CITY OF EASTLAKE CIVIL SERVICE COMMISSION

EASTLAKE FIRE DEPARTMENT
APPLICATION INFORMATION

Public notice is hereby given by the Civil Service Commission of Eastlake, Ohio of an open, competitive examination to establish an eligibility list for the position of Fire Fighter/Paramedic. Application must be made on the regular application form obtainable at the Eastlake Fire Department, 35150 Lakeshore Blvd., Eastlake, Ohio. A $30.00 application fee is due and payable at that time.

I. Filing of Application

Qualified applicants may obtain applications form the Eastlake Police Department. The first one hundred (100) applications will be considered.

The City of Eastlake is an Equal Opportunity Employer.

II. Minimum Qualification for Application

1. Candidates must be 20 years old to participate and 21 years old for appointment. Per Ohio Revised Code 124.41, no person is eligible to receive an original appointment after his or her 35th birthday. (The Commission may grant an age waiver for service that is transferable to the Ohio Police and Fire Pension System if the applicant is able to obtain 30 years of service by the age of 65).

2. Applicants must be a citizen of the United States of America.

3. Candidates must have a high school diploma or equivalent education.

4. Candidates must have a current State of Ohio Paramedic Certification.

5. Candidates must have a current State of Ohio Firefighter II Certification.

6. Candidates must provide a copy of a current State of Ohio Driver's License. ***On test day, you must have your valid Driver's License for identification purposes.***

7. Candidates must complete the Cuyahoga Community College (Tri-C) Physical Agility Fire Fighter Agility Testing. Certification of completion must have occurred within one (1) year prior to appointment.

8. Applicants eligible for and wishing to claim extra credit for Military Service or completion of a College Degree must file documentation at the time of application.

III. Salary/Benefits

1. The 2021 – 2022 salary schedule is as follows:

Firefighter – Entry Rate	$18.20	($48,637.92 Annually)
After 1 year of FT service	$22.32	($59,649.13 Annually)
After 2 years of FT service	$24.78	($66,223.42 Annually)
After 3 years of FT service	$28.35	($75,754.62 Annually)

2. Benefits, established through a contract between the City and Local 2860 of the International Association of Firefighters, presently included sick leave, injury leave, medical examinations, funeral leave, vacations, holidays/personal days, insurances, uniform maintenance allowance, education pay, and longevity.

3. No newly hired probationary employee will be eligible for any fringe benefits provided by the employer until he/she has satisfactorily completed ninety (90) calendar days of this probationary period. Sick leave, however, shall, upon the satisfactory completion of this ninety (90) calendar day period, be granted retroactively to the employee's date of hire.

IV. Job Description: See attached

V. Fire Fighter Examination Information

1. **Written Exam**
   When: Thursday December 9, 2021
   Where: Eastlake North High School, 34041 Stevens Blvd., Eastlake, Ohio
   Time: 6:00 p.m.

A. Additional credit on the written examination: Upon a passing grade of 70%, additional credit will be added for the following, not to exceed 20% total. ***Copies of qualifications for extra credit must be submitted upon filing of your application.***

10%	Military: Must submit DD214 showing Honorable Discharge
10%	Education: Bachelor's Degree
5%	Education: Associate's Degree

*Credit will only be awarded for one degree of higher education

B. Tie Scores: Should two or more applicants receive the same grade, the order in which their names are placed on the eligibility list shall be determined by the date and time of the return of the application.

2. **Physical Agility Test**

The City of Eastlake recognizes the Tri-C Firefighter Standardized Physical Agility Exam. Applicants must have completed this exam within one (1) year prior to appointment. Applicants are responsible for their own registration and cost of the exam. Information on testing dates, costs, and physical fitness standards can be found at *http://www.tri-c.edu/workforce/firefighter-physical-agility-testing/index.html.*

VI. Additional Selection Criteria

An eligibility list will be certified by the Civil Service Commission. Candidates who have passed the written exam will be ranked based on their test scores and any qualifying additional credit.

When a vacancy occurs in the Eastlake Fire Department, the Civil Service Commission will submit Chief of Fire or his designee, the ten (10) highest ranking candidates from the eligibility list. Those candidates will undergo the following assessments as part of the selection process. Candidates who do not make it past any of the assessments shall be removed from the eligibility list, pending the approval of the Civil Service Commission. The next candidate on the eligibility list will then be submitted to undergo the assessments.

1. Comprehensive Background Investigation: The background investigation and evaluation shall include present and previous employers, neighbors, landlords, and family who will be contacted as part of the investigation. In addition, a check of local and state police and FBI records will be made. Conviction of any felony offense will be grounds for removal from consideration.

2. Polygraph/CVSA Examination: This test will be used as a tool of assessment to determine the candidate's eligibility to move to the next step.

3. Psychological/Social Assessment: An evaluation will be administered to determine the candidate's ability to perform all aspects of this job, as well as the degree of fit for the Eastlake Fire Department.

4. Assessment and Oral Interview: The top ten (10) candidates who successfully pass the previous steps shall be moved to the assessment and oral interview. Candidates will undergo multifaceted job related assessments and an interview with the department's hiring committee. The hiring committee shall reach a consensus on the candidate that is the best fit for the position and the department as determined by their overall performance. The hiring committee reserves the right to conduct additional interviews if they deem it necessary.

5. Medical Examination/Drug Screening: The selected candidate will be required to pass a medical and drug screening examination prior to the completion of the hiring process.

VII. Life of the Eligibility List

1. The life of the eligibility list pursuant to this examination will be one (1) year from the date the list is established. The list may be extended one (1) additional year if the Civil Service Commission sees fit to do so.

CITY OF EASTLAKE CIVIL SERVICE COMMISSION

EASTLAKE FIRE DEPARTMENT
APPLICANT CONTACT INFORMATION

Please print legibly. The Eastlake Fire Department will not be responsible for failed attempts to contact applicants due to inability to read the provided information.

THIS FORM MUST BE RETURNED WITH YOUR COMPLETED APPLICATION

NAME: _____

ADDRESS: _____

_____

EMAIL: _____

CELL PHONE NUMBER: _____

HOME PHONE NUMBER: _____

WORK PHONE NUMBER: _____

EASTLAKE FIRE DEPARTMENT
QUALIFICATION REQUIREMENTS AND APPLICATION FOR FIRE FIGHTER

Please read and initial each qualification and return this page with your application.

QUALIFICATIONS CHECK LIST:

_____ 1. Candidates must be 20 years old to participate and 21 years old for appointment. Per Ohio . Revised Code 124.41, no person is eligible to receive an original appointment after his or her 35th birthday. However, the commission may grant an age waiver for service that is transferable to the Ohio Police and Fire Pension System if the applicant is able to obtain 30 years of service by the age of 65.

_____ 2. Applicants must be a citizen of the United States of America. ***Copy of Birth Certificate of proof of U.S. Citizenship must be attached.***

_____ 3. Candidates must have a current State of Ohio Paramedic Certification. ***Copy of your current State card with expiration date must be attached.***

_____ 4. Candidates must have a current State of Ohio Firefighter II Certification. ***Copy of your current State card with expiration date must be attached.***

_____ 5. Candidates must have a high school diploma or equivalent education. ***Copy of high school diploma or GED Certificate must be attached.***

_____ 6. Candidates must provide a copy of a current State of Ohio Driver's License. ***Copy must be attached.***

_____ 7. Candidates must complete the Tri-C Physical Agility Firefighter Testing. Certificate of Completion must have occurred within one (1) year prior to the appointment. ***Copy must be attached if completed.***

_____ 8. Applicants eligible for and wishing to claim extra credit for Military Service or completion of a College Degree must file documentation at the time of the application. ***Copy of Military Discharge DD214, Associates Degree, or Bachelor's Degree must be attached.***

I certify that I have read each of the qualifications. I certify that I meet each of the qualification and have included the required documentation with my application.

_____ _____

Signature Date

Eastlake Fire Department
Job Description

FIRE FIGHTER/PARAMEDIC

NATURE OF WORK:

This is skilled firefighting work in combating, extinguishing and preventing fires and providing rescue services to protect life and property. Work also involves driving equipment when specifically assigned and routine maintenance of fire department equipment, apparatus, and quarters.

Employees of the class perform hazardous tasks under emergency conditions which may require strenuous exertion under such handicaps as fire, heat, smoke and cramped surroundings. Although firefighting and rescue work are the most difficult and responsible areas of activity, a major portion of time is spent studying methods and techniques of fire prevention and suppression and basic and/or advanced life saving techniques, studying and perfecting the operation of fire and rescue equipment and apparatus and in performing routine duties in the care and maintenance of fire department property and equipment. Work is usually performed under the command of a superior officer. Work is reviewed in progress and upon completion.

CHAIN OF COMMAND

Chief
Battalion Chief (Shift Commander)
Lieutenant (Station Officer)
Firefighter

NECESSARY, KNOWLEDGES, SKILLS AND ABILITIES:

Graduation from high school (or GED), and combination of training and experience which provides the following knowledge, abilities and skills:

Knowledge of modern firefighting principles, practices and procedures.

Knowledge of operating and maintenance requirements of the various types of apparatus and equipment used in firefighting activities.

Knowledge of the physical layout of the City, including street locations, water supply, and structural characteristics in the district to which assigned.

Knowledge of emergency medical and rescue procedures.

Ability to read and understand policies, rules, instructions and written material of the Fire Department.

Ability to perform limited mechanical work involved in maintaining fire apparatus, equipment and tools.

Ability to analyze emergency situations and to adopt effective courses of action.

Ability to establish and maintain effective working relationships with others.

Ability to learn, train and retain technical and other fire service related data.

Ability to follow oral and written instructions; deal effectively with the public; and speak and write effectively.

Ability to meet such physical requirements as may be established by competent authority.

Ability to obtain and maintain certificates as an Emergency Medical Technician -- Ambulance.

Ability to obtain and maintain certificates as an Emergency Medical Technician -- Paramedic, if hired after January 1, 1995. This certification will be maintained for a minimum of fifteen (15) years at which time one may request from the employer to no longer function at the paramedic level. Failure to maintain their paramedic certification shall subject said employee to appropriate disciplinary action, including possible termination.

Ability to the meet department standards as outlined in NFPA 1001, 1002 and Eastlake Fire Department Policies & Procedures.

Skill in the operation of fire equipment, tools and apparatus, and in making minor adjustments and repairs.

ILLUSTRATIVE EXAMPLES OF WORK:

Responds to fire alarms and other emergency calls; controls and extinguishes fires, protects life and property.

Selects hose and nozzle, depending on type of fire, deploys hoselines, and directs stream of water or chemicals onto fire; positions and climbs ladders to gain access to upper levels of buildings or to assist individuals from burning structures; creates openings in buildings for ventilation or entrance, using ax, chisel, crowbar, saw and other power equipment; and may deactivate utility services to prevent explosions or other fire extension.

Responds to emergency situations; drives emergency vehicles to the scene of an emergency; operates apparatus and equipment on scene.

Required to be knowledgeable about and to don and work in all types of weather conditions with self-contained breathing apparatus.

Conducts patient assessments, determining and evaluating the nature and extent of the problem, illness or injury based on statements of persons involved, vital signs, examination and diagnosis of ill or injured person; documents patient's complaints and all vital signs; records care rendered.

Administers appropriate basic or advanced life support care at site of emergency; performs such activities as treating wounds, abrasions and shock; applies splints; suction airways, and administers oxygen.

May perform specialized emergency cardiac treatment and care, including the operation and interpretation of EKG's and heart monitoring equipment; administers drugs and IVs; performs defibrillation when necessary.

May perform advanced medical care, including endrotraceal and nastoracheal insertion, chest tubes (needle aspiration/catheter), IV cannulation, intracardic injections of medication and internal IV lines.

Reports vital information regarding care and conditions to medical personnel receiving patient.

Participates in salvage operations, such as removing and covering furniture, removing water and cleaning debris.

Performs overhauling operations to ensure that the fire is completely extinguished.

May inspect buildings for fire hazards; examine blueprints; test and inspect sprinkler systems, alarm systems, fire hydrants, etc; serves notices for correction of fire codes regulations; advises citizens on fire safety.

Develops preplans that provide the most effective firefighting methods for target hazards.

Investigate causes and circumstances surrounding fire.

Participates in a continuing program of training and instruction and attends drills, demonstrations and classes; receives training in the operation of fire and rescue equipment and apparatus and, when assigned, drives and operates a variety of fire equipment.

Receives training in hazardous materials and may be required to work on County Hazardous Materials Team.

Provides fire station tours for public; answers questions and provides public education services.

Performs general maintenance work in the upkeep of fire stations, buildings and grounds, fire apparatus, auxiliary equipment and tools. Tests, flushes, paints hydrants and clears around fire hydrants.

May maintain and repair self-contained breathing apparatus; test equipment using testing devices; maintain and repair nozzles; and stock parts for units if so trained and/or certified.

May work in various climatic weather conditions and the potential exists for sustaining serious bodily harm, or possible death, in the performance of duties.

Maintains accurate records, forms and reports.

May assume the duties and responsibilities of a Lieutenant in the absence of a Lieutenant.

May serve as a Fire Inspector and assist with public education programs.

Provides effective and efficient customer services and promotes and maintains responsive community relations.

Performs related duties as assigned.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

The applicant should possess the following at the time of his interview with the Civil Service Commission:

Completion of the 12th school grade or equivalent.

Possession of a valid State of Ohio motor vehicle operator's license.

State certification as an Emergency Medical Technician-Paramedic.

Completion of the Tri-C combat challenge.

Background investigation completed by Eastlake Police Department; including personal background and driving history.

Completed polygraph administered by company chosen by the Employer.

Needs assessment administered by company chosen by the Employer.

NECESSARY SPECIAL REQUIREMENTS:

State certification as professional firefighter (Fire Recruit Training)240 hour course.

Successful completion of hazardous materials first responder operational training within year of appointment.

Successful completion of required Eastlake Fire Department training in the established time frame.

PROBATIONARY PERIOD:

Twelve months or as specified by the Union Contract.

City of Eastlake — Employment Application

35150 Lake Shore Boulevard • Eastlake, Ohio 44095
(440) 951-1416 • Fax (440) 951-9361

Application Must Be Fully Completed
Please Print or Type

POSITION(S) APPLIED FOR: _____ DATE OF APPLICATION: _____

AS A CONDITION OF EMPLOYMENT, I UNDERSTAND THE COMPANY RESERVES THE PRIVILEGE TO THOROUGHLY INVESTIGATE AND VERIFY ALL INFORMATION CONTAINED IN THIS APPLICATION. APPLICATIONS MUST BE RENEWED EVERY 180 DAYS IN ORDER TO BE CONSIDERED FOR ANY POSITION. Federal and State law prohibit discrimination in employment because of race, color, religion, age, sex, handicap, disability or national origin.

PLEASE PRINT CLEARLY

PERSONAL Date _____

Name _____ Social Security No. ___-___-___
Last First M.I.

Present Address _____
Street City

_____ Phone _____
State Zip

Are you 18 years of age? ☐Yes ☐No

If under 18, list date of birth: Month/Day/Year ____/____/____

Date available for work _____ Are you on a lay-off and subject to recall? ☐Yes ☐No

Type of employment desired: ☐Full-Time ☐Part-Time ☐Temporary ☐Seasonal ☐Intern/Educational Co-Op

May we contact you at work? ☐Yes ☐No

If Yes, work number and best time to call: (____)_____ Time _____

EMPLOYMENT SKILLS Position Desired: Experience:

Type of work preferred: 1. _____ _____

2. _____ _____

Do you know of any reason why you should not be able to perform the essential functions of the job you are seeking?

_____

State any additional information you think would be of interest in considering your application _____

_____

How did you learn of this opening? _____

Have you ever worked for us before? _____ If Yes, when? _____

Names of other employees working for the Company with whom you are acquainted? _____

_____

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses? ☐No ☐Yes. If Yes, describe in full _____

**Do not include anything that happened before your 18th birthday or traffic violations of less than $100. Conviction does not necessarily disqualify you from employment.*

May we contact the employers and references listed?_____ if not, indicate below which one(s) you do not wish us to contact_____

_____

EDUCATIONAL BACKGROUND

Type of School	Name and Address	Years Attended	Date Graduated	Major Subject Studied
Grammar or Grade				
High School				
College				
Business, Trade or Other				

PERSONAL REFERENCES
(Exclude Former Employers or Relatives)

Name and Occupation	Address	Telephone Number
1.		
2.		
3.		

PERSON TO BE NOTIFIED IN CASE OF ACCIDENT OR EMERGENCY

Name _____ Relationship _____

Phone No. _____ Address _____

PRIOR WORK HISTORY (List in order, last, or present employer first)

Dates From	To	Name, Address and Phone No. of Employer	Position Held	Rate of Pay Start	Finish	Supervisor Name, Title	Reason for Leaving

Describe in detail the work you did. _____

Dates From	To	Name, Address and Phone No. of Employer	Position Held	Rate of Pay Start	Finish	Supervisor Name, Title	Reason for Leaving

Describe in detail the work you did. _____

Dates From	To	Name, Address and Phone No. of Employer	Position Held	Rate of Pay Start	Finish	Supervisor Name, Title	Reason for Leaving

Describe in detail the work you did. _____

Special Qualifications and Skills

A. Driver's License Number: _____ Expiration Date: _____ State:_____
Type of License: Regular ☐ Commercial (C.D.L.) ☐

B. Approximate number of words per minute in: Typing _____ Shorthand _____

C. List licenses, registrations or certifications which you possess. Also, list the State or other licensing authority which granted it.

D. List any machines or equipment requiring special skill which you can use.

E. Describe any computer experience you may have had.

F. Give any other special qualifications not covered elsewhere in your application, such as: (1) your publications; (2) your patents or inventions; (3) public speaking and public relations experience; (4) membership in professional, trade, civic, or scientific organizations; (5) honors and fellowships received.

My signature constitutes my certification that my responses are true and complete. Where an item is left blank, it is because there is no information within its scope. My signature further constitutes my authorization for the City of Eastlake to investigate the facts submitted; and for those with relevant information (including but not limited to, physicians, hospitals and my prior employers) to release such information to the City of Eastlake.

I understand and agree that any falsification or omission, either on this form or in my responses to questions asked during the interviewing or examination process, is grounds for immediate termination of employment, no matter when the falsification or omission is discovered.

I also understand that, if hired, my employment is to be "at will" and that either I, or my employer, may terminate my employment at any time, with or without cause, unless the "at will" arrangement is modified by a written agreement signed by both me and a duly authorized officer of the City of Eastlake.

_____ _____
Signature of Applicant Date Signed

_____ _____
Received By Date Received