



CITY OF WINNIPEG FIRE PARAMEDIC SERVICE

Check List of Requirements – Communications Operator

January 2022 Recruitment (Job Requisition No. 120515)

Name of Applicant: _____
 Address: _____
 Graduate of: _____
 (Name of Accredited School)

Date: _____
 Home Phone: _____
 Cell Phone: _____
 Email: _____

ALL COSTS ASSOCIATED WITH THE APPLICATION PROCESS AND COMPETITION
 WILL BE THE SOLE RESPONSIBILITY OF THE APPLICANT.

SECTION A - All applicants at time of application. Applications submitted without REQUIRED documentation listed in Section A will not be considered.

1.	Resume clearly indicating how they meet the qualifications of the position.	
2.	Canadian Citizen or Permanent Resident (Landed Immigrant) (photocopy of birth certificate, passport, or permanent resident card).	
3.	Grade 12 High School Diploma according to Canadian Provincial Standards, GED or equivalent (photocopy of diploma and/or transcript of marks). PLEASE NOTE: <ul style="list-style-type: none"> Applicants who were educated outside of Canada must have their academic credentials assessed in order to determine and submit a Canadian Grade 12 equivalent. For more information, please visit https://www.cicic.ca/1374/obtain-an-academic-credential-assessment-for-general-purposes/index.canada. 	
4.	Canadian recognized Emergency Medical Responder (EMR) Program or equivalent (minimum) (photocopy of diploma <u>and</u> transcript of marks).	
5.	Valid College of Paramedics of Manitoba EMR Certificate of Practice (minimum) in good standing (photocopy). PLEASE NOTE: <ul style="list-style-type: none"> Provincial equivalents will be accepted, however, out of province applicants must show proof of having transferred their license to Manitoba prior to their first day of employment. You must enroll in the College of Paramedics of Manitoba (CPMB) for continued maintenance and renewal of your license. For more information, please visit the College of Paramedics at https://collegeparamb.ca/. a) License Number: _____ b) License Type: _____ c) Expiry Date: _____ d) Out of Province License Number (if applicable): _____ e) License Type: _____ f) Expiry Date: _____	
6.	Canadian recognized Medical Terminology Program (preferred) (photocopy of certificate and/or transcript).	
7.	International Academies of Emergency Dispatch (IAED) Certification in Advanced Medical Priority Dispatch System (AMPDS) and/or Fire Priority Dispatch System (FPDS) (preferred) (photocopy of certificate and/or transcript).	
8.	Fluency in both official languages (French and English) (preferred).	
9.	All applicants which are successful to move to Step 2 of the recruitment process will be invoiced \$121.00 (cost includes GST) Administrative Processing Fee at time of assessments. The fee covers the costs of written tests which need to be ordered and proctored; medical drug screening kits and licensing fees for testing.	

SECTION B - All applicants at time of conditional offer of employment. Please do NOT submit documentation listed in Section B until advised as they need to be as current as possible.

10.	Proof of COVID-19 vaccination by providing a Government of Manitoba issued QR code and photo identification.	
11.	Level 2 Security Check from the City of Winnipeg Police Service, satisfactory to the employer. PLEASE NOTE: <ul style="list-style-type: none"> Documentation must be current and have been completed within the previous twelve (12) months prior to date of employment. Check will be scheduled by the Winnipeg Fire Paramedic Service with the Winnipeg Police Service. Applicants will only be scheduled for this check if they are successful through the recruitment process. a) Date Issued: _____	
12.	Police Information Check and Police Vulnerable Sector Check (original copy) from the City of Winnipeg Police Service (RCMP or provincial equivalent), satisfactory to the employer. PLEASE NOTE: <ul style="list-style-type: none"> Documentation must be current and have been completed within the previous thirty (30) days prior to date of employment. This document will be required from the successful candidate, at their expense. Any infractions, offences or investigations occurring prior or after application submission must be reported to the WFPS. For more information please visit: https://winnipeg.ca/police/pr/PIC.stm#online. a) Date Issued: _____	
13.	Child Abuse Registry Check (original copy) from the Government of Manitoba Child Abuse Registry Unit (or provincial equivalent), satisfactory to the employer. PLEASE NOTE: <ul style="list-style-type: none"> Documentation must be current and have been completed within the previous thirty (30) days prior to date of employment. This document will be required from the successful candidate, at their expense. Any infractions, offences or investigations occurring prior or after application submission must be reported to the WFPS. For more information please visit http://www.gov.mb.ca/fs/childfam/child_abuse_registry.html. a) Date Issued: _____	
14.	Adult Abuse Registry Check (original copy) from the Government of Manitoba Adult Abuse Registry Unit (or provincial equivalent), satisfactory to the employer. PLEASE NOTE: <ul style="list-style-type: none"> Documentation must be current and have been completed within the previous thirty (30) days prior to date of employment. This document will be required from the successful candidate, at their expense. Any infractions, offences or investigations occurring prior or after application submission must be reported to the WFPS. For more information please visit http://www.gov.mb.ca/fs/pwd/adult_abuse_registry.html. a) Date Issued: _____	
15.	Meet current Winnipeg Fire Paramedic Service Vision Standards. <ul style="list-style-type: none"> Uncorrected visual acuity – distant – not less than 20/40 vision both eyes open Corrected visual acuity – distant – not less than 20/30 both eyes open with corrective lenses; without correctives lenses at least 20/40 both eyes 	

	<ul style="list-style-type: none"> Ocular disease – free from diseases that impair visual performance as indicated by the requirement above, or will produce sudden, unpredictable incapacitation of the visual system. If applicant's vision has been corrected by Refractive Surgery within past 24 months, please complete the Photorefractive Keratectomy (PRK) & Laser Assisted In-Situ Keratomeulesis (LASIK) Questionnaire and Follow-Up Report. <p>PLEASE NOTE:</p> <ul style="list-style-type: none"> Documentation must be current and have been completed within the previous twelve (12) months prior to date of employment. This document will be required from the successful candidate, at their expense. Tests must be submitted on the City of Winnipeg form and can be printed off in our application manual or on our website at www.winnipeg.ca/fps/careers/. 90% of a Communications Operator job duties are in front of a computer terminal with multiple monitors varying in size. Communications Operator must be able to see computer screens, phones, and reports to name a few. The ability to see both near and far and be able to adjust focus is essential. This form was updated November 30, 2018 and vision requirements have changed. We require the most up to date form to be submitted. <p>a) Date of Testing: _____</p>	
16.	<p>Meet current Winnipeg Fire Paramedic Service Hearing Standards.</p> <ul style="list-style-type: none"> Normal unaided hearing thresholds no greater than 30 decibels in each ear at 500 Hz, 1000 Hz and 2000 Hz and no significant loss in higher frequency. Test results must include all of the following frequencies: 500, 1K, 2K, 3K, 4K, 6K and 8K Hz. <p>PLEASE NOTE:</p> <ul style="list-style-type: none"> Documentation must be current and have been completed within the previous twelve (12) months prior to date of employment. This document will be required from the successful candidate, at their expense. Tests must be submitted on the City of Winnipeg form and can be printed off in our application manual or on our website at www.winnipeg.ca/fps/careers/. Communications Operator must have the ability to hear and readily relay information accurately, while operating various methods of communication equipment (radio systems and telephones). This form was updated December 11, 2018 and hearing requirements have changed. We require the most up to date form to be submitted. <p>a) Date of Testing: _____</p>	