

REGIONAL FIREFIGHTER/PARAMEDIC ENTRANCE EXAM APPLICATION PACKET

Presented by the Civil Service Commissions of

Highland Heights



Lyndhurst



Mayfield Heights



Pepper Pike



South Euclid



Starting Salaries Range: \$54,670-\$62,749

All Cities are Equal Employment Opportunity (EEO) Employers.

EXAM INFORMATION

Joint written examination for full-time Firefighter/Paramedic

Wednesday, December 12, 2018

6:30 PM (Doors open at 5:30 PM)

at Orange High School

32000 Chagrin Blvd., Pepper Pike, OH 44124

Applications PICK-UP

Applications are available Monday, November 12 - Monday, December 10, 2018 at all the participating city halls, or may be downloaded from each city's website.

Applications RETURN

Return application in person to **The City of Lyndhurst Civil Service Office at Lyndhurst Municipal Center, 5301 Mayfield Road,** with a \$25 non-refundable application fee (no personal checks will be accepted) by 4:00 p.m., Monday, December 10, 2018.

PLEASE NOTE: Lyndhurst City Hall will be closed Wednesday, November 21- Friday, November 23, 2018.

Minimum General Requirements to Take Exam

- Be a U.S. Citizen
- Be Between the Ages of 18-41 Years. Must be 18 years old at time of exam. (See page 2 for individual city requirements)
- Valid Ohio Driver's License
- Have a High School Diploma or G.E.D. Certificate
- Certified in Ohio as a Paramedic and as an FF 1&2 at the Time of Appointment (See page 2 for individual city requirements).
- Original TRI-C Notarized Physical Agility Certificate with a timing of 4.5 minutes or faster.(See page 2 for individual city requirements). *(TRI-C will be holding an agility test on Sunday, November 25, 2018. Please contact TRI-C to register for their physical agility test at 216-987-5429. The fee is \$60. Registration deadline is Wednesday, November 21, 2018).*
- *Submission of false information will result in the disqualification from the exam and or appointment.*

Please see each city's additional requirements, extra credit, and benefits information. Each city will independently establish their own respective eligibility lists based on their specific requirements following the minimum passage of 70% on the written exam and calculation of respective extra credit points/percentages.

REQUIRED DOCUMENTS

These documents must be submitted with your application:

1. Valid birth certificate or naturalization papers.
2. Valid Ohio driver's license.
3. High School diploma or official transcript from an accredited high school or G.E.D. certificate.
4. State of Ohio Paramedic Certification (if applicable)
5. State of Ohio FF 1&2 Certifications (if applicable)
6. Extra Credit:
 - Associates or Bachelor's Degree or Official Transcript.
 - DD-214 Military Discharge Papers. Must be honorable discharge.
 - Proof of part-time or full-time employment (for City of Mayfield Heights)
 - Proof of Residency (for Highland Heights)
 - Proof of part-time firefighter/paramedic employment (for City of Highland Heights)
 - Proof of full-time employment as a FF/PARA for one (1) continuous year prior to test date (Lyndhurst)

INDIVIDUAL CITY REQUIREMENTS

REQUIREMENT	HIGHLAND HEIGHTS	LYNDHURST	MAYFIELD HEIGHTS	PEPPER PIKE	SOUTH EUCLID
Age	Eligible for appointment up till 41st birthday.	Eligible for appointment up till 31 st birthday unless the qualified person is a member in good standing of the Ohio Police & Fire Pension Fund continuously since age 31 but not over age 36.	Eligible for appointment up till 35th birthday.	Eligible for appointment up till 31 st birthday unless the qualified person is a member in good standing of the Ohio Police & Fire Pension Fund continuously since age 31 but not over age 36.	Eligible to take the exam up till 35th birthday.
Agility Certificate	Timing of 4.5 minutes or faster with a test date up to six (6) months from agility test date.	Timing of 4.5 minutes or faster with a test date up to one (1) year from agility test date.	Timing of 4.5 minutes or faster with a test date up to six (6) months from agility test date.	Timing of 4.5 minutes or faster with a test date up to one (1) year from agility test date.	Timing of 4.5 minutes or faster with a test date up to one (1) year from agility test date.
Ohio FF1 & 2 Certification	Not required for exam or appointment.	Must have certification at time of appointment.	Must have certification at time of appointment.	Must have certification at time of certification of list.	Not required for exam or appointment.
Ohio Paramedic Certification	Must have certification at time of appointment.	Must have certification at time of appointment.	Must have certification at time of appointment.	Must have certification at time of certification of list.	Not required for exam or appointment.

GENERAL REQUIREMENTS/AGREEMENT/DISQUALIFICATIONS

- Must be in good health and be mentally and physically fit.
- Must have self control and willingness to adapt to military-like discipline.
- Firefighters/Paramedics work closely with shift members for long periods of time and must have the ability to work well with others in a team concept.
- Must possess basic computer and keyboarding skills.
- Must pass a criminal background investigation and have good moral character and habits substantiated by a confidential investigation conducted by the Police Department’s Investigative Division. Polygraph and/or CVSA, medical and psychological exams and interviews will be announced to applicants at a later date.
- Each candidate, prior to appointment within one of the participating Fire Departments, is required to enter into an agreement with the City which sets forth certain conditions of employment. Basically, this agreement includes the following contractual conditions:
 - Maintain a valid State of Ohio Paramedic Certification
 - Maintain a current FF1 and FF2 State of Ohio Fire Training Certificate as a “State Certified Professional Firefighter”
 - Maintain a valid State of Ohio driver’s license
 - Satisfactorily comply with the rules and regulations of the participating Fire Departments.
 - Maintain specified minimum physical fitness standards.
 - Repayment plan to repay the City for all basic training, special training, and educational courses provided to the employee should the employee voluntarily terminate his employment with the City within two years from the initial date of appointment.
 - Meet the respective city’s residency requirements for employment by state law-Ohio Revised Code (ORC).
- Upon appointment to fill a vacancy, applicant shall establish continuous residency within the State of Ohio.
- Firefighters/Paramedics will be required to participate in an active physical fitness and conditional program throughout their entire career and to meet certain physical requirements as prescribed by departmental rules and regulations.
- **Disqualification of Eligible:** If at any time after the creation of an Eligibility List the Commission has reason to believe that any person whose name appears on such list is disqualified for appointment because of incapacity developed subsequent to his examination, because of false statements made in his application or for other just and reasonable cause, said person shall be notified and given an opportunity to be heard. If said person fails to appear for such hearing, or it is established at such hearing that said eligible is disqualified or incapacitated for appointment, his name shall be removed from the Eligibility List.

INDIVIDUAL CITY EXTRA CREDIT

EXTRA CREDIT	HIGHLAND HEIGHTS	LYNDHURST	MAYFIELD HEIGHTS	PEPPER PIKE	SOUTH EUCLID
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To receive extra credit, the applicant must achieve at least a 70% on the written test.

Associate's Degree		2 Points-Any Degree 5 Point-AAS	2%-Fire Science or Public Safety	2%-Any Degree 3%-AAS, Fire Science, EMS, Emergency Management	
Bachelor's Degree		5 Points-Any Degree	3%-Fire Science or Public Safety	5 %-Any Degree	
*Military	Up to 4 Points	5 Points	2%	7%	3%
Resident	1 Point				
Full-time Employee			5%		
Part-time Employee	Up to 5 Points		3%		
**Full-time Firefighter		5 Points			
Ohio Paramedic Certification					5%
Ohio FF1&2 Certification	4 Points				3%
Max Allowed	None	None	5%	12%	None

* Any person who has served in the Military Service, as described in Ohio R.C. 124.23 and who files with the Civil Service Commission a form DD-214 or evidence of an honorable discharge.

** In an original appointment examination for the Lyndhurst Fire Department, and upon submission by an applicant to the Commission of documentary proof acceptable to the Commission, five (5) additional points will be added to the final point score of the applicant: (a) who is (i) currently employed full-time as a Firefighter in Ohio and has at least one continue year of full-time duty, or (ii) who is currently laid off as a Firefighter in Ohio for not more than a year from the date of receipt of application by the Commission; (b) who is currently not under any disciplinary action; and, (c) who first received the established passing grade.

SALARY AND BENEFITS

Current starting salary in the participating Fire Departments ranges from \$54,670 to \$62,749.49. Salary and benefits as covered by the respective Union Collective Bargaining Agreement of each city.

Benefits include the following:

- Pension
- Uniforms
- Time and one-half for overtime
- Sick leave
- Funeral leave
- Vacation
- Paid holidays
- Medical insurance
- Paramedic premium
- Longevity compensation (Excludes Pepper Pike)

Work week in the participating Fire Departments ranges from 48 – 50 hours per week.

NATURE OF WORK

General Firefighter/Paramedic work is the protecting of life and property from fire, accidents, natural disasters or other occurrences where the intervention of the department and its personnel can limit, contain or prevent the loss of life and destruction of property.

A person appointed to the Fire Department will be expected to perform a wide range of activities including, but not limited to, fire suppression, fire prevention, arson investigation, paramedic duty and public relations. While some of the work is of a routine nature, such as maintenance of equipment, facilities, and training, Firefighter/Paramedics may on a moment's notice, be required to expend maximum physical effort and expose themselves to high hazard situations while performing fire suppression activities or they may be required to call upon their maximum mental powers when called to perform emergency medical treatment where the well-being and even the life of a victim could rest upon the treatment delivered by the Firefighter/Paramedic at the scene of an accident or sudden illness. Extreme weather conditions are also encountered by the Firefighter/Paramedic during the performance of duties, and exposure to contagious diseases does occur.



KNOWLEDGE/SKILLS/ABILITIES TO BE LEARNED

You will have the ability and skill to:

- Apply general rules to specific situations
- Observe and react to events accurately and completely
- Complete reports and necessary forms per fire department standards and respond to all hazards and emergencies including but not limited to medical and fire emergencies
- Communicate with a fluent command of written and spoken English
- Calmly handle sensitive or hostile public contacts
- Operate motor vehicles during emergencies
- Care for and use all prescribed equipment provided by the Fire Department

You will learn:

- Ohio and City of Employment Codes & Ordinances
- Fire Department of Employment Rules and Regulations
- Paramedic Protocols and techniques
- Fire report writing
- Fire control theories, methods and procedures
- Basic building construction methods
- Fire Prevention theories, policies and procedures

CONTACT INFORMATION FOR PARTICIPATING CITIES

City of Highland Heights
5827 Highland Road
Highland Hts, OH 44143
440-461-2440
www.highlandhts.com

City of Lyndhurst
5301 Mayfield Road
Lyndhurst, OH 44124
440-442-5777
www.lyndhurst-oh.com

City of Mayfield Heights
6154 Mayfield Road
Mayfield Hts, OH 44124
440-442-2626
www.mayfieldheights.org

City of Pepper Pike
28000 Shaker Blvd.
Pepper Pike, OH 44124
216-831-8500
www.pepperpike.org

City of South Euclid
1349 South Green Road
South Euclid, OH 44121
216-381-0400
www.cityofsoutheuclid.com

APPLICATION TO HIRE PROCESS

STEP I - Application

Applications will be available at all participating cities and on their websites from Monday, November 12-Monday, December 10, 2018. Fill out entire application and make copies of required documents. Original notarized agility certificate is required to be presented at time of application return. All other documents only require copies.

STEP II - TRI-C Physical Condition Exam (Agility) Certificate

An original TRI-C Notarized Physical Agility Certificate with a timing of 4.5 minutes or faster is required. See each city's requirements for date acceptance. PLEASE NOTE: Tri-C will be holding an agility test on Sunday, November 25, 2018. Please contact TRI-C to register for their physical agility test at 216-987-5429. The fee is \$60. Registration deadline is Wednesday, November 21, 2018.

STEP III - Return Application with \$25 Fee

Return application in person to:

**City of Lyndhurst
Civil Service Office
5301 Mayfield Road
Lyndhurst, OH 44124**

Application must be returned by 4:00 p.m., Monday, December 10, 2018. **PLEASE NOTE:** Lyndhurst City Hall will be closed Wednesday, November 21-Friday, November 23, 2018. The application fee is non-refundable (no personal checks will be accepted)

STEP IV - Written Exam

The written examination will be administered on:

**Wednesday, December 12, 2018
6:30 PM (Sign in begins at 5:30 p.m.)
Orange High School
32000 Chagrin Boulevard
Pepper Pike, OH 44124**

A passing score of 70% is needed for placement on eligibility lists. The written score and any additional bonus points will count for 100% of the total score. Any certificates not handed in at time of application **MUST** be turned in at time of sign-in. Please bring your driver's license for identification.

STEP V - Eligibility List

Standing on participating city's Eligibility List will be based on the applicant's written examination score of 70% or higher, and any additional points for which that applicant may be eligible for through participating cities. Each participating City will establish their own respective eligibility list. **It is the responsibility of the applicant to contact each city with updated contact information.**

STEP VI -Employment, Character, Background Investigation Polygraph and/or Certified Voice Stress Analysis

Candidates eligible for consideration for appointment to a vacancy shall be subject to an investigation of personal history, a thorough extensive background investigation, a polygraph and/or CVSA or any other type of truth verification exam as approved by the Civil Service Commission of the respective city doing the hiring. The Civil Service Commission will review all applications and background, and will not certify any candidate who does not meet the qualifications as set forth herein.

STEP VII - Oral Interviews for Candidates Presented to Appointing Authority

Candidates who are certified by the Civil Service Commission will be interviewed by the Appointing Authority and/or his designees.

STEP VIII - Conditional Offer of Appointment Subject to Successful Completion of Steps VI & VII.

A conditional offer of appointment will be presented to the chosen candidate who has successfully completed background checks and interviews. The conditional offer is contingent upon Step IX.

STEP IX - Medical Examination and Evaluation of Physical Health, Fitness and Capacity, Psychological Examination.

Following conditional offer of employment, appointee shall be required to successfully complete a comprehensive medical examination and a psychological examination which will be paid for by the City. Firefighters/Paramedics will be required to meet all requirements of NFPA 1582, 2013 Edition, Chapter 6, "Medical Evaluations of Candidates." The medical and psychological examination will involve and include job related medical and psychological tests, examinations and review of medical and psychological history to determine each applicant's condition and fitness to perform the tasks demanded by the position.

STEP X - Congratulations, you have been hired!

REGIONAL FIREFIGHTER/PARAMEDIC ENTRANCE EXAM APPLICATION

Presented by the Civil Service Commissions of

Highland Heights



Lyndhurst



Mayfield Heights



Pepper Pike



South Euclid



RETURN COMPLETED APPLICATION WITH REQUIRED DOCUMENTATION TO
LYNDHURST MUNICIPAL CENTER, 5301 MAYFIELD ROAD.

NAME: _____
(Last) (First) (Middle)

DATE OF BIRTH: _____ CURRENT AGE: _____
(Month/Day/Year) (At Time of Filing)

MAILING ADDRESS: _____
(Street Address) (Apt No.)

(City) (State) (Zip Code)

(Home Phone) (Cell Phone) (Email Address)

1) Did you graduate from High School? Yes No

If answer is yes, complete the following:

(Name of High School) (Date of Graduation)

PLEASE NOTE: A copy of your high school diploma or a letter from your high school stating the date of your graduation must be presented at the time of filing this application.

2) Did you successfully complete the examination for a General Education Development Certificate?
 Yes No N/A

PLEASE NOTE: A copy of your G.E.D. Certificate must be presented at the time of filing this application.

3) Are you a citizen of the United States? Yes No

PLEASE NOTE: If you are not a citizen of the United States, you must present the Declaration of Intention form for becoming a citizen of the United States (Immigration Form N-405) at the time of filing this application.

4) Do you have a valid Ohio Driver's License? Yes No

PLEASE NOTE: A copy of your current valid Ohio Driver's License must be presented at the time of filing this application.

5) Where did you hear about this exam? _____

Before signing this application, read over your answers to each question to determine the accuracy and completeness of your responses. This application must be notarized prior to filing with the Civil Service Commission.

My signature below will signify that I have reached the age of eighteen, on or prior to December 12, 2018. I swear/affirm that all statements made by me in this application are true and complete to the best of my knowledge. I am aware that any false statements made by me will be sufficient cause for excluding me from participating in any portion of the examination/screening process and/or removing my name from any eligibility list established by the Civil Service Commission as a result of this examination.

(Date)

(Applicant Signature)

Sworn to and subscribed before me, _____, this _____ day of _____, 2018.
(Name of Applicant)

(Notary Signature)

(Commission Expires)

Notary Seal

CIVIL SERVICE COMMISSION USE ONLY/DO NOT WRITE BELOW THIS LINE

HS DIPLOMA _____ GED _____ FORM N-450 _____

FF1&FF2 _____ EMT/Medic Certificate _____ DD-214 _____

Associate's Degree _____
(Year) (Institution) (Concentration)

Bachelor's Degree _____
(Year) (Institution) (Concentration)

Resident of Highland Heights: _____ Current FF for 1 Year (LYN): _____

FTE within MH: _____ PTE: within MH/HH: _____

Tri-C Physical Agility Certificate Date: _____