



Milton Fire & Rescue Services
2027 Part-Time Firefighter Recruitment Guide

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Application Deadline: September 28, 2026





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MESSAGE FROM THE RECRUITMENT TEAM

Dear Potential Part-Time Firefighter Candidate:

Thank you for your interest in becoming a Part-Time Firefighter with the Town of Milton. Serving in the fire service is both a challenging and rewarding opportunity that offers an exciting and meaningful way to serve your community. As a Part-Time Firefighter, you will play a vital role in helping others during emergencies while experiencing the satisfaction that comes from making a positive difference in people's lives. Beyond the sense of accomplishment, the fire service provides opportunities for ongoing training, personal growth, and skill development. Working alongside dedicated, like-minded individuals in a team-oriented environment fosters strong friendships, camaraderie, and lasting professional connections.

The demands and expectations of being a Part-Time Firefighter require a significant commitment and your decision should not be made quickly. This guide has been developed as a resource for those who are interested in becoming a part-time firefighter with Milton Fire & Rescue Services. We urge you to read this information carefully so that you are fully prepared for each step of the recruitment process and made aware of the expectations of a part-time firefighter.

Our Mandate

The mandate of Milton Fire & Rescue Services is to provide fire protection services and emergency response, public fire and life safety education, and fire prevention initiatives to protect the lives and property of the citizens, businesses, and visitors to the Town of Milton.

Our Vision

The vision of Milton Fire & Rescue Services is to be a well-planned, well-trained, and well-equipped emergency response agency where the safety and well-being of all involved in any emergency response is paramount.

Our Goals

The primary goals of Milton Fire & Rescue Services are to:

- Provide appropriate public fire and life safety education and other fire prevention programs and measures as legislated by the Fire Protection and Prevention Act (FPPA)
- Provide exceptional training to its members through well-planned programs followed by appropriate testing and documentation
- Provide effective, timely, and adequately staffed emergency response and assistance as appropriate to the needs and circumstances of the municipality and as required by the FPPA and other applicable legislation

We strive to hire the most suitable candidates to fulfill the role of a Part-Time Firefighter with the Town of Milton - those who are representative of the community, are willing to help serve and protect their community, and are dedicated to providing high standards of service.

Please read this package in its entirety and observe all important dates. Should you have any questions regarding this position or the recruitment process, we would be happy to assist you.

Sincerely,

Your Recruitment Team



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MILTON FIRE & RESCUE SERVICES OVERVIEW

Milton Fire & Rescue Services is a professional emergency response organization dedicated to providing a high standard of service to the community. Milton Fire & Rescue Services is what is commonly referred to as a “composite” fire department. This means our firefighting staff is comprised of both full-time (career) and part-time (volunteer) firefighters. There are currently 88 full-time firefighters and approximately 70 part-time firefighters at full complement. The Town of Milton relies heavily on part-time firefighters at significant or concurrent incidents to support overall fire ground operations and mitigation.

Firefighters operate out of five (5) stations:

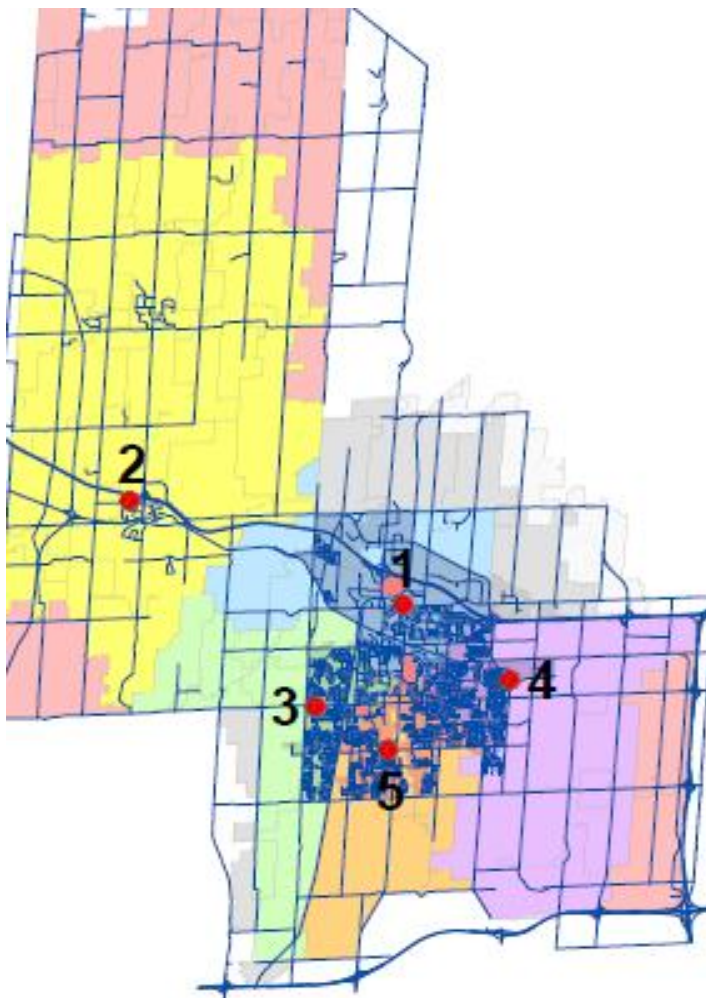
Station 401—20 Full-Time firefighters, 30 Part-Time firefighters

Station 402—20 Part-Time firefighters

Station 403—20 Full-Time firefighters, 4 Platoon Chiefs, 20 Part-Time firefighters

Station 404—20 Full-Time firefighters

Station 405—20 Full-Time firefighters



Milton Fire & Rescue Services provides an all-hazards 24-hour emergency response to a community of approximately 165,000 residents spanning a coverage area of 373 square kilometers encompassing residential, high-rise, care facilities, manufacturing, industrial and commercial occupancies.

We also respond to incidents on Highways 401 and 407 and provide mutual aid to surrounding municipalities including Puslinch, Oakville, Burlington, Halton Hills, and Mississauga.

Milton Fire & Rescue Services responds to approximately 5000 calls for service a year. Broad incident types include:

- Fire suppression related incidents
- Medical responses
- Vehicle accidents and extrications
- Technical Rescue Incidents
 - High and low angle rope rescue
 - Ice and water rescues
- Hazardous Materials response
- Non-emergency public assistance calls

Additionally, we are committed to providing fire protection to our residents and businesses through fire safety education programs, fire prevention and code enforcement. Please visit www.miltonfire.ca for more information.



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PART-TIME FIREFIGHTER POSITION OVERVIEW

If you are selected to become a member of Milton Fire & Rescue Services, you will be expected to participate in training, incident responses, and Fire Prevention and Public Education activities.

Part-Time Training

The safety of the public, your fellow firefighters, and you depends on the knowledge, skills and abilities you will learn and, more importantly, maintain and improve upon throughout your time with Milton Fire & Rescue Services to deliver the best level of service. Comprehensive training is provided in accordance with accredited standards of the National Fire Protection Association (NFPA).

Recruit Training - all probationary Part-Time Firefighters will enter into and complete a recruit training program to gain the knowledge, skills, and abilities necessary to deliver emergency services to the community. The recruit firefighter is expected to:

- Participate in approximately 30 hours of training per month for the first five (5) months
- Expected to challenge NFPA Firefighter I & II examinations for certification purposes within 1 year
- Obtain Class "D" driver's licence with "Z" endorsement at the cost of the candidate
- Mandatory completion of all assigned recruit training

Training consists of on-line, in-class, and practical fire ground evolutions. It is anticipated recruit training will take place Monday and/or Thursday evenings, and every second weekend (with the possibility of additional weekends). **The candidate must be prepared to make themselves available during these times.**

Station Training - once recruits have successfully completed designated portions of their recruit training, they will gradually transition to attending regular weekly training at their assigned station to further build upon, refine, and maintain their skills throughout their career with Milton Fire & Rescue Services. Station training consists of one weekday evening session between 6:30 p.m. and 9:30 p.m. Part-time staff can expect scheduled training outside of these hours and must attend **70%** of their annual scheduled training.

Part-Time Incident Responses

Part-Time firefighters are on-call 365 days/year, 7 days/week, 24 hrs/day. Calls to incidents seem to happen at the most inopportune times; meals with your family, holidays, and in the middle of the night.

Milton Fire & Rescue Services responds to roughly 5000 calls per year. Part-time firefighters respond to approximately 10% (or 500) of those calls. When part-time firefighters do respond, it is primarily to one of three scenarios:

- **Support** full-time firefighters at significant incidents requiring human resources and equipment
- Concurrent incidents requiring supplemental part-time response to service calls
- Standing-by at station providing coverage for the municipality when full-time staff are unavailable

Part-time firefighters are issued pagers that notify them of an incident they are required to attend. Part-time staff are expected to make themselves available whenever possible and must attain a **20% call attendance**. You may ask why such a low percentage? We take into account part-time firefighters likely have another occupation, family, a social life-style and other interests that are equally important.

Fire Prevention and Public Education Activities

Participate in fire prevention and public education activities regarding fire safety.



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JOB DESCRIPTION: PART-TIME FIREFIGHTER

POSITION:	Part -Time Firefighter
REPORTS TO:	Deputy Fire Chief
SUMMARY OF DUTIES:	• Performs fire ground operations including confining, controlling and extinguishing fires; search, rescue and evacuation of individuals; exposure protection; salvage and overhaul in accordance with departmental policies and guidelines • Performs a variety of rescue-related duties to protect the public and reduce further injuries related to vehicle collisions/extrications, falls from significant heights, confined space entrapments, water and ice hazards, industrial accidents, machinery entrapments, and accidents involving hazardous materials, etc. • Wears self-contained breathing apparatus (SCBA) and personal protective equipment while working in hazardous environments • Provides emergency medical care including patient assessments, obtaining vital signs, first-aid, cardio-pulmonary resuscitation (CPR), defibrillation, preparing the patient for transport and assisting paramedics, as required • Provides assistance to allied agencies (Police, Paramedics, Hydro, MTO, etc.) • Operates fire department apparatus safely and efficiently in compliance with the Highway Traffic Act • Uses and operates all firefighting equipment associated with the control and mitigation of an incident as prescribed • Performs routine cleaning, inspection, and maintenance of stations, apparatus, and equipment to ensure operational readiness and extend service life • Participates in departmental training programs to remain current with firefighting legislation, standards, trends, knowledge, skills, and abilities ensuring fire safety standards are met and professional competence is maintained • Conducts all activities in accordance with all acts, regulations, policies, guidelines, procedures, rules and directives as legislated by the province, the Corporation of the Town of Milton, and Milton Fire & Rescue Services • Performs administrative duties so that all relevant records and required documents are completed and maintained ensuring compliance with all relevant legislation • Assists with on-the-job training of other firefighters • Handles confidential or sensitive matters appropriately and maintains discretion at all times • Delivers public education programs and messaging at events, station tours, and community functions to promote fire safety awareness and enhance community engagement • Represents Milton Fire & Rescue Services professionally to enhance public trust and confidence • Performs other duties as assigned under the direction of the Lieutenant, Captain or a Chief Officer



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PART-TIME FIREFIGHTER APPLICATION QUALIFICATIONS

To be eligible for consideration as a part-time firefighter, you must meet the following qualifications:

Minimum Qualifications

- Canadian citizen or otherwise legally entitled to work in Canada, and be at least 18 years of age
- **Must have a principal residence in Milton to apply and work for Milton Fire & Rescue Services**
 - Applicants must provide proof of residence within the designated response area at the time of application, such as a driver's licence or property deed.
 - Consideration will be given for those who live outside of Milton bordering Station areas.
 - Have a reasonable response time to their respective fire station (less than 10 minutes).
- High School (Grade 12) Secondary School Diploma or academic equivalent
- Excellent oral and written communication skills in the English language with the ability to communicate effectively under stressful situations
- Be in good health and capable of handling intense and sustained physical activity
- Possess a valid Ontario Class "G" driver's licence and a clean driving record. Candidates with four (4) or more active demerit points will not be considered for this position
- Submit a satisfactory Criminal Record Check, including a Vulnerable Sector Screening

Preferred Qualifications

- Pre-Service Firefighter Training and Education Certificate
- Post-secondary degree or diploma in a related field
- NFPA 1001 - Firefighter I & II Certified (ProBoard, IFSAC or OFMEM equivalency).
- Valid Class "D" driver's licence with "Z" endorsement
- Valid CPR/First Aid/Defibrillation or Emergency Medical Responder through a recognized provider
- Paramedic Diploma from an established College by the Ontario Ministry of Education
 - Provincial designation (Advanced Emergency Medical Care Attendant) AEMCA
 - Paramedic experience
- Basic computer skills (proficient with Microsoft Word, PowerPoint and Excel)
- Additional training certificates or previous firefighter, paramedic, skilled trade, or mechanical experience are considered assets

Candidate Attributes, Job Demands, and Working Conditions

- Strong commitment to community service supported by a strong work ethic, sense of responsibility, compassion, honesty and integrity
- Collaborate effectively with team members, the public, and community partners, exercising sound judgment and professionalism in all situations
- Willingness to continually learn new skills, adapt to change, and face new challenges
- Ability to remain calm, focused and resilient while working under physically, mentally and emotionally demanding conditions
- Perform physically demanding tasks at any time of day, in all weather conditions and in hazardous or challenging environments, including extreme temperatures, poor visibility, noise, dirt, and confined spaces
- Lift, carry, extend, and climb ladders to extreme heights while maintaining balance and maneuvering in awkward positions
- Ability to identify and protect against burns, sharp objects, electrical hazards, excessive noise, and exposure to hazardous substances through inhalation, ingestion, injection, or absorption
- Strong mechanical aptitude with the ability to operate, maintain, and troubleshoot tools, machinery, vehicles, and equipment safely and effectively



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FACTORS TO CONSIDER BEFORE APPLYING

We hope this recruitment guide provides clarity and answers many of your initial questions. As you move through the process, here are a few key considerations and questions to help guide your approach.

- Does my current place of residence allow for a reasonable emergency response time?
- Do I meet all minimum qualifications? We will train you to be a safe and competent firefighter, but you need to have some basic qualifications before you start.
- Successful completion of all assessment tests does not guarantee a job offer.
- The recruitment team plays a key role in selecting candidates whose personal values align with Milton Fire & Rescue Services' Mandate, Vision, and Goals - including professionalism, respect and teamwork.
- At times, this is a very strenuous and physically demanding job. A basic level of fitness is required to do the job effectively and safely. Can you work for extended periods of time under demanding conditions and in extreme and hostile environments? We can help you with the training, but you need to have the underlying drive and ability.
- Are you a motivated person who challenges themselves to lifelong learning and is adaptable to change? There is no end to the learning within this industry! You will constantly be pushed with new information and skills. Are you willing to share and teach those skills to others?
- Can you commit to the time requirements of being a part-time firefighter? In addition to emergency response and public education activities, recruit training requires a substantial commitment of time both at home and at the station. After completing recruit training, part-time firefighters are required to attend weekly station training, typically held from 6:30 pm to 9:30 p.m.
- Are you willing to sacrifice time away from your family and friends to serve your community? Part-time firefighters are on call 365 days a year, 24 hours a day!





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RECRUITMENT SELECTION PROCESS

We are currently looking for part-time firefighters to join our team at the following stations:

- Station #401/Training Centre - 405 Steeles Ave. E
- Station #402 - 2665 Reid Side Road (Campbellville)
- Station #403/Headquarters - 610 Savoline Blvd.

Step 1: Information Session

It is strongly recommended that potential candidates attend the recruit information session designed to provide an overview of Milton Fire & Rescue Services, the recruitment process, our expectations, and to answer any questions you may have.

Date: Tuesday, September 15, 2026

Time: 7:00 p.m.

Location: 6355 Main Street West (Sherwood Community Centre) Room #4

Step 2: Application Submission and Review

Applications will be accepted beginning Monday, September 14, 2026, until midnight Monday, September 28, 2026. Submission instructions are included in the job posting that is available at www.milton.ca/careers. Applications will not be accepted after this deadline.

Applicants are encouraged to submit any related certifications with their application.

Step 3: Aptitude Screening (Written Examination)

Selected candidates will be invited to complete the Cooperative Personnel Services (CPS) Firefighting Entry Aptitude Screening Test. Candidates must be able to attend the testing date on:

Date: Tuesday, October 13, 2026

Time: 6:30 p.m.

Location: 500 Childs Drive (Milton Seniors Activity Centre)

Candidates can review the Aptitude Examination information at Firefighter Services of Ontario website at www.fireontario.com/services/aptitude-examination/. Candidates are responsible for all associated fees.

Candidates participating in the aptitude screening must provide proof of residency on site. Candidates must bring their driver's licence showing a Milton address to continue in the process. The address shown on the licence must indicate where the candidate currently resides.



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Step 4: Occupational Testing

Candidates who successfully complete the aptitude screening will be contacted with details regarding the next steps, including an opportunity to complete the occupational testing. The tasks that candidates are requested to perform within the occupational testing are realistic and reflective of job-related duties in the performance of firefighting.

Firefighter Services Ontario Assessments

- *Candidate Physical Ability Test (CPAT)* within one (1) year of application closing date.
- *Acrophobia Assessment* within one (1) year of application closing date.

Date: Saturday, October 24, 2026

Step 5: Interview

Following a review of applications and candidates' results from Steps 3 and 4, only those candidates who meet the application requirements and successfully complete both assessment stages will be contacted regarding an interview with the recruitment team. The department thanks all applicants for their interest, however, only those candidates selected for an interview will be contacted.

Interviews are scheduled to take place the week of **November 16, 2026**.

Preparing for the Offer Stage

Candidates who successfully progress through the interview stage will be required to provide a number of documents as part of the offer and onboarding process. To avoid delays, candidates are to be mindful of these requirements and prepared to provide them once they have been notified that they passed the interview stage. See Step 6 for details.

Step 6: Selection and Job Offer

Candidates recommended for a position of Probationary Firefighter will be contacted and presented with a conditional offer of employment with a tentative start date the week of **February 1, 2027**.

At the point of offer, candidates must be required to provide the following documentation:

- A minimum of two supervisory (2) references
- Current Drivers Abstract
 - 3-year uncertified drivers abstract
 - Candidates with four (4) or more active demerit points on their driving record will not be considered for this position. Please visit www.ontario.ca/page/order-drivers-record
- A satisfactory Criminal Record Check with Vulnerable Sector Screening
 - Please visit www.haltonpolice.ca



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- Medical Certificate
 - Successful candidates must provide medical documentation from a physician confirming they are medically capable of safely performing the essential duties of a firefighter. A firefighter job description is included in this package and should be provided to the physician at the time of the examination. Candidates will be given the required medical examination form to complete and are responsible for any associated costs.
- Other documentation (i.e. certifications) as required

At this stage of the recruitment process, all conditions outlined above and referenced in the offer letter must be satisfied within the specified timelines. Please note that the conditional offer of employment may be withdrawn if any condition is not successfully met within the required timeframe.

Step 7: Probationary Period

Upon acceptance as a Part-Time Firefighter, recruits are subject to a one (1) year probationary period (one year from the date of hire). Within the probationary period, recruits are required to:

- Complete all training programs
- Obtain a valid "D" Driver's Licence with a "Z" endorsement
- Obtain NFPA 1001 Firefighter I & II Certification

NOTE: In the event of unforeseen circumstances, all times and dates are subject to change.





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FREQUENTLY ASKED QUESTIONS

Q: Do I need to live in Milton to be a Part-Time Firefighter?

A: Yes! It is imperative you have a reasonable response time to the fire station (under 10 minutes) to be effective at an emergency incident.

Q: I don't have the qualifications you are looking for but will have them before the end of the process. Can I still apply?

A: You need to at least meet the minimum qualification requirements before your application is considered.

Q: What is the difference between a Part-Time Firefighter and a Full-Time Firefighter?

A: Full-Time firefighters have regularly assigned hours and are paid an annual salary. Part-Time firefighters attend weekly training sessions and respond to incidents only if required. Part-Time firefighters do not have regularly assigned hours and are paid hourly.

Q: How many hours can a Part-Time firefighter expect on a monthly basis?

A: During recruit training, a Part-Time firefighter can expect approximately 30 - 40 hours per month. Once recruit training is completed, the average Part-Time Firefighter can expect approximately 15 hours per month depending on their level of involvement.

Q: What is the difference between a Part-Time Firefighter and a Volunteer Firefighter?

A: At the Town of Milton, these terms can be used interchangeably.

Q: What can I do to better prepare myself to become a firefighter?

A: Please refer to the qualifications section of this document.

If you have any additional questions, please email fireservices@milton.ca



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FINAL WORDS

Becoming a Part-Time firefighter is a meaningful way to serve your community and make a lasting impact. There is a unique sense of pride and accomplishment that comes from being part of a respected and dedicated emergency service organization.

Throughout your career, you will have opportunities to develop new skills, expand your knowledge, and grow both personally and professionally. The experience you gain is directly tied to the commitment and effort you invest.

Thank you for your interest in Milton Fire & Rescue Services. We sincerely appreciate the time and effort each applicant invests in pursuing a career in the fire service and in supporting the safety and well-being of our community. Best of luck throughout the selection process.