

City of Mason Fire Department Job Announcement



www.imaginemason.org

Mason Community Profile

The City of Mason is considered one of the most desirable communities in the Cincinnati metropolitan area and has earned a reputation as a progressive, innovative community. The city is a destination for corporations seeking a thriving business environment and for families desiring attractive neighborhoods and nationally ranked schools. It is located in the southwest portion of Ohio, 22 miles northeast of Cincinnati and 30 miles south of Dayton.

Originally settled as the village of Palmyra in 1815 by Major William Mason, the community was renamed in his honor 20 years later. Incorporated in 1971, Mason is now one of Ohio's fastest growing cities and now has over 30,000 residents. Its 18+ square miles are about 85% developed with a mix of businesses, commercial areas, and attractive residential neighborhoods with a wide range of housing types. A comprehensive planning process for the development of the city has helped preserve its small-town feel even as it has evolved into a modern city with attractive amenities.

Mason is strategically located between the Cincinnati region's two most vital commerce corridors, Interstates 71 and 75, just north of the I-275 beltway. Businesses and residents have easy access to the metropolitan centers of Cincinnati and Dayton.

For air travelers, the Cincinnati/Northern Kentucky International Airport in northern Kentucky is about forty-five minutes away. Major regional and commuter airlines provide non-stop or direct service to cities throughout the United States, Canada, and Europe. Dayton Airport in Ohio is also about forty-five minutes away, and Port Columbus, Ohio, is about 90 minutes away. Private airports in Blue Ash and Cincinnati (Lunken Field) are nearby.

Almost all of the city is served by the Mason City School District, which has earned a perfect score and an "Excellent/Effective" rating on the state report card each year since 2000. It serves approximately 10,500 students. The city also has two private

schools that educate about 1,000 students in grades one through eight. Higher education opportunities are available locally at Sinclair Community College in Mason and Miami University's regional campus in West Chester. Main campuses within commuting distance are the University of Cincinnati, Miami University of



Ohio, and smaller, private colleges.

Almost all of the day-to-day needs of families can be found right in the city, from grocery stores to professional offices. Four regional shopping centers are within a 20-minute drive.

Residents of the City of Mason have many recreational opportunities available at their doorstep. Two public golf courses, The Beach Waterpark, Great Wolf Lodge, and Kings Island amusement park all lie within city boundaries. The city is also home to the annual Western & Southern Open, a championship men's and women's tennis tournament. Seven city parks cover 301 acres and include fishing lakes, walking trails, ball fields, tennis courts, picnic shelters, and playgrounds. The Mason Community Center is one of the largest public recreation facilities in the state. It has a competition pool, leisure pool, gymnasium, field house, fitness area, walking track, senior center, café, and classroom and meeting areas. A continually expanding network of bike paths connects neighborhoods to schools, parks, and downtown.

Growth and development in Mason is expected to continue to meet or exceed the average growth of the economy because of Mason's physical location, developable terrain, municipal facilities, services and utilities, and the progressive attitude and actions of city council, administration, and citizens.

Government in the City of Mason

Mason has a council/manager form of government. City Council hires the city manager, who is charged with administering the operations of city government and implementing policies enacted by Council. The city's charter establishes guidelines for its operations.

The legislative body of Mason consists of a mayor and six council members who are elected at-large on a nonpartisan basis to serve 4-year terms of office, with a limit of two consecutive terms. The mayor is a council member elected by his or her fellow council members and serves as the executive head of council. The council also selects the vice mayor, who performs the duties of the mayor in his or her absence.

The council/manager form of local government combines the strong political leadership of elected officials in the form of council, with the strong managerial experience of an appointed city manager. The mayor and council members are the leaders and policy makers elected to represent the community and to concentrate on policy issues that are responsive to citizens' needs and wishes. The city manager provides policy assistance and

ensures that the entire community is being served.

The city manager carries out Council policies as he or she manages the day-to-day operations of the city with support from the city manager's immediate staff, including the assistant city manager, human resources director, economic development staff, public information officer, information technology manager, and department heads. He or she has full authority over the appointment and removal of all municipal personnel.

Department heads are responsible solely to the city manager for carrying out the mission and responsibilities of their departments. Department heads include a finance director, service director, city engineer, parks and recreation director, superintendents of public utilities and public works, safety director, police chief, and fire chief. The department heads, together, with the immediate administrative team, make up the city manager's leadership team. The City of Mason has about 170 full-time employees and over 300 part-time staff. The total annual budget is over \$80 million.

Firefighter/Paramedic or EMT-B

This job announcement outlines factors of qualifications and experience identified as necessary and desirable for candidates for the Firefighter/Paramedic or EMT-B position to possess, and provides back-ground information on the community and the City of Mason.

Importantly, this job announcement will be used as a guide in the recruitment process, providing specific criteria by which all applications will be screened and individuals selected for the interview,

and for appointment consideration.

A completed application and résumé, with salary history, must be received for consideration. All applications must be submitted online at www.imaginemason.org. A résumé will not be accepted in lieu of the aforementioned information. Certification documentation will not be accepted at this time and will be destroyed if forwarded.

Candidate Qualifications Profile

Hiring Range: FF1/EMT B \$17.00/HR. (\$44,200 ANNUALLY)
FF2/EMT B \$17.50/HR. (\$45,500 ANNUALLY)
FF1/PARAMEDIC \$22.75/HR. (\$59,150 ANNUALLY)
FF2/PARAMEDIC \$24.14/HR. (\$62,764 ANNUALLY)

Classification: Classified

Reports To: Chief or designee

FLSA: Non-exempt

Posted: Monday, April 8, 2019

Closes: Wednesday, May 8, 2019

Department: Fire

Status: Full-Time

Working Hours: 50

General Statement of Duties and Distinguishing Features of Class

Under supervision, this position responds to and controls emergency calls for rescue, hazardous materials and environmental control as they may relate to medical treatment, and life-support incidents. The positions operate equipment associated with emergency rescue, hazardous materials, environmental control, and life-support incidents. Firefighter/EMTs and Firefighter/Paramedics are responsible for ensuring the readiness of equipment, as well as their physical and mental self, for response to emergency and non-emergency fire, rescue, and medical situations. They have knowledge of and adhere to safety procedures and practices at all times. This position follows other directives given by the Fire Chief or his/her designee.

This is a public service job based in trust, credibility, and competency. It is a critical requirement of both positions that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public safety forces. The candidate must meet the following qualifications and requirements at the time of appointment.

Examples of Work (Illustrative Only)

- Responds to suppression and medical emergency calls of both short and long duration;
- Engages in emergency driving activities, including high-speed response and high vehicle speed with emergency lights and siren;
- Follows the direction of superior officers as directed by the Fire Chief;
- Renders first aid, including CPR, at accident scenes and at calls for service;

- Reads and studies training materials, reports, evidence, and files;
- Writes reports, takes witness statements, and keeps/maintains daily activity logs or journals;
- Observes events, persons, and circumstances which must be remembered and accurately related through testimony in court;
- Physically picks up, carries, transports heavy equipment or patients to necessary sites;
- Through spoken work, may establish order in unruly situations to assist in the treatment of an individual or assist in a fire suppression or rescue situation;
- Communicates by using radio equipment and must be able to hear and speak clearly, especially when excited and under stress;
- Performs manual labor for extended periods of time and often under adverse conditions;
- Travels to and gains access to the work site;
- Has the ability to direct and handle emergency and stressful situations;
- Has the ability to operate necessary equipment, including a motor vehicle;
- Lifts, positions, and moves disabled or bedridden clients/patients or other items - eighty (80) pounds or less without assistance, and eighty-one (81) pounds or greater with assistance;
- Negotiates, uses, or works with or in the vicinity of potentially hazardous geographical locations, building structures, equipment, and materials;
- Works rotating shifts which may last up to 12 and as long as 48 consecutive hours.

Skills, Knowledge, and Abilities

- Must be a minimum of 18 years of age - required
- State Certified Firefighter Level 1 - required upon hire
- State Certified Firefighter Level 2 - preferred upon hire, required within one year of hire date as a full-time employee
- State of Ohio Emergency Medical Technician Certification - required upon hire
- State of Ohio Paramedic Certification - preferred upon hire, required within five years of hire date as a full-time employee
- CPR Certification - required
- Possess and maintain Hazardous Materials operations level training - required
- Ohio Driver's License - remain valid during employment, without record.
- No felony convictions or disqualifying criminal histories within the past seven (7) years

- Advanced Fire and Rescue Related Training Certification - preferred
- Obtain other certifications related to EMS duties as designated by Fire Chief
- Thorough understanding of necessary protocols
- Willingness to develop within respective field as well as in the areas of leadership and mentoring
- Ability to deal firmly, tactfully, and courteously with employees and the general public
- Fire Apparatus Driver/Operator status is expected to be obtained within three (3) years of hire date



Physical Requirements

- Normal sight (corrected or uncorrected);
- Normal audio/hearing (corrected or uncorrected);
- Physical mobility within the office environment as well as fire, rescue, and emergency medical situations and incidents;
- Ability to be frequently confined to a sitting position or very strenuous activity;
- Ability to get into and out of vehicles quickly and repeatedly;
- Medium to heavy lifting range;
- Ability to report clearly, legibly, verbally, and professionally;
- Ability to meet the physical demands of the job, which are in the medium to heavy range. The Firefighter/EMT or Firefighter/Paramedic encounters with regularity situations requiring varied and unpredictable physical movement;
- Must be able to walk and run over uneven ground, and be able to lift, carry, and pull materials of varying types and weights which are entrapping victims;
- Must be able to speak clearly and audibly into a radio microphone in order to call for back-up in emergency situations and must be able to speak clearly and audibly to others with whom he/she is working;
- Mentally, must be able to understand, interpret, and apply principles of suppression and emergency procedure in a variety of situations;
- Must be able to comprehend, remember, and apply concepts involved, and must have a high degree of skill in interpersonal relations since Mason Fire Department personnel have a great deal of public contact;
- Must, by necessity, interact cooperatively within the Fire Department;
- Must be able to accept and obey authority. The Firefighter/EMT or Firefighter/Paramedic operates in a paramilitary organization;
- Must be psychologically stable because Fire Department personnel are frequently required to perform in emergency, sometimes volatile, situations involving persons who are distraught, hostile, or violent.
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City Mission Statement

We are driven to make a difference. We work responsibly, speak honestly, act compassionately, and stand accountable to those who entrust us with their lives, their families, their livelihood, and their dreams.

Together—through the guidance of our community and the initiative of our employees—we make the difference that promises Mason an even better tomorrow.

Fire Department

The City of Mason Fire Department is currently made up of approximately 60 fire and emergency medical personnel. In addition to the fire chief, full-time staff consists of five deputy fire chiefs, six lieutenant positions (24/48), one fire inspector (firefighter/EMT-B minimum), twenty-two full-time FF/Paramedics, and a full-time secretary. The remainder of the Fire Department membership is made up of part-time paid firefighter/EMT-B's and firefighter/paramedics who staff the fire and EMS vehicles.

The Fire Department responds with 1 engine, 1 ladder, 2 front line medic units, and a paramedic response car. These vehicles respond from one of the city's two fire stations. The City of Mason Fire Department handles approximately 3,500 fire and medical emergency responses each year. Dispatching is through the Warren County Emergency Communications and 9-1-1 Center located in Lebanon, a city 10 miles north of Mason.

All firefighters are trained to the State of Ohio Firefighter Minimum Standards Level 1, with more of the firefighters maintaining advanced certifications up to the maximum firefighter certification (240 hours). Mason's emergency medical vehicles are staffed by a combination of emergency medical technicians (EMTs) and paramedics. Unlike many departments, the City of Mason

Fire Department is accredited by the State of Ohio Division of Emergency Medical Services to teach and certify EMT and paramedic continuing education classes.

The Fire Department is responsible for fire prevention, public education, and inspections, with the fire marshals inspecting all City of Mason businesses at least once a year. The Fire Department works closely with the Engineering and Building Department in reviewing all the plans for new subdivisions, buildings, and additions to existing structures.

The City of Mason Fire and Police Departments maintain a cooperative chaplain's unit.

The Mason-Deerfield Fire Auxiliary is a non-profit support group made up of Mason area residents whose mission is to support the operations of the Fire Department. Although the auxiliary is not a part of the Fire Department and operates under its own board of directors, the Fire Department and auxiliary work hand-in-hand to support and aid the residents of the city.

The Fire Department 2012 budget, including emergency medical services, is approximately \$5.9 million.

Benefits Profile

- Police and Fire Pension Fund of up to 24% contribution paid by the City of Mason.
- High deductible health insurance plan. Employee portion of the premium is \$50/month single, \$100/month family. City of Mason owns its own insurance plan. Effective thirty days after hire.
- Vision coverage of \$200 per dependent available for less than \$4 per month.
- Dental coverage of \$750 per dependent available for less than \$6 per month.
- Vacation - 80 hours for year one through year four; 120 hours



for the fifth through the ninth year, and 160 hours for the tenth and subsequent years. Contract employees to follow contract.

- Sick leave - Accrual rate of 4.4 hours of sick leave per pay period (sick leave may not be taken while on probation). Sick leave does not accrue until ee has successfully completed 6 months of employment.
- Funeral leave - up to 24 hours.
- Probationary period of one year.
- Deferred compensation available (no match).
- Financial and professional support of related affiliate associations and membership.
- 1.12% percent earnings tax withheld.
- Life insurance policy of \$25,000 during employment (city pays premium), with option to purchase for family members at a discounted rate.

This is a Job Announcement and not an individualized job description. A Job Announcement defines the general character and scope of duties and responsibilities. The Job Announcement is not intended to describe and does not necessarily list all the essential job functions for a given position.

No part of this Job Announcement is meant to imply a contractual relationship for the respective position and no person may alter this non-contractual relationship at any time.

Application Requirements

Applications for this position must be filled out online by visiting www.imaginemason.org and going to the employment page. It will take about two hours to complete the application and assessment tests.

A résumé will not be accepted in lieu of requested material. Additional documentation will not be accepted at this time; any forwarded will be destroyed.

*Equal Opportunity Employer
Women, Minorities, and Others are Encouraged to Apply*

[Please Apply Online](http://www.imaginemason.org)

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