



ANNOUNCEMENT FOR ENTRY LEVEL FIREFIGHTER-PARAMEDIC CIVIL SERVICE EXAMINATION AND SELECTION PROCESS

Application Period: April 29, 2018 – May 21, 2018

Residency: To ensure adequate response times to emergencies and disasters, firefighter-paramedics, as a condition of employment, must reside in Miami, Darke, Shelby, Champaign, Clark or Montgomery counties.

Salary: \$51,560.26. This examination is being held to provide an eligibility list for appointment as a Firefighter-Paramedic to the Troy Fire Department.

Written Test Date: The written examination is offered through National Testing Networks throughout the United States. You must register prior to reporting to the testing facility. To register, go to www.nationaltestingnetwork.com. The closest testing location to Troy is Edison Community College 1973 Edison Drive East Hall – Room 456 – Piqua, Ohio 45356.

Three exams will be conducted at Edison Community College:

- Saturday, May 12 at 9:00 a.m.
- Tuesday, May 15 at 4:00 p.m.
- Thursday, May 17 at 4:00 p.m.

A complete list of locations and examination dates and times are also available through www.nationaltestingnetwork.com.

WRITTEN TEST:

The written examination will be approximately two to two and one half hours in length. **All applicants must identify themselves with a state issued driver's license or military ID with a photograph of the applicant.** The use of cellular phones will be prohibited during the examination. No cellular phones, taping video, or picture taking devices will be allowed in the testing room. The written examination is intended to assess the applicant's ability to successfully perform the duties of a Firefighter-Paramedic. The organization conducting the written examination shall ensure that no applicant, employee of the City of Troy, or member of the Civil Service Commission has knowledge of or gains access to any examination prior to the administration of the examination. The minimum passing score shall be a grade of seventy percent (70%). An applicant not achieving the minimum passing score will be eliminated from consideration.

Those candidates who do not pass the written examination will be notified. No one will be permitted to enter the testing room after the test has started. Any applicant leaving the room after the test has commenced will not be allowed re-entry. Pencils (if needed) will be provided and no calculators, scratch paper, or other aids will be permitted to be used by any applicant. Any applicant caught cheating will be removed from the testing room and his/her test will not be scored.

EXAMINATION FEE:

The written examination fee is due to National Testing Network at the time that you register at www.nationaltestingnetwork.com. The fee is set by National Testing Network and is currently \$45.00 to participate in the examination and have your results sent to one participating city or agency. Should you want to send your results to multiple participating cities or agencies, you would pay an additional \$7.00 fee for each.

APPLICANT FOR ENTRY-LEVEL FIREFIGHTER-PARAMEDIC:

The application process for the entry-level Firefighter-Paramedic position consists of the following steps:

1. The applicant must complete the formal application for employment (attached at the end of the application packet) and submit the application to the City of Troy Human Resources Department, City Hall, 100 South Market Street, Troy, Ohio 45373 no later than 5:00 p.m., May 21, 2018, along with the attached:
 - a) Copy of applicant's birth certificate.
 - b) Copy of education records, High School Diploma, GED, proof of college degree, if applicable.
 - c) Copy of current State of Ohio Firefighter II-Paramedic Certification Card must be submitted with application before application deadline.
 - d) Copy of documentation (DD214) that the applicant has served in the Military.
 - e) Complete the Personal History Questionnaire (PHQ) on the National Testing Network website.
2. After reviewing the results of the written examination provided by National Testing Network, the Civil Service Commission will then compile eligible applicant names into an eligibility list.
3. The eligibility list will be in effect for a period of twelve months.
4. Upon the interview process, all applicants must submit a current C-PAT (Candidate Physical Ability Testing) certification proof.

MINIMUM QUALIFICATIONS:

Minimum Original Appointment Age – Applicants for entrance examinations in the Firefighter-Paramedic Department shall have obtained the minimum age of twenty-one years prior to the date of appointment.

Maximum Original Appointment Age – No person is eligible to receive an original appointment as a Firefighter-Paramedic once that person is thirty-six years of age or older.

Minimum Educational Requirements – No person is eligible to receive an original appointment as a Firefighter-Paramedic unless that person has a High School Diploma or GED.

Requirement – State of Ohio Certified Firefighter II-Paramedic, Copy of Certification card must be submitted with application.

Citizenship – All applicants must be United States citizens.

Driver's License – No person is eligible to receive an original appointment as a Firefighter-Paramedic unless that person has a valid Ohio Driver's License and an acceptable driving record. Convictions and/or arrests for driving while under the influence of alcohol and/or drugs may disqualify the applicant.

DISQUALIFYING CRITERIA:

Should you not successfully complete any portion of the testing process your name could be removed from the eligibility list.

The following is a list of possible disqualifiers for Firefighter II-Paramedic Candidates. This list is not all inclusive as there may be other items or issues that may remove you from the eligibility list.

1. Any person who has been convicted in a court of competent jurisdiction of a felony, or attempt, conspiracy, or solicitation to commit a felony, may be disqualified.
2. Any person who has been convicted in a court of competent jurisdiction for the sale of narcotics, marijuana, dangerous drugs or hallucinogens, or any other controlled substance or for an attempt, conspiracy or solicitation to commit such a criminal act, may be disqualified.
3. Any person who has been a user of cocaine, hallucinogens, dangerous drugs, or any other controlled substance, or who has an alcohol dependency, may be disqualified. A person who is not a "current" (within the last 3 years) casual user of marijuana may not be disqualified. An applicant who has been successful in undergoing treatment for alcohol or substance abuse will not be disqualified.
4. Any person who has been convicted in a court of competent jurisdiction of a sex offence as defined in Chapter 2907 of the ORC, or an offense causing or threatening bodily harm as defined in chapter 2903 of the ORC, or any attempt, conspiracy or solicitation to commit such a criminal act, whether committed in Ohio or elsewhere, will be disqualified.
5. Any person who has been convicted in a court of competent jurisdiction of violating any gun control ordinance, statute of regulation or an attempt to commit such an act may be disqualified.

6. Any person who has been convicted in any court of competent jurisdiction of DUI/DWI, reckless driving, revocation or suspension of driving privileges, or are currently under such revocation or suspension may be disqualified. No person may be eligible for appointment without a valid Ohio Operator's License, and may not participate in the selection process without a valid Operator's License from their state of residence.
7. Any person who had failed to obey or honor any court judgments entered by a court of record, including, but not limited to, alimony or support payments, or who has failed to pay any fine imposed by a court of record, may be disqualified. All persons whose debts are excessive and correctable may be disqualified. Excessive debts are those financial obligations, which are beyond the applicant's ability to satisfy the required payments. Credit problems are legitimate financial obligations that the applicant has failed or is unable to satisfy. An applicant who has resolved financial obligations through bankruptcy may not be disqualified.
8. Any person who has been discharged from their previous employment for insubordination, misconduct, dishonesty, absenteeism or tardiness, may be disqualified.
9. Any person with a less than honorable discharge from the United States Military Service may be disqualified.
10. Any person who has made false or misleading statements on the application or during the selection process, or has failed to include any requested material or information, or who has cheated, attempted to cheat or showed deception on any portion of the selection process, may be disqualified.
11. Any person who admits during the selection process to having committed a felony or a misdemeanor may be disqualified as though they have been convicted.
12. Any person who failed to attend any scheduled test(s) or interview(s) as part of the selection process may be disqualified.
13. Any person, who was or is a member of any organization that advocates crime or violence or the overthrow of the United States government by illegal means, may be disqualified.
14. Any person who admits to any of the following, but not limited to the following, may be disqualified:
 - Paid or accepted a bribe to cover or hide a criminal offense.
 - Theft(s) of cash, goods, or services from an employer.
 - Setting a malicious or destructive fire.
 - Making false alarms to Firefighter-Paramedic or fire agencies.

****NOTES** The Appointing Authority, or his representative, where proper and appropriate in his judgment, is authorized to waive one or more of these standards upon good cause, provided such waiver is justified under all circumstances.**

ADDITIONAL CREDITS FOR ENTRY-LEVEL EXAMINATIONS:

An applicant may be eligible for additional incentive percentage points of a **passing (70% or above)** written examination score in accordance with the following schedule:

Military Service Credits – All applicants for original appointment who are veterans of military service, as described in R.C. 124.23, may file with the Commission, a certificate of honorable discharge or separation under honorable conditions, whereupon he or she shall receive additional credit of twenty percent (20%) of his or her total grade given in the regular examination, provided that he or she has received a passing grade.

Such requests for veteran's credit must be submitted to the Commission along with the application for examination and must, at that time, be accompanied by a copy of the applicant's discharge papers. Applicants eligible for veteran's credit on original examination, shall receive a priority in ranking over non-veterans who obtain an identical grade.

Candidates are required to file copies of the appropriate records for additional credits no later than May 21, 2018 with the Human Resources Department of the City of Troy. Candidates who have not met this deadline will not receive additional credits.

CONTACT INFORMATION:

It is the responsibility of the applicant to notify the Civil Service Commission at 937-216-7805 of any change in their contact information.

EOE/ADA:

Applicants requiring accommodations in order to take the written examination must notify the Secretary of the Civil Service Commission at 937-216-7805.

ADDITIONAL EXAMINATIONS:

Review of Personal History Questionnaires'

Computer Voice Stress Analysis (CVSA)

References, Background, Credit Check

Psychological and Medical Exam – after conditional employment offer.

JOB RESPONSIBILITIES:

Under general supervision, controls and extinguishes fires to protect life and property; responds to emergencies and provides emergency medical treatment. Performs rescue as needed.

ESSENTIAL FUNCTIONS:

Responds to fire and rescue alarms and assists with controlling and extinguishing of fires; drives and operates trucks, aerial ladders, pumps, hoses, generators and other related equipment; utilizes axes, ropes, bolt cutters, power tools and various other hand tools to assist in firefighting and rescue operations; responds to and assist with hazardous materials incidents.

Performs mop up and overhaul activities (e.g., ensures fire is completely extinguished, removes furniture, debris, etc. and cleans up water, etc.).

Responds to life threatening situations and provides emergency medical treatment as necessary; operates emergency medical equipment.

Inspects and ensures proper operation of medic and firefighting equipment, (e.g., trucks, pumps, hoses, breathing packs, foam generating equipment, etc.); makes repairs or adjustments to equipment as necessary.

OTHER DUTIES AND RESPONSIBILITIES:

Performs routine inspections for fire hazards in industrial, commercial and residential locations; conducts associate preplanning tours/inspections.

Maintains cleanliness and orderliness of fire stations (e.g., paints facility, sweeps floors, mows grass, washes windows, shovels snow, etc.).

Performs routine vehicle maintenance as necessary.

Inspects and tests fire hydrants, fire pumps and fire hose as necessary.

Attends to concerns of walk-in public.

Maintains positive public relations for department (e.g., speaks before public groups, gives department tours, assists other public safety agencies, etc.).