



# CITY OF KENT, OHIO

CIVIL SERVICE COMMISSION ■ 930 OVERHOLT RD. ■ KENT, OHIO 44240 ■ 330-678-8101

## THE KENT CIVIL SERVICE COMMISSION ANNOUNCES A COMPETITIVE EXAMINATION FOR THE POSITION OF **Fire Fighter/Paramedic**

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<b><u>Written Examination Date:</u></b>	<b>January 17, 2018</b>
<b><u>Written Exam Location:</u></b>	<b>Roosevelt High School 1400 N Mantua Street Kent, Ohio 44240</b>
<b><u>Written Examination Start Time:</u></b>	<b>6:00 pm</b>
<b><u>Starting Wage:</u></b>	<b>\$20.95 /hour - \$53,389.34 /annual</b>

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*Examination will be used to establish an eligible list to fill vacancies for the position of **Fire Fighter/Paramedic** with the City of Kent Fire Department.*

An application fee of **\$10.00** must be submitted at time of application. Personal checks, cash, and money orders to cover the application fee will be accepted. Checks and money orders should be made payable to the "City of Kent."

Proof of possession of Emergency Medical Technician-Paramedic (EMT-P) certification required at time of appointment. **If the applicant possesses EMT-P Certificate at time of application, a copy of such certificate must be submitted with the Civil Service application.**

**Special Note:** Employees of the Kent Fire Department shall be required to reside within Portage County, or any county adjacent to Portage County in the State of Ohio. (Ord. 2009-98, passed September 16, 2009).

**Application:** Applications and information are available Monday through Friday from 8:00 am to 4:00 pm at the City of Kent Service Administration Complex, 930 Overholt Road, Kent, Ohio (at the fork in the road at Cherry and Overholt.) Both application and information are also available on the City of Kent's web site: [http://www.kentohio.org/boards/civil\\_service.asp](http://www.kentohio.org/boards/civil_service.asp)

**Application Deadline:** A completed Civil Service application must be submitted by **Wednesday, January 10, 2018, 4:00 pm**. Applications may also be emailed with a cover letter to [civilservice@kent-ohio.org](mailto:civilservice@kent-ohio.org). *Please note:* that in the event of tie scores on the examination, priority on the eligible list shall be determined by date and time application was filed with the Commission.

**Examination Process:** The **Fire Fighter/Paramedic** examination will consist of a written test to be administered on **Wednesday, January 17, 2018 at 6:00 pm**. In order to be ranked on the eligible list, you must pass the examination process with a minimum passing score of 70%. The examination will measure an applicant's knowledge, skills, and abilities as exemplified in this posting.

**Responsibility:** The firefighter/paramedic is responsible for the preservation of life and property through the use of fire suppression, emergency medical, fire prevention, and specialized rescue techniques. Work requires residence at station for 24 hours at a time. Works with or without the direct supervision of a captain or lieutenant. Performs other job related duties as required.

**Typical Tasks (Illustrative Only):** As a member of a fire suppression team, responds to alarms or accidents by truck, engine, or rescue vehicles. Forcible entry and/or ventilation may require the use of tools such as crow bars, sledge hammers, saws, torches, axes, hydraulic equipment, raising of ladders. Entry may be made at ground level, from roofs, through windows, and/or from ladders, or other means necessary to gain entry.

Extinguishes fire by advancing charged hose line and/or other extinguishing agents from ground level, from ladders, platforms, other buildings, or any other source. Operates or uses equipment and tools such as hammers, saws, sledge hammers, axes, generators, fans, cutting torches, picks, pry bars, couplings, hoses, hose tips, ladders, air masks, two-way radios, pumps, pike poles, and ropes.

Performs salvage operations. Duties may require the firefighter/paramedic to walk or crawl on weakened structures, beams, roof tops, other precarious and difficult situations. Ventilates structures by chopping holes, breaking windows, or other forms of venting. Performs salvage operations such as throwing salvage covers and removing charred materials, water, and debris. May secure premises by boarding windows, doors, holes, in roofs, and any other form of egress.

Is alert for arson conditions. Operates pumper and calculates pressure needed to supply water to nozzle tip. Is exposed to dangerous heat, flame, toxic smoke, chemicals, gas, explosions, and other risks.

May work as a member of a hazardous material team in hazardous environments and/or in encapsulated suits.

Searches for and rescues trapped victims at accident or other emergency incidents by carrying them up or down ladders, carrying, dragging, or guiding through openings. Administers emergency medical treatment and transports to hospital. May be exposed to contagious disease.

Cleans and maintains apparatus, quarters, buildings, equipment, grounds, hydrants, and other relevant equipment.

Participates in training classes. Performs building inspection and hydrant inspection.

Participates in fitness activities.

May be involved in a variety of special rescue situations including water rescue, ice rescue, high angle rope rescue, confined space rescue, trench rescue requiring the use of ropes, boats, shovels, life vests, harnesses, webbing, air shores, saws, hammers, tape measures, or other specialized rescue equipment.

Gives public tours. Teaches fire prevention classes to a variety of audiences. Speaks to public groups. Prepares reports.

**Minimum Qualifications:** High school graduation or GED. Possession of Emergency Medical Technician Paramedic (EMT-P) certification or ability to obtain EMT-P certification by time of appointment. Must maintain paramedic certification as condition of continued employment. Minimum age 18. Must become State-Certified firefighter by completion of the probationary period, which is one year after date of hire. Must possess a driver's license and have and maintain a good driving record in keeping with the City's Motor Vehicle Safety and Usage Policy; free from felonious driving convictions or six (6) point BMV administrative actions within the past three (3) years; and eligible to obtain Ohio driver's license within thirty (30) days of appointment to position. Residency Requirement: Employees of the fire Department shall be required to reside within Portage County, or any county adjacent to Portage County, in the State of Ohio (Ord. 2009-98, passed September 16, 2009). Compliance with residency must be met within 360 days of hire.

Must be in good physical condition, free from fear of heights, water, and working in confined spaces; good medical condition; good vision including color perception; and good hearing.

Good judgment, mechanical aptitude, math ability, and reading comprehension. Ability to follow and carry out orders/instructions. Ability to adapt to previous knowledge to atypical situations.

Ability to work in dangerous conditions and in inclement weather while wearing uniform or protective equipment in excess of fifty (50) pounds; ability to work 24-hour shifts, ability to communicate orally and in writing; ability to learn street routes and locations; ability to work in smoke-filled areas, climb ladders, and work from considerable heights and in unsafe structures; ability to drive and operate large apparatus; ability to work well with others and with the public.

### **Essential Job Functions:**

1. Responds to fire, emergency medical incidents, or other rescue incidents by driving or riding on fire engine, ladder truck, or other vehicles that are requested.
2. Forcibly enters structures by breaking windows, forcing doors using a variety of tools or other means necessary.
3. Rescues trapped or injured persons from vehicles or from burning or smoke-filled building by carrying, dragging, or guiding victims as they leave the structure.
4. Provides emergency medical treatment to injured or ill victims. Firefighter/Paramedic provides emergency medical treatment by performing venipuncture, intubation, EKG interpretation, administers drugs using mathematical formulas or other treatment required by protocol. Carries and/or lifts victims to medical unit, then transports them to hospital.
5. Carries fire hose and heavy equipment such as fans, tools, ladders, extinguisher to and from rooftops, basements, up and down ladders and steps, through windows to reach fire scene.
6. Extinguishes fire by advancing charged hose lines, ventilating structure and/or applying other extinguishing agents from the ground, ladders, rooftops, platforms, or other base of purchase.
7. Walks, climbs, and/or crawls on rooftops, beams, flooring in smoke-filled structure that may be unsafe, in highly dangerous, stressful, and physically demanding conditions, while wearing uniform or protective equipment weighing more than 50 pounds. Identifies odors, signs, and sounds of danger, and colors of smoke.
8. Uses tools and equipment such as pumps, hammers, saws, sledgehammers, axes, generators, ropes, fans, cutting torches, wrenches, couplings, picks, pry bars, air masks, two-way radios, hoses, and ladders.
9. Overhauls structures by removing debris, funneling water, or chopping holes in walls, floors or other structural members to complete fire extinguishment.
10. Replaces equipment on vehicles after an emergency incident by loading hose, cleaning or repairing equipment, fills air bottles, washes and dries vehicles. Cleans and maintains apparatus, quarters, buildings, equipment, grounds, and hydrants.
11. Responds calmly and effectively with the public, doctors, nurses, police officers, and co-workers. Prepares written reports and gives oral reports.
12. Ties knots to secure equipment, vehicles, or themselves in rescue situations. Walks or crawls in confined spaces above or below ground in light or darkness.

**Examination Process:** All applicants must successfully complete (pass) the written examination to attain placement on the Firefighter/Paramedic eligible list. Ranking of candidates on the eligible list shall be determined by their scores on the written examination, with the highest score, including any applicable credits.

**Age Requirement:** Pursuant to O.R.C. 124.42, no person shall be eligible to receive an original appointment as a firefighter in a fire department, unless the person has reached the age of eighteen (18). No person shall be eligible to receive an original appointment on and after the person's forty-first (41) birthday.

**Special Exam Credits:** Candidates shall be required to attain a passing score as prescribed by the Civil Service Commission on the written examination in order to receive special examination credit. Special credit will be awarded for military service, Associate Degree in Fire Protection Technology or similar degree from an accredited institution, Bachelor's Degree in Emergency Management & Homeland Security, and the Firefighter Level 2 State of Ohio Fire Certification. Aggregate credit for all special credits shall **not** exceed twenty (20) percent.

**Associate Degree in Fire Protection Technology:** Applicants possessing this degree or a similar degree from an accredited institution are eligible for a ten (10) percent credit toward the passing examination score. Also acceptable for special credit is a Bachelor's Degree in Emergency Management & Homeland Security. A copy of your transcripts or diploma must be submitted with application showing you have received this degree in order to receive the added credit to your passing written examination score.

**Firefighter Level 2 State of Ohio Fire Certification:** Applicants possessing certification from the State of Ohio for the Firefighter Level 2 fire course are eligible for (5) percent credit toward the passing examination score. A copy of your certification must be submitted with application showing you have received this certification in order to receive the added credit to your passing written examination score.

**Credit for Military Service:** Applicants who have been honorably discharged from active duty in the armed forces of the United States are eligible to receive additional credit of 20% of their composite score only after a passing score has been attained. A copy of the applicant's honorable discharge, the DD-214, **MUST BE SUBMITTED** with the Civil Service Application.

Please note that military status is no longer part of the Civil Service Application. Consequently, if you have military status that qualifies you for additional (extra) credit, you may volunteer this information to the Civil Service Commission. Any records or copies of records you produce to establish this credit will not be kept in the Civil Service Commission Office. They will be held by the City of Kent's Human Resources Office until they are no longer needed. They will then be returned or destroyed.

**Special Notes:** In order to receive special exam credit on the Fire Fighter/Paramedic written examination, copies of ALL applicable supporting documentation ***MUST*** accompany the Civil Service application.

**Accommodation for Testing:** Persons requesting an accommodation for testing must provide seventy-two (72) hours written notice to the Kent Civil Service Commission to have the request considered.

**Special Note:** In order to be admitted to the Firefighter/Paramedic Written Examination on Wednesday, January 17, 2018, applicants must present valid picture identification (such as a driver's license) and their completed admission form that will be issued to the candidate upon receipt of completed application. **Only those applicants that have filed a Kent Civil Service Application with the Civil Service Commission by 4:00 PM on Wednesday, January 10, 2018 will be admitted to participate in the examination.**

*The duties listed above are intended only as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.*

***The City of Kent provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, pregnancy, national origin, ancestry, age, disability, genetics, or military status in accordance with applicable federal, state, and local laws.***