



**CITY OF LYNDHURST
CITY OF PEPPER PIKE**

Equal Opportunity Employers



**AN EMPLOYMENT OPPORTUNITY FOR A CAREER AS A
PROFESSIONAL FIREFIGHTER/MEDIC**

GENERAL REQUIREMENTS FOR APPLICANTS

Each candidate must return the completed application **in person** to the Civil Service Office of the Lyndhurst Municipal Center, 5301 Mayfield Road, Lyndhurst Ohio and present the following:

A **non-refundable** fee of **\$20.00** (cash or money order only).

A birth certificate indicating the minimum of eighteen (18) years of age as of the date for taking of such examination (June 28, 2016). Please note that **NO APPLICANT FOR THE POSITION OF FIREFIGHTER SHALL BE ELIGIBLE FOR APPOINTMENT TO A POSITION BY THE MAYOR SUBSEQUENT TO THE APPLICANT'S THIRTY-FIRST BIRTHDAY, UNLESS QUALIFIED PERSON IS A MEMBER IN GOOD STANDING OF OHIO POLICE & FIRE PENSION FUND CONTINUOUSLY SINCE AGE 31 BUT NOT OVER AGE 36.**

A high school diploma or an official high school transcript certified by the school or a GED certificate.

Official transcript for Associates or Bachelor's Degree.

Proof of citizenship if foreign born. All candidates must be USA citizens.

Prior to certification of Eligibility List, current State of Ohio certification as a **Paramedic and current FF1 and FF2 State of Ohio Fire Training Certificate** as a "State Certified Professional Firefighter" must be presented.

Applicants must also provide a certificate for completion of the TRI-C Physical Agility Test within one year prior to July 11, 2016. Documentation must be presented at time of application with final deadline of the date of examination.

A valid Ohio Motor Vehicle Operator's license.

NATURE OF WORK

General Firefighter/Medic 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/Medics 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/Medic at the scene of an accident or sudden illness.

WORKING HAZARDS

A Firefighter/Medic must at times be exposed to high hazard situations while performing at fire and emergency scenes. Extreme weather conditions are also encountered by the Firefighter/Medic during the performance of duties, and exposure to contagious diseases does occur.

GENERAL REQUIREMENTS FOR EMPLOYMENT

As to job related activities, applicants must be in good health and be mentally and physically fit.

The Firefighter's Physical Agility Examination will be conducted at the Cuyahoga Community College Western Campus on June 5, 2016 and July 10, 2016; **you must call 216-987-5429 to schedule a time**. It is the responsibility of the applicant to register and pay for the cost of the exam (\$60.00). The City will accept passing certificates of completion from those who have taken the test on or after July 10, 2015. Such original notarized certificate must be presented at the time of filing the application. A passing certificate will reflect a time of 4 minutes and 30 seconds (4 ½ minutes) or faster. Polygraph and/or CVSA, medical and psychological exams and interviews will be announced to applicants at a later date.

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.

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 shall fail 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.

Must have self control and willingness to adapt to military-like discipline.

Firefighters/Medics work closely with shift members for long periods of time and must have the ability to work well with others in a team concept.

Maintain a current, valid State of Ohio driver's license.

Maintain a current, valid State of Ohio Paramedic certification.

Maintain a current, valid State of Ohio "Professional Firefighter 1 & 2" certification.

Must possess basic computer and keyboarding skills.

Upon appointment to fill a vacancy, applicant shall establish continuous residency within the State of Ohio.

Firefighters/Medics 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.

EXTRA CREDIT

Extra credit will only be given to applicants that receive the minimum passing score of 70%.

	Lyndhurst	Pepper Pike
Associates Degree in Fire Science, Paramedicine, Emergency Management	5 points	3%
Associates Degree	2 points	2%
Bachelor's Degree	5 points	5%
Military Service	5 points	7 %

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.

KNOWLEDGE, SKILLS AND ABILITIES TO BE LEARNED

Knowledge of:

- Ohio, Lyndhurst and Pepper Pike Fire Codes & Ordinances
- Lyndhurst and Pepper Pike Fire Departments' 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

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
- Must have 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

SALARY AND BENEFITS

Current starting salary in **The City of Lyndhurst** is \$55,750. Other benefits include the following:

- Pension
- Uniforms
- Time and one-half for overtime
- Sick leave
- Funeral leave
- Vacation
- Paid holidays
- Medical insurance
- Paramedic premium pay 5%
- Longevity compensation
- 49.8 hour work week

Current starting salary in the **City of Pepper Pike** is \$52,793. Other benefits include the following:

- Pension
- Uniforms
- Time and one-half for overtime
- Sick leave
- Funeral leave
- Vacation
- Paid holidays
- Medical insurance
- 48 hour work week

Current salary and benefits as covered by the current Collective Bargaining Agreement.

EMPLOYMENT CONTRACT

Each candidate, prior to appointment with the Lyndhurst Fire Department or Pepper Pike Fire Department, 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 Lyndhurst or Pepper Pike Fire Department.
- Maintain specified minimum physical fitness standards
- A graduated reimbursement schedule 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.

SUMMARY:

STEP 1 Written Exam

The written examination will be administered on **Tuesday, June 28, 2016, beginning promptly at 6:30 p.m.** (Sign in begins at 5:30 p.m.) Orange High School, 32000 Chagrin Boulevard, Pepper Pike Ohio. The written score and any additional bonus credit 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 II Physical Condition Exam (Agility)

The Firefighter’s Physical Agility exam will be administered on **June 5, 2016 or July 10, 2016.** Information regarding this examination is attached hereto. It is the responsibility of the applicant to register and pay for the cost of the exam (\$60.00). The City will accept certificates of completion from those who have taken the test on or after June 28, 2015. The **ORIGINAL NOTARIZED** certificate must be presented at the time of filing the application.

STEP III Eligibility List

Standing on the Eligibility List will be based on the applicant’s written examination score and any additional points that applicant may be eligible for through either the City of Lyndhurst or the City of Pepper Pike. **The City of Lyndhurst and the City of Pepper Pike will establish their own respective eligibility list.** An applicant must receive a passing grade in the written exam (70%), plus present a passing certificate from Tri-C (4 ½ minutes or faster) in the physical agility test as stated previously, in order to be placed in the Eligibility List. The score in the written exam along with any additional points will determine placement on the list.

STEP IV 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 Commission, examination and personal interviews. 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 V Oral Interviews for candidates presented to Appointing Authority

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

STEP VI Conditional Offer of appointment subject to successful completion of Steps IV & V.

STEP VII 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 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. Dates of medical and psychological examination will be announced at a later date.

THE CIVIL SERVICE COMMISSION DOES NOT ASSUME RESPONSIBILITY FOR LOCATING CANDIDATES WHO HAVE CHANGED THEIR ADDRESS. THE BURDEN OF REPORTING CHANGES OF MAILING ADDRESS AND PHONE NUMBERS RESTS WITH THE APPLICANT.

SUBMISSION OF FALSE INFORMATION WILL RESULT IN DISQUALIFICATION FROM THE EXAMINATION AND/OR APPOINTMENT



CITY OF LYNDHURST
CITY OF PEPPER PIKE
CIVIL SERVICE COMMISSIONS



APPLICATION FOR THE
FIREFIGHTER/MEDIC EXAMINATION

****RETURN ALL COMPLETED APPLICATIONS TO THE LYNDHURST MUNICIPAL CENTER****

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

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

(City) (State) (Zip Code)

Home Phone Cell Phone

1) Did you graduate from High School? Yes No

If answer is yes, complete the following:

(Name of High School) (Date of Graduation)

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

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

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.

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 June 28, 2016. 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.

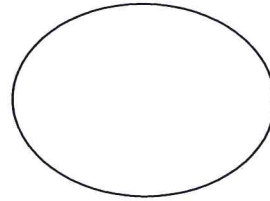
(Date)

(Applicant Signature)

Sworn to and subscribed before me, _____, this _____ day of _____, 2016.
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-405 _____

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

Associate's Degree _____
Year Institution Concentration

Bachelor's Degree _____
Year Institution Concentration

Tri-C Physical Agility Certificate _____