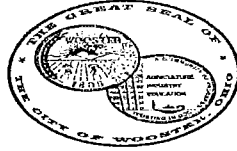


Robert F. Breneman
Mayor



Jeanette Wagner
Human Resources Manager
Phone (330) 263-5256
Fax (330) 263-5213

CITY OF WOOSTER

Municipal Building
538 North Market Street
Wooster, Ohio 44691-7082

**The City of Wooster announces a vacancy
for the position of Entry Level Firefighter / Paramedic**

An assembled Civil Service examination will be administered for the classified position of Firefighter / Paramedic in the Fire Division of the Safety Department.

Applicants must meet the following:

MINIMUM QUALIFICATIONS: Age 21-35 at time of appointment; high school diploma or equivalent required; State of Ohio Paramedic certification is required or must become licensed by time of hire if currently enrolled in paramedic school; must maintain Paramedic certification during employment; Ohio Firefighter II certification required or obtained within first year of employment; valid driver's license by the State of Ohio required; weight in proportion to height and body structure; must be able to meet and maintain physical fitness standards.

EXAMINATION PROCESS: An assembled Civil Service Examination will be administered for this position. Passing applicants on the overall civil service test will be placed on a Civil Service eligibility list. Applicants will be processed for further testing from this list. Applicants must pass or meet all acceptable standards for all pre-employment assessments to meet qualifications. Such examinations may include, but not be limited to: physical fitness examination, medical examination including drug screen, psychological and/or psychiatric examination, polygraph examination, background investigation, personality assessment and personal interview. The duration of the list will be one year or until exhausted.

To sit for the written examination, applicants must successfully complete the Firefighters physical agility course offered at Tri-C (216-987-5429), with a successful passing time of less than 4 minutes and 30 seconds based upon the North East Ohio Fire Chiefs Association Standard. Physical Agility tests will be held on Sunday, March 17, 2019 and Sunday, April 28, 2019. Please call Tri-C to register for one of the tests. The certification must be from Tri-C and cannot be dated prior to April 28, 2018. Information for the agility test is available through Tri-C.

The Civil Service Examination will be administered at the Wooster Safety Center, 3333 Burbank Rd., Wooster, OH 44691 on Thursday, April 18, 2019 at 6:30 p.m. Registration for the exam will begin at 6:00 p.m. A non-refundable \$30.00 fee is required to sit for the exam. A check or money order for the exact amount payable to the City of Wooster must be paid on April 18, 2019 prior to taking the written exam. You will be notified prior to the examination if you meet the minimum qualifications for the position. Since the written exam is scheduled prior to the agility test on April 28, 2019, meeting minimum qualifications for the position is contingent upon your successful completion of the agility test.

APPLICATION PROCESS: A detailed job description and application can be found at www.woosteroh.com. A completed application and resume, copy of your driver's license, and all applicable certifications must be received by E-mail to applicant@woosteroh.com no later than March 31, 2019. Your Agility Certificate of Completion must be received by E-mail to applicant@woosteroh.com no later than May 1, 2019. Veterans should include a copy of their DD-214 Military Discharge Papers (Member 4 – the type of discharge must be indicated) to be considered for civil service credit for military service.

Special auxiliary aids for handicapped persons are available upon request. At least a five (5) day notice is required prior to the Civil Service Examination. Requests must be made in writing to the Human Resources Division during regular working hours.

Study guides for the written examination are available for purchase at the following website: <http://recruitment.iosolutions.org/Preparation-Materials/Fire-Study-Guides/> Select the study guide entitled National Firefighter Selection Inventory Prep Guide. You may choose one of the four options listed.

Residency requirement within 90 days of appointment.

EQUAL OPPORTUNITY EMPLOYER
F/M/H
WOMEN AND MINORITIES ENCOURAGED

The City of Wooster
Job Description
An Equal Opportunity Employer

JOB TITLE:	Firefighter / Paramedic	CLASSIFICATION:	Classified
DIVISION:	Fire	FLSA STATUS:	Non-exempt
DEPARTMENT:	Safety	PAY SCHEDULE:	FR
POSITION CONTROL:	12FIRFTR	PAY GRADE:	00
REPORTS TO:		ENTRY PAY RATE:	\$19.40/ hr Class A Medic
SUPERVISES:	n/a		

Job Summary

The Firefighter and Medic position is responsible for the safeguarding of life and property of the community. Responsibilities of the position involve the operating of a variety of fire and medical rescue squad equipment in emergency situations and for the maintenance of fire and rescue equipment. This position is assigned to a shift that rotates and may be assigned to outlying station.

Essential Job Functions and their Measure

1. Responsible for responding to calls for service involving fire and medical emergencies
 - a. Arrive at situations in a timely manner given varying road and weather conditions
 - b. Utilize and operate all radio and fire alarm equipment; giving and receiving information clearly and concisely
 - c. Responds to emergency and non-emergency calls and take appropriate action
 - d. Predictable attendance while regularly attending mandatory department training to maintain required standards
 - e. Displays a professional, neat and well groomed appearance
 - f. Properly operates and maintains firefighting and medical rescue squad equipment and apparatus
 - g. Performs ventilation, salvage, and other necessary operations at a fire scene
 - h. Applies basic or advanced life support techniques as assigned
 - i. Responsible for the maintenance of stations and grounds
 - j. Assists and accompanies superior officers in the inspection of public and private buildings for potential hazards in compliance with state and city codes
 - k. Must frequently interact with the public in an appropriate manner following all HIPPA regulations
 - l. Drives fire and medical rescue vehicles following all applicable federal, state and local laws
 - m. Participates in periodic fire drills, individual and group training courses
 - n. Completes all other duties as assigned by superior officers
2. Responsible for effective verbal, written and electronic communication
 - a. Responsible for completing all records and reports as required in a timely manner
 - b. Writes legibly, maintains accurate information, and uses proper spelling, grammar
 - c. Communicates information effectively, accurately and timely
3. Demonstrates compliance with City of Wooster safety rules
 - a. Operates vehicles safely and without at-fault accidents
 - b. Demonstrate, understand, and utilize proper safety procedures at all times
 - c. Actively works to maintain a safe physical environment for self, coworkers and the public
 - d. Utilizes appropriate protective devices as needed
 - e. Demonstrate safe and prudent behavior when driving under stress or during emergencies

Qualifications:

The following qualifications or equivalents are the minimum requirements necessary to perform the essential functions of this job.

Education and Formal Training

- High School Diploma or equivalent required
- Must have and maintain a valid State of Ohio Paramedic certification
- Must be able to pass physical agility testing and maintain physical fitness standards

- Valid driver's license issued by the State of Ohio required or the ability to obtain by start of position. Must meet insurability guidelines.
- Must possess Ohio Firefighter II certification or the ability to obtain within first year of employment

Knowledge, Skills & Abilities Required

- Proficient in the use of firefighting and medical squad equipment
- Ability to understand and carry out complex oral and written instructions
- Knowledge of geography of the City and surrounding areas
- Basic understanding of computers
- Ability to maintain a good rapport with the general public
- Ability to work unsupervised and make sound decisions
- Must demonstrate a high moral character and sound temperament
- Communicate effectively both orally and in writing
- Respond appropriately to feedback, performance plans, training and assessments

Physical Requirements

- Must maintain minimum physical fitness standards
- Must regularly lift and/or move 10 to 25 pounds; frequently 50 to 100 pounds; occasionally more than 100 pounds
- Ability to regularly sit, talk, hear, use hands to touch, handle or feel objects, tools or controls
- Ability to occasionally climb or balance, stoop, kneel crouch, crawl, reach with hands and arms, and run
- Specific vision abilities require close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus
- Frequently works near moving mechanical parts; in outdoor weather conditions with the occasional risk of electric shock, vibration, odorous vapors, harsh chemicals, contaminated material exposure; or violence

Job description statements are intended to be sufficient merely to identify the general nature and class of work being performed, and be illustrative of the kinds of duties that may be assigned to the position allocated to the class and should not be interpreted to describe all of the responsibilities, duties and skills which may be required of employees holding a position assigned to this class.

The City of Wooster is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA) the City of Wooster will provide reasonable accommodations, upon reasonable request, to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

I certify that I have read this job description and specifications; it has been explained to me. I understand and accept the expectations of my duties and responsibilities as a condition of my employment as stated herein.

I have received, read and understand the Position Description above.

Employee Signature: _____ Date: _____

Director of Administration Signature: _____ Date: _____

Human Resources Manager Signature: _____ Date: _____