidates who do not obtain a passing score will be screened out of the competition at Step 2.

Step 3:

Proper documentation (certificate) must be provided indicating you have successfully passed the job-related (Physical) test, including VO2 max testing and must include the candidates name and date of testing.

Please note:

- It is the candidates responsibility to make such arrangements with an accredited testing organization;
- The documentation (**certificate**) provided to the SJIAA must have an issue date within 12 months of the closing competition date.
- All costs associated with the test, including VO2 max testing, are the sole responsibility of the candidate.
- The candidate is responsible to ensure that the accredited testing organization provides documentation stating a VO2 max test was conducted as part of the testing.

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The following Job-Related Physical Tests are acceptable to the SJIAA:

- 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 organization that is accredited in providing a formal certificate in the tests above.

To assist candidates in determining accredited facilities, below is a list of organizations known to administer the tests above. This list is not an all-inclusive list:

Path Corporation (CFFM's FPFE)	email: pathcorporation.nl@gmail.com
York University (York)	email: fityork@yorku.ca
University of Alberta (CFFM's FPFE)	www.physedandrec.ualberta.ca/en/
University of Manitoba (CFFM's FPFE)	umanitoba.ca/faculties/kinrec/bsal/programs/occupation/fire/

Step 4:

Knowledge, experience, skills and abilities will be assessed based on performance in a job related interview.

Candidates will be required to list three (3) references for the purposes of verifying their suitability.

At the completion of Step 4, the results from steps 1, 2, & 4 will be tallied to a value of 100%. The SJIAA will select those candidates with the highest ratings who have passed the job related (physical) test until we have reached the required number of firefighters and those candidates will move on to Step 5.

Step 5:

Candidates will be required to pass the SJIAA Pre-Employment Medical Examination and as this is a safety sensitive position, a drug and alcohol test will be required as a condition of employment. Both the pre-employment medical and drug and alcohol testing will be carried out by Fit for Work.

Candidates are reminded that Stage 5 is a Pass/Fail component of the selection process, and passing the pre-employment medical and drug and alcohol test are all conditions of employment.

As a condition of employment, candidates will be required to provide a Satisfactory Certificate of Conduct and Vulnerable Sector check issued within the last six months.