

FIREFIGHTER

Public notice is hereby given of an open competitive examination to establish an eligibility list for the position of Firefighter in the classified service of the City of Parma, Ohio. **Parma is an equal opportunity employer and strongly encourage minorities to apply.**

FILING OF APPLICATION

Applications available **August 3, 2020 through August 20, 2020**. Application must be made on a regular application form obtainable at the office of the Parma Civil Service Commission, Parma Memorial Hall, 6617 Ridge Road, Parma, Ohio 44129, 440-885-8060. Office hours are Monday thru Friday, 8:30 a.m. to 4:30 p.m. **Deadline for filing application is August 20, 2020 no later than 4:30 p.m. There is a \$30.00 non-refundable filing fee to take the written exam. Said fee is due upon filing application (payable in cash or money order made out to the City of Parma) NO PERSONAL CHECKS WILL BE ACCEPTED. Said fee will be waived with proof of financial hardship. APPLICATION MUST BE RETURNED BY PERSON TAKING THE EXAM.**

MASKS MUST BE WORN WHEN PICKING UP AND RETURNING APPLICATIONS

EXAMINATION

WHEN: WRITTEN EXAM – Saturday August 22, 2020 at 9:00 a.m.
WHERE: Valley Forge High School, 9999 Independence Boulevard
Parma Hts., Ohio 44130.
Report early to register. **MUST SHOW DRIVER'S LICENSE FOR IDENTIFICATION. FACE COVERING MUST BE WORN DURING THE EXAM**

TYPE OF EXAM: General knowledge and questions pertaining to fire fighting and Paramedic.

PHYSICAL AGILITY EXAM The Parma Civil Service Commission will accept certificates of completion of Cuyahoga Community College (Tri-C) Firefighter Agility Exam dated August 22, 2019 through August 22, 2020 with a qualifying time of 4 minutes 30 seconds or less. All agility exams are held at Tri-C Western Campus. **There is a \$60.00 non-refundable fee to take their exam. You will be notified by mail whether or not you have passed the written exam.** You must pass both the written exam and the agility exam in order to be placed on the Eligible List for Firefighter.

THERE ARE NO ALTERNATE DATES FOR THE WRITTEN AND THE AGILITY EXAM

MINIMUM REQUIREMENTS FOR ENTRANCE TO THE EXAM

- AGE: Must be 18 years old but not reach the age of 41 years by appointment. ATTACH COPY OF BIRTH CERTIFICATE OR BAPTISMAL CERTIFICATE at time of filing application.
- EDUCATION: High School Diploma or GED certificate ATTACH COPY OF HIGH SCHOOL DIPLOMA OR GED CERTIFICATE at time of filing application.
- Must have an Emergency Medical Technician certificate EMT-P (Paramedic) ATTACH COPY OF CERTIFICATE at time of filing application.
- LICENSE: Must have a valid Ohio Driver's License. ATTACH COPY OF DRIVER'S LICENSE at time of filing application.
- CITIZENSHIP: Must be a United States citizen or have legally declared an intent to become a citizen. ATTACH A COPY OF CITIZENSHIP PAPERS OR DECLARATION OF INTENT at time of filing application, if applicable

EXTRA CREDIT

- VETERAN'S CREDIT: Veterans providing a COPY OF HONORABLE PAPERS OR UNDER HONORABLE CONDITIONS DISCHARGE PAPERS OR CERTIFICATE OF SERVICE when filing shall receive an additional **20%** of their score provided they receive a passing grade of 70% or better on the written exam.
- FIREFIGHTER COURSE CREDIT: Individuals who have completed the Firefighter Level II shall receive an additional **10%** of their score provided they receive a passing grade of 70% or better on the written exam. ATTACH COPY OF CERTIFICATE FOR FIREFIGHTER LEVEL II at time of filing application.
- EDUCATION: Candidates providing a COPY OF BACHELOR DEGREE FROM ACCREDITED COLLEGE in any subject, by August 22, 2020 shall receive an additional **20%** of their score provided they receive a passing grade of 70% or better on the written exam.
- Candidates providing a COPY OF ASSOCIATE DEGREE FROM AN ACCREDITED COLLEGE in any subject, by August 22, 2020 shall receive an additional **10%** of their score provided they receive a passing grade of 70% or better on the written exam.

THE MAXIMUM ADDITIONAL CREDIT WILL BE 20%

ELIGIBLE LIST: An individual must pass both the written exam and the agility exam in order to be placed on the Eligible List. Said placement will be conditional to passing background check and pre-employment polygraph. Upon offer of hire an individual must have a physical exam which shall include a **tobacco screening – candidates testing positive will be disqualified**, post employment polygraph and possibly a psychological exam.

SALARY: 1ST year - \$51,469.29; 2nd year - \$54,819.99; 3rd year - \$60,209.69; 4th year - \$63,524.25; 5th year - \$70,123.56

Parma Civil Service Commission
John L. Thomas, Jr., Chairman
Timothy Boyko
Daniel Hoffman

An Equal Opportunity Employer

INSTRUCTIONS

Read over the instructions on the face sheet of the application. Follow the directions exactly. Make sure all pages are completed.

On the face sheet of the application you are required to give your home telephone number and a message number. The message number can be that of a friend, neighbor or relative. It must be a number other than your home telephone number.

You will note the application has to be notarized in two places on page 1 and in one place on page 2.

When you return the application, enclose a copy of the following:

- Driver's License
- Birth Certificate
- High School Diploma or GED
- Military Discharge papers (DD214)
(it should indicate type of discharge - Honorable
or under Honorable Conditions)
- Copy of Emergency Medical Technician – Paramedic Certification
- Copy of 240 Firefighter Level II certification
- Copy of Bachelor Degree
- Copy of Associate Degree

The fee for taking the examination is \$30.00. It is non refundable. It should be cash or a money order. We do not accept personal checks. Read the enclosed flyer for further information.

Enclosed is a flyer with test date, qualifications, job description, etc. This flyer is for your information and should be retained by you.

If you have any questions, you may call the Civil Service Office, 440-885-8060. Our office hours are 8:30 a.m. to 4:30 p.m. Monday through Friday. The mailing address is:

Parma Civil Service Commission
6611 Ridge Road
Parma, Ohio 44129

TO ALL CANDIDATES FOR HIRE WITH THE
CITY OF PARMA POLICE DEPARTMENT

In an effort to create and maintain an exemplary work force, the City of Parma will conduct a background check on all candidates for hire including a polygraph test. Information received as a result may serve as a basis for disqualification of that candidate.

DISCOVERY OF ONE OR MORE OF THE FOLLOWING WILL RESULT IN IMMEDIATE DISQUALIFICATION:

Candidate has been convicted of a FELONY in the state of Ohio, or an offense in another state that would be a felony if committed in the State of Ohio.

Candidate has been convicted of Domestic Violence or related offenses

Candidate has been convicted of Vehicular Homicide

Candidate is under a weapons disability as provided for in O.R.C. 2923.13

Candidate is a registered Sex Offender

Candidate is on Parole or Probation for any criminal matter

Candidate has illegally used drugs as set forth in the attached Drug Usage Disqualification List

Candidate does not possess a valid Ohio Drivers License

Candidate has 6 or more points assessed against their Drivers License

Candidate fails to comply with background check requirements

A CANDIDATE MAY BE DISQUALIFIED IF THE BACKGROUND CHECK AND/OR POLYGRAPH TEST REVEAL "TRAITS OF AN UNDESIRABLE EMPLOYEE" AS EVIDENCED BY, BUT NOT LIMITED TO, CONVICTIONS, ARRESTS, ILLEGAL DRUG USE, REPORTED BEHAVIOR OR DISCOVERED BEHAVIOR OF THE CANDIDATE NOT LISTED AS GROUNDS FOR IMMEDIATE DISQUALIFICATION IN THE PREVIOUS SECTION HEREIN.

TO ALL CANDIDATES FOR HIRE WITH THE
CITY OF PARMA FIRE DEPARTMENT

In an effort to create and maintain an exemplary work force, the City of Parma will conduct a background check on all candidates for hire including a polygraph test. Information received as a result may serve as a basis for disqualification of that candidate.

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Candidate is on Parole or Probation for any criminal matter

Candidate has illegally used drugs as set forth in the attached Drug Usage Disqualification List

Candidate does not possess a valid Ohio Drivers License

Candidate has 6 or more points assessed against their Drivers License

Candidate fails to comply with background check requirements

Candidate fails to possess valid EMS and Firefighter certifications

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DRUG USAGE DISQUALIFICATIONS

Any ILLEGAL use of a controlled substance within the listed time limits preceding the date of application:

- Schedule 1 Drugs (as defined in Ohio Revised Code) 10 years.
Examples (but not limited to):
 - Heroin
 - Psychedelic Drugs, e.g., LSD, Psilocybin (mushrooms), DMT
 - Club Drugs, e.g., Ecstasy, Molly, GHB
 - Rohypnol
 - PCP ~ Angel Dust
 - Synthetic Cathinones, e.g., Bath Salts, K2, Spice
- Schedule 2 thru 5 Drugs (as defined in Ohio Revised Code)....5 years.
Examples (but not limited to):
 - Cocaine
 - Opium
 - Carfentanil
 - Fentanyl
 - Ketamine
 - Amphetamines
 - Oxycodone
 - Anabolic Steroids
 - Morphine
 - Fentanyl
 - Valium
 - Methamphetamines
 - Hydrocodone with aspirin/acetaminophen
 - Ritalin
 - Methadone
 - Barbiturates
 - Cough Suppressants with Codeine
- Inhalants.....5 years.
Examples (but not limited to):
 - Nitrous Oxide, e.g., Whippets
 - Paint
 - Solvents
 - Propellant gases
 - Toluene
- Marijuana.....1 year.
- Adderall.....1 year.

Marijuana including Medical Marijuana, Synthetic Marijuana and Salvia Divinorum are considered "illegal" for purposes of these disqualifications.

**51317 – FIREFIGHTER/PARAMEDIC
CITY OF PARMA
012 – FIRE DEPARTMENT**

JOB SUMMARY

The **Firefighter/Paramedic** responds to all varieties of emergencies including suppression of structure and other fires, provides emergency medical services, operates emergency vehicles and responds to hazardous materials incidents. Job requirements also include performing building safety inspections, public relations activities, routine maintenance of the fire apparatus and station. The incumbent is a member of the Fire Department below the rank of Lieutenant. The **Firefighter/Paramedic** is assigned to a company and works under the direct supervision of the company officer whose orders and assignments he/she completes fully and promptly. This position is “Classified” within the Civil Service of the City of Parma.

WORK ACTIVITIES

Emergency Response Duties

- Responds to alarms of fire and other emergencies often performing duties for an extended period of time while wearing Personal Protective Equipment and Self Contained Breathing Apparatus in high temperatures and with limited visibility*
- Provides rescue, extrication and salvage services in fire, medical and other emergencies in order to conserve life and property*
- Assists in fire suppression, forcible entry and ventilation*
- Operates and climbs all ground and aerial ladders employed by the department*
- Operates all hand, hydraulic and powered equipment employed by the department in firefighting, rescue, medical and other emergencies, including but not limited to; hoses, nozzles, ladders, extinguishers, ropes and rigging, fans, cardiac monitors, stretchers, cutters, spreaders, confined space, meters, radios, and protective equipment*
- Provides hazardous materials response, containment, abatement, decontamination, and other services*
- Provides technical rescue services including but not limited to; confined space, water rescue, high-angle rescue, and machinery entrapment*
- Operates all water pumping apparatus employed by the department, computes and regulates hydraulic pressures and flow rates; establishes and maintains continuous water supply from hydrants or drafting*
- Drives and operates fire and medical apparatus to and from emergency calls for service in a safe and efficient manner and in accordance with departmental policy*
- Provides emergency medical treatment and transport for patients in accordance with Ohio Administrative Code 4765-17-03 under the supervision of the Medical Director*
- Performs all other emergency response duties assigned by Fire Chief+

Fire Code Inspection Duties

- Participates in building familiarization tours*
- Participates in pre-fire surveys of industrial and mercantile buildings, hospitals, nursing homes, schools, and multi-family dwellings and develops pre-plans for emergencies*
- Inspects buildings for fire hazards and code compliance*
- Successfully completes training for State of Ohio Fire Safety Inspector certification when required by the Fire Chief*
- Completes all necessary inspection reports and obtains compliance regarding fire inspections*
- Maintains current knowledge of all applicable fire codes or standards*
- Refers fire code violations to prosecutor for further action*
- Performs all other fire code inspection duties as assigned by Fire Chief+

Training Duties

- Participates in all training programs, drills and lectures conducted by the Fire Department or Medical Command*
- Maintains knowledge of all current applicable laws, ordinances, orders, rules, regulations, policies, and procedures applicable to duties*
- Attends outside classes, seminars and training as directed by Fire Chief*
- Learns new techniques, procedures and applications to advance knowledge and skills*
- Precepts students from area Emergency Medical Technician courses*
- Participates in on-duty physical fitness programs*
- Participates in all other training duties as assigned by Fire Chief*

Maintenance Duties

- Carries out daily station duties, general maintenance and cleaning as assigned by company officer or department policy*
- Assists in maintaining all Fire Department property, including apparatus equipment, station buildings, furnishings, and grounds in accordance with Fire Division instructions; performing light repairs as needed*
- Inspects, tests and services fire hydrants in accordance with Fire Division instructions*
- Performs all other maintenance duties as assigned by Fire Chief+

Recording and Reporting Duties

- Completes all required medical, fire and inspection reports in a timely manner*
- Completes all required incident, accident, exposure, injury reports and journal entries in a timely manner*
- Performs all other recording and reporting duties as assigned by Fire Chief+

Public Relations Duties

- Presents educational programs as assigned to various schools and other interested parties*
- Gives tours of stations as assigned*
- Visits block parties and other social events to explain department operations, as assigned*
- Performs all other public relations duties as assigned by Fire Chief+

Other Duties

- Assumes the role of Acting Officer when necessary+
- Participates in daily rotation of assigned duties+
- Adheres to all related National Fire Protection Association 1001 – Standard for Fire Fighter Professional Qualifications*
- Performs all other related duties as assigned by Fire Chief+

*Essential Job Functions

+Essential Job Functions, Scheduling Accommodations Possible

JOB CONTEXT

The **Firefighter/Paramedic** generally works a 24 hour work day followed by 48 hours unscheduled. The incumbent is on call 24 hours a day in cases of emergency or shift shortages. This position is full-time with benefits and operates 12 months a year. Regular and predictable on-site attendance is an essential job function. The **Firefighter/Paramedic** is required to be in uniform when on duty. The incumbent works partly in a moderate temperature controlled fire station and garage and in varying conditions including intense heat and in proximity to hazardous materials. The job is considered to be very stressful due to the immense amount of emergency rescue work involved. The **Firefighter/Paramedic** must be able to physically maneuver heavy materials and equipment and to move people during emergencies and rescue work. Exposure to extreme temperatures, toxic gasses, products of combustion, hazardous materials, bodily fluids, infectious diseases, and other hazards does occur.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to analyze complex and dynamic situations quickly and objectively and to determine the proper course of action.
- Ability to react quickly and calmly under emergency conditions.
- Ability to climb stairs in multiple story buildings carrying heavy tools and equipment.
- Ability to cope with stressful situations firmly, courteously, tactfully, and with respect for the rights of others.
- Ability to communicate clearly and concisely, orally and in writing in both one on one situations and to groups of people.
- Ability to use communications equipment, computers and applicable software applications.

- Considerable knowledge of emergency paramedical skills and techniques and the proper operation of all medical equipment.
- Considerable knowledge of fire suppression and prevention methods, procedures and techniques.
- Considerable knowledge of Fire Department and City rules, regulations, administrative policies, standard operating procedures, and medical protocols.
- Considerable knowledge of State and Federal Laws relating to paramedic functions and control of drugs, narcotics, intravenous solutions, and related emergency medical equipment.
- Considerable knowledge and skill in the use of mechanical and hydraulic tools used in all types of rescue work.
- Considerable knowledge of the street system and physical layout of the city and major occupancies.
- Ability to effectively perform prolonged physically demanding duties such as; carrying victims, hoisting equipment using ropes, using heavy equipment to force entry into or ventilation of structures, use of hand and hydro-mechanical tools to extricate patients of automobile accidents under adverse emergency conditions.
- Ability to drive or operate large rescue or fire vehicles in a safe and efficient manner.
- Ability to learn and efficiently perform a wide variety of firefighting duties, methods and techniques, including climbing ladders and working at considerable heights.
- Ability to establish and maintain effective, cooperative working relationships with other members of the Department, City of Parma Personnel, other public safety agencies, hospital and medical staff, the general public, and all other stakeholders in the Fire Department's mission.
- Ability to work as part of a team and to exercise independent judgement as required.
- Ability to understand and execute complex oral and written instructions quickly.
- Ability to comply with all aspects and regulations of the National Fire Protection Association 1001 – Standard for Fire Fighter Professional Qualifications.

JOB QUALIFICATIONS

Upon appointment, a **Firefighter/Paramedic** must have:

- A birth certificate or other acceptable document indicating an age between 18-40 years
- A high school diploma or equivalent (GED)
- Certification as State of Ohio Emergency Medical Technician-Paramedic (EMT-P)
- Certification as State of Ohio Firefighter Level – 2
- A valid State of Ohio Driver's License
- U.S. Citizenship or have declared intent to become a citizen
- Passed the proscribed written examination
- Passed the proscribed physical ability test
- Passed the proscribed polygraph, background check and psychological examination

- Passed a medical examination conforming to NFPA Standard 1582, Section 6: “Medical Evaluation of Candidates”
- Passed the proscribed drug screening exam

After appointment, a **Firefighter/Paramedic** must have:

- A strong working knowledge of all rules, regulations, policies and Standard Operating Procedures of the Fire Division
- A strong working knowledge of all personnel rules of the City of Parma
- A strong working knowledge of standard medical protocols
- Passed proscribed annual medical physical examinations or fitness tests
- A strong working knowledge of locations of public buildings
- A strong working knowledge of all tools and equipment
- The ability to learn technical firefighting principles and techniques and principles of hydraulics applied to fire suppression
- Passed inspection in uniform for fire and station gear
- Passed evaluations by a company officer for promotional purposes
- The ability to continuously fulfill Ohio and Parma’s regulations and requirements
- The ability to comply with all related standards and regulations of the National Fire Protection Association – 1001

CONDITIONS OF EMPLOYMENT

As a condition of employment, the **Firefighter/Paramedic** shall maintain the following certifications or standards as minimum job qualifications:

- Ohio Firefighter Level – 2
- Ohio Emergency Medical Technician-Paramedic
- Ohio Fire Safety Inspector (After completing training at direction of Fire Chief)
- Valid Ohio Driver’s License
- Authorization to practice under Medical Command with Medical Director endorsement
- Annual medical certification to use Self-Contained Breathing Apparatus (SCBA) and other respiratory protection
- Continuing physical ability to perform the essential job tasks of firefighting as outlined in the National Fire Protection Association (NFPA) Standard 1852, Chapter 5

PROBATIONARY PERIOD

A two year probationary period will include but is not limited to:

- Monthly evaluations during the probation period
- Regular probationary exams and drills