

Firefighter

The City of Nelsonville Division of Fire is accepting applications to immediately fill open part-time positions and to build an eligibility list for future hires.

Applicants must have a state of Ohio FF1 certification for entry level part-time firefighter or FF2 certification for full-time firefighter, at the time of the exam date.

Applicants must successfully pass a written civil service exam and per Ohio Revised Code 124.42, must be at least 18 years of age and not yet reached his or her 41st birthday on the date of the exam.

Application packets cost \$20.00 each and will be available at the City of Nelsonville Auditor's/Water office from Monday July 26th, 2021, through Tuesday August 31st 2021 from 8am to 4pm.

Applications can also be found at www.cityofnelsonville.com under jobs. As a reminder the packet fee must be paid on or before the exam date, cash, check, or money order are the only forms of payment that are accepted. The packet fee may be mailed in, please include the applicant's name.

The written examination will be administered on Thursday September 2nd at 6pm at 211 Lake Hope Drive Nelsonville, Ohio 45764

The City of Nelsonville is an equal opportunity employer.

Firefighter

Civil Service Firefighter Test Information

Deadline to turn in applications is Tuesday, August 31st, 2021.

Examination will take place on September 2nd, 2021, at 6:00PM in City Council Chambers located at 211 Lake Hope Drive, Nelsonville Ohio 45764

- You must have a photo I.D. to be admitted to the testing site.
- You must be at least 18 years of age and not yet reached your 41st birthday.
- You must have a valid State of Ohio Firefighter 1 for entry level part-time or a Firefighter 2 Certificate for entry level full-time on or before the test date and provide a copy.
- If you have a DD (214) a copy of it must be provided.
- If you have a DD (214) with an honorable discharge and you initially score at least 70%, 10% of the passing score will be added.
- 10% of the passing score will be added for current Ohio EMR, EMT, AEMT or Paramedic certification.
- You must possess a valid Ohio's Driver's License.
- **Felony Convictions are prohibited.**
- The test will have 80 questions.
- You will have 2 hours and 5 minutes (165 minutes) to take the test.
- If you are more than 15 minutes late for the test you will not be admitted to the testing site.
- A score of 70% or higher is needed to pass the test and before any other credit is added.
- You must be willing to submit to a background check and a credit check.
- The test is provided by IPMA-HR Services and is a basic knowledge civil service exam.
- An entry level firefighter candidate study guide is available at <http://www.publicsafetycompass.com/study>

CITY OF NELSONVILLE	Initial Effective Date:	January 26, 1999
DIVISION OF FIRE	Review Date:	April 22, 2021
JOB DESCRIPTION	Revision:	3
	Page: 1	of: 2
Approved by: _____ Chief Division of Fire		Date: 4-22-2021
<u>This job description as written or revised becomes effective as of the above date and supersedes all other previous job descriptions.</u>		
POSITION: Part-Time Firefighter		

NATURE OF WORK:

The Part-Time firefighter is responsible for performing hazardous tasks under emergency conditions. Work involves extinguishment of fires; rescues; hazardous materials response and emergency medical response. A portion of a firefighter's work consists of the performance of various duties in the maintenance of the fire station and the preventive and corrective maintenance of trucks and equipment.

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES:

Drives and operates pumpers, ladder, and other equipment; makes openings in burning buildings for ventilation and entrance, using saws, axes, hydraulic rescue tools. Rescue persons from burning buildings; lays and connects hose lines and operates nozzles directing water streams for long periods of time; operate fire extinguishers; perform salvage and overhaul operations at the scene of a fire, such as covering furniture with tarpaulin, mopping floors, and clearing debris; cleans, maintains, and makes minor repairs to firefighting equipment; participates in periodic fire drills and individual and group training courses which include firefighting theory and practices; makes periodic inspections of buildings for fire hazards and makes recommendations for improvements; checks fire hydrants for operating and physical condition; perform a wide variety of routine tasks in connection with the maintenance of fire station quarters and grounds; keep records and make reports; operates radio and dispatches proper equipment; operates other fire department equipment; obtains incident briefing from Chief or prior incident commander; supervise operations; briefs and assigns all firefighters; perform other related duties. Respond to all emergency medical calls that the department is dispatched to. Provide fast and adequate patient care following the departments medical protocol.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

Some knowledge of elementary chemistry and physics; ability to learn technical firefighting principles and techniques; ability to work at heights not less than seventy-five feet; ability to climb ladders; ability to drive standard shift trucks; ability to remove and replace heavy equipment and ladders located on fire department apparatus; ability to work in confined space

while wearing a self-contained breathing apparatus; ability to work for sustained periods of time during emergency operations while wearing protective equipment and working at peak physical levels under severe environmental conditions; ability to clearly communicate using fire department radio equipment; knowledge of first-aid and the ability to administer first-aid treatment; ability to develop and maintain effective working relationships with associates and the general public; good physical condition; a minimum vision requirement of 40 / 20 corrected to 20 / 20; mechanical aptitude; knowledge of the geography of Nelsonville and surrounding areas; ability to take and follow orders; ability to give directions to subordinates and bystanders; ability to remain calm in highly stressful situations; good communications skills; good leadership abilities; ability for problem solving; ability to command and oversee large numbers of people.

DESIRABLE EDUCATION AND EXPERIENCE:

Completion of a high school education and/or the equivalent of an associate's degree in fire science training; or any other equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Possession of the following: State of Ohio firefighter level I certification, minimum of EMR EMS certification or higher. Must have and maintain a valid State of Ohio driver's' license as well as a driving record which is acceptable to the City's insurance carrier.

IMMEDIATE SUPERVISOR:

Full-Time Firefighter or Next Ranking Officer

POSITIONS SUPERVISED:

Volunteer Firefighters, unless a higher-ranking officer is not on duty. In that case, the firefighter with the most seniority will assume the responsibilities of the Shift Commander.

I _____ have read the above job description for the job of extra duty firefighter and understand its content.

SIGNATURE

DATE

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Approved by: _____ Chief Division of Fire		Date: 4-22-2021
<u>This job description as written or revised becomes effective as of the above date and supersedes all other previous job descriptions.</u>		
POSITION: Full-Time Firefighter		

NATURE OF WORK:

A Full-Time firefighter is responsible for performing hazardous tasks under emergency conditions. Work involves extinguishment of fires; rescues; hazardous materials response and emergency medical response. A portion of a firefighter's work consists of the performance of various duties in the maintenance of the fire station and the preventive and corrective maintenance of trucks and equipment.

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES:

Drives and operates pumpers, ladder, and other equipment; makes openings in burning buildings for ventilation and entrance, using saws, axes, hydraulic rescue tools. Rescue persons from burning buildings; lays and connects hose lines and operates nozzles directing water streams for long periods of time; operate fire extinguishers; perform salvage and overhaul operations at the scene of a fire, such as covering furniture with tarpaulin, mopping floors, and clearing debris; cleans, maintains, and makes minor repairs to firefighting equipment; participates in periodic fire drills and individual and group training courses which include firefighting theory and practices; makes periodic inspections of buildings for fire hazards and makes recommendations for improvements; checks fire hydrants for operating and physical condition; perform a wide variety of routine tasks in connection with the maintenance of fire station quarters and grounds; keep records and make reports; operates radio and dispatches proper equipment; operates other fire department equipment; obtains incident briefing from Chief or prior incident commander; supervise operations; briefs and assigns all firefighters; perform other related duties. Respond to all emergency medical calls that the department is dispatched to. Provide fast and adequate patient care following the departments medical protocol.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

Some knowledge of elementary chemistry and physics; ability to learn technical firefighting principles and techniques; ability to work at heights not less than seventy-five feet; ability to climb ladders; ability to drive standard shift trucks; ability to remove and replace heavy equipment and ladders located on fire department apparatus; ability to work in confined space

while wearing a self-contained breathing apparatus; ability to work for sustained periods of time during emergency operations while wearing protective equipment and working at peak physical levels under severe environmental conditions; ability to clearly communicate using fire department radio equipment; knowledge of first-aid and the ability to administer first-aid treatment; ability to develop and maintain effective working relationships with associates and the general public; good physical condition; a minimum vision requirement of 40 / 20 corrected to 20 / 20; mechanical aptitude; knowledge of the geography of Nelsonville and surrounding areas; ability to take and follow orders; ability to give directions to subordinates and bystanders; ability to remain calm in highly stressful situations; good communications skills; good leadership abilities; ability for problem solving; ability to command and oversee large numbers of people.

DESIRABLE EDUCATION AND EXPERIENCE:

Completion of a high school education and/or the equivalent of an associate's degree in fire science training; or any other equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Possession of the following: State of Ohio firefighter level II certification, minimum of EMR EMS certification or higher. Must have and maintain a valid State of Ohio driver's' license as well as a driving record which is acceptable to the City's insurance carrier.

IMMEDIATE SUPERVISOR:

Lieutenant or Next Ranking Officer

POSITIONS SUPERVISED:

Part-Time Firefighters and Volunteer Firefighters, unless a higher-ranking officer is not on duty. In that case, the firefighter with the most seniority will assume the responsibilities of the Shift Commander.

I _____ have read the above job description for the job of regular firefighter and understand its content.

SIGNATURE

DATE

Insurance

The Monthly employee contribution to the cost of all insurance shall be as follows:

The employer shall pay fifteen (\$15.00) per month for all full-time employees for the AFSCME Care Plan Prescription.

Effective January 1, 2021 full-time employees shall contribute fifteen (15%) towards the payment of all monthly health insurance premiums below.

The City agrees to provide a term life insurance plan in the amount of twenty thousand dollars (\$20,000) per employee to all full-time employees in the bargaining unit and ten thousand dollars (\$10,000) for the employee's wife and children.

The City agrees to continue to make available health insurance and surgical insurance, to all full-time employees in the bargaining unit as well as their respective family members, according to the specifications agreed to between the parties.

The City agrees to make available a dental program to all employees in the bargaining unit and their families.

The City agrees to make all insurance plans available to part-time employees at their option. However, part-time employees will be responsible for full payment of the premiums for all insurance coverage they may choose.

The City agrees to make available a prescription drug plan for all bargaining unit employees.

The City agrees to make available a vision program.

Employees shall be responsible for paying the required deductibles and co-payments set forth in the insurance policy.

The parties acknowledge that insurance premiums are a cost that must be contained. Therefore, the parties shall meet during the lift of this agreement to explore cost containment which may include reductions or changes in coverage.

Bonus Pay

Bonus pay provisions for all city employees during the full term of the contract agreement is as follows:

4 to 5 Years of service — 2% of employee's total compensation

6 to 9 years of service — 3% of employee's total compensation

10 to 14 years of service — 4% of employee's total compensation

15 and over years of service — 5% of employee's total compensation

Employees may choose to receive payment of bonus pay in one lump sum in the pay period before Thanksgiving. Bonus pay is only paid to current employees at the time of payout, and employees who retired (prorated) within that year. The bonus is calculated on base pay multiplied by annual hours of 2920.

APPLICATION FOR EMPLOYMENT

CITY OF NELSONVILLE, OHIO
AN EQUAL OPPORTUNITY EMPLOYER

PERSONAL INFORMATION

			DATE
NAME		SOCIAL SECURITY NUMBER	
LAST	FIRST	MIDDLE	
PRESENT ADDRESS			
STREET	CITY	STATE	ZIP
PERMANENT ADDRESS			
STREET	CITY	STATE	ZIP
PHONE NO.	ARE YOU 18 YEARS OR OLDER?		Yes <input type="checkbox"/> No <input type="checkbox"/>
ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS?			Yes <input type="checkbox"/> No <input type="checkbox"/>

LAST

EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW?		IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?
EVER APPLIED TO THIS COMPANY BEFORE?	WHERE?	WHEN?
REFERRED BY		

FIRST

EDUCATION	NAME AND LOCATION OF SCHOOL	*NO OF YEARS ATTENDED	*DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

MIDDLE

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

SPECIAL SKILLS, TRAINING OR APPRENTICESHIP

ACTIVITIES: (CIVIC ATHLETIC ETC.)

EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS.

U. S MILITARY OR NAVAL SERVICE	RANK	PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES
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*This form has been revised to comply with the provisions of the Americans with Disabilities Act and the final regulations and interpretive guidance promulgated by the EEOC on July 26, 1991.

FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST).

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

WHICH OF THESE JOBS DID YOU LIKE BEST?

WHAT DID YOU LIKE MOST ABOUT THIS JOB?

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1			
2			
3			

Signature of Applicant

IN CASE OF
EMERGENCY NOTIFY

NAME

ADDRESS

PHONE NO.

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME. IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN IT'S PRESIDENT, AND THEN ONLY WHEN IN WRONG AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING.

DATE

SIGNATURE

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY:

DATE:

REMARKS:

HIRED: Yes No

POSITION

DEPT.

SALARY/WAGE

DATE REPORTING TO WORK

APPROVED:

1.

2.

CITY MANAGER

DEPT. HEAD-SUPERVISOR

City of Nelsonville

Drug Testing Consent Form

I understand that as a part of my employment, The City of Nelsonville will conduct a drug test for my employment. In keeping with the efforts of The City of Nelsonville, I do hereby voluntarily consent to a sampling and testing of my urine. I understand that a positive test result for illegal drug usage or refusal to supply the necessary sample (s) or tampering with or attempting to tamper with or adulterate the sample in any way will be grounds for rejection of my application for employment. I further understand that the results of the testing may be utilized in conjunction with any other information developed during the employment process to determine my eligibility for the position for which I have applied.

Applicant's Signature

Date

Witness

Date

Witness

Date

City of Nelsonville

Waiver and Background Check Authorization Form

Please print all requested information in order to register as a volunteer and to have the City of Nelsonville perform a background check.

Name: _____

Address: _____

Home Phone: _____ Cell: _____

E-Mail: _____

Social Security #: _____ Date of Birth: _____

Driver's License #: _____

Former Name (if applicable): _____

I hereby authorize the City of Nelsonville to conduct a security background check on me. I understand that this security check will cover information including, but not limited to, criminal history, education and employment. I hereby release the City of Nelsonville and its elected officials, employees, agents and assigns, as well as the Company performing the background check and its employees, from all liability resulting from the furnishing of this information to the City of Nelsonville.

I certify that the statements made by me on this form are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements made herein could void my consideration as a City of Nelsonville Employee.

Signature: _____ Date: _____