



CITY OF PIQUA, OHIO

ANNOUNCEMENT FOR:

FIREFIGHTER/PARAMEDIC FIREFIGHTER/EMT

Starting salary \$61,097 - \$69,231 DOQ
Annual Increases & Step Raises

LATERAL TRANSFER

Starting salary \$69,231 – \$84,754

Depending on years with current employer as Firefighter II/ Paramedic
Annual Increases & Step Raises

CIVIL SERVICE EXAMINATION AND SELECTION PROCESS

Application Period: **October 7, 2024 through December 9, 2024**. **The City of Piqua is an EEO employer.**

Examination Test Date: The 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 Piqua is:

Edison Community College
1973 Edison Drive
East Hall - Room 115
Piqua, Ohio 45356

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

**CITY OF PIQUA
CIVIL SERVICE COMMISSION
APPROVED: **October 3, 2024****

WRITTEN TEST: *“Not applicable for Lateral Entry applicants.”*

The written examination (completed electronically) 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 complete Firefighter/Paramedic or Firefighter/EMT training and to successfully perform the duties of a Firefighter/Paramedic or Firefighter/EMT.

The organization conducting the written examination shall ensure that no applicant, employee of the City of Piqua, 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.

According to National Testing Network guidelines, 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. 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 for the written examination (go to www.nationaltestingnetwork.com to register). The fee is set by National Testing Network 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 fee for each.

To view a complete copy of the Civil Service Rules as to notification and appeal please log on to www.piquaoh.gov and click on the Human Resources Department page.

APPLICATION FOR ENTRY-LEVEL / LATERAL TRANSFER FIREFIGHTER/PARAMEDIC or FIREFIGHTER/EMT POSITION:

The application process for the entry- level / *lateral transfer* Firefighter/Paramedic or Firefighter/EMT position consists of the following steps:

1. The applicant must meet all minimum requirements for the position as listed in the application packet. (MINIMUM QUALIFICATIONS - Page 4). *Exceptions noted for Lateral Transfer applicants.*
2. The applicant **must complete** the **City of Piqua application** for employment (at <http://piquaoh.gov/city-departments/hr/job/>).
3. The following documents **must be** uploaded or attached:
 1. Copy of applicant's birth certificate
 2. Copy of education records, High School Diploma, GED, proof of college degree, if applicable
 3. Copy of signed and completed "Job Functions Accommodation" form (Page 9)
 4. Copy of documentation if the applicant has served as a cadet or on active duty in the Armed Forces of the United States for a continuous period of twelve (12) months or more and/or an accumulative period of eighteen (18) months or more, and/or received a campaign medal ribbon for service in a specified combat Theater of Operation and discharged under honorable conditions and/or currently serving in the Armed Forces.
 5. Complete the PHQ on the National Testing Network website to the City of Piqua Human Resources Department, 201 West Water Street, Piqua, Ohio 45356 on or before **December 9, 2024** *Not Applicable for Lateral Transfer applicants.*
 6. Copy of EMT or Paramedic Certification
 7. Copy of Level I or Level II Fire Certification, if applicable.
 8. If candidate has a current Candidate Physical Ability Testing (CPAT) certification OR Firefighter Mile certification – submit a copy. **Applicants must have CPAT or Firefighter Mile or pass the job-based physical agility test administered by the City of Piqua Fire Department at time of hire.**
4. After reviewing the results of the written examination provided by National Testing Network, the Civil Service Commission will compile eligible applicant names into an eligibility list. *Not applicable for Lateral Entry applicants.*
5. The candidates may be scheduled for an oral interview, background investigation, truth verification examination and drug screen testing.
6. Candidates offered conditional employment would then be scheduled for

psychological and medical examinations.

7. The eligibility list will be in effect for a period of twelve (12) months.

MINIMUM QUALIFICATIONS:

Minimum Original Appointment Age - Applicants for Firefighter/Paramedic or Firefighter/EMT examinations may take the test six (6) months prior to their eighteenth (18) birthday. Each applicant must be a citizen of the United States and must meet the minimum requirements of a position as stated in the announcement. All appointees for the position of Firefighter/Paramedic or Firefighter/EMT must be eighteen or older.

Maximum Original Appointment Age - No person is eligible to receive an original appointment as a Firefighter/Paramedic or Firefighter/EMT when he/she is thirty-five years of age or older, and no person can be declared disqualified as over age prior to that time. *Not applicable for Lateral Entry applicants.*

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

Minimum Experience - EMT-B/A or Paramedic Certification at time of hire.

Citizenship - All applicants must be United States Citizens.

Driver's License - No person is eligible to receive an original appointment as a Firefighter/Paramedic or Firefighter/EMT unless he/she 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.

Physical Condition - The Civil Service Commission and the City of Piqua have elected to recognize the Candidate Physical Ability Testing (CPAT) certification. The CPAT is the most widely used entrance-level fire fighter evaluation in the United States and is approved by the International Association of Fire Fighters and the International City Managers Association. It is a highly regulated process and was developed in cooperation with the US Equal Employment Opportunity Commission. The CPAT test is a strenuous, timed physical test that is pass/fail and it involves job related skills that will measure an applicant's ability to perform the job. Firefighter Mile certification will also be accepted or candidates must pass the job-based physical agility test administered by the City of Piqua Fire Department at time of hire. It is important that you are physically fit both in terms of strength and cardiovascular health.

Criminal Record - A person may be ineligible to receive an original appointment as a Firefighter/Paramedic or Firefighter/EMT if he/she has a criminal record.

1. Conviction of one DUI violation within the preceding five years.
2. Conviction of a second DUI violation.
3. Admission, conviction or adjudication of having committed any act defined as a felony (including felony-misdemeanor offenses) under Ohio law, federal law, the law of another state or the Uniform Code of Military Justice.
4. Admissions or administrative findings of any act while employed as a Firefighter/Paramedic -

- EMT involving lying, falsification of any official report or document or theft.
5. Admissions or conviction of any act of family violence as defined by law, committed as an adult.
 6. Admission of any criminal or delinquent act, whether misdemeanor or felony, committed against children including, but not limited to, molesting or annoying children, child abduction, child abuse, criminal sexual conduct or indecent exposure.
 7. Any history of work-related actions resulting in civil lawsuits that found against the applicant or his/her employer may be disqualifying.

Truth Verification Examination - Will be administered upon initiation of the background investigation and post offer.

Psychological Testing - Will be administered post offer.

Physical Fitness or Physical Abilities Testing - As an applicant for the City of Piqua it will be your responsibility to provide verification of the CPAT or Firefighter Mile test/certification. If an applicant already has a current CPAT certification card, this card will be recognized by the City of Piqua and applicants will only need to provide the documentation. Applicants must have CPAT or Firefighter Mile or must pass the job-based physical agility test administered by the City of Piqua Fire Department at the time of hire.

Lateral Entry - Lateral Entry applicants must be Firefighter Level II with a Paramedic Certification at time of hire, with a minimum of one year of full-time experience with a full-time department including having completed any probation period. Lateral candidates may start at a higher salary to avoid any decrease from their current wages.

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:

1. Military Service Credits - An applicant for entry level examination who has served as a cadet or on active duty in the Armed Forces of the United States for a continuous period of twelve (12) months or more and/or an accumulative period of eighteen (18) months or more, and/or received a campaign medal ribbon for service in a specified combat Theater of Operation and discharged under honorable conditions and/or currently serving in the Armed Forces shall receive ten percent (10%) of the applicant's passing written test score (for example, you receive a score of 70 and have military credit, your final score will be 77) .

Candidates are required to file notarized or certified copies of the appropriate records for additional credits along with the "Application for Additional Credit" form no later than **December 9, 2024 with the Human Resources Department of the City of Piqua. Candidates who have not met**

this deadline will not receive additional credits.

CONTACT INFORMATION:

It is the responsibility of the applicant to notify the Human Resources Department of any change in their contact information in writing within 10 days of such change.

ADDITIONAL EXAMINATIONS:

N/A

APPLICATION FOR ADDITIONAL CREDIT

I am requesting additional credit for the following:

- Military service credit (attach DD214)**

NAME: _____

ADDRESS: _____

Please indicate your qualification for military credit:

- ___ An applicant for entry level examination who has served as a cadet or on active duty in the Armed Forces of the United States for a continuous period of twelve (12) months or more
- ___ and/or an accumulative period of eighteen (18) months or more,
- ___ and/or received a campaign medal ribbon for service in a specified combat Theater of Operation and discharged under honorable conditions
- ___ and/or currently serving in the Armed Forces

<p style="text-align: center;">Essential Duties and Responsibilities – Firefighter/Paramedic ; Firefighter/ EMT</p>
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The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- (1) Responds to fire and emergency scenes in fire apparatus or other emergency vehicle and performs fire suppression and rescue operations, (e.g., lays and connects hose lines and operates nozzles to direct water streams); operates fire extinguisher and rescue equipment, (e.g., axes, claw tools, air bags, hydraulic tools, and related equipment); raises and climbs ladders, rescues persons from fire scene, prevents the spread of fires and protects property from damage; performs salvage operations, (e.g., covers furniture, mops floors and cleans debris); evaluates patient/victim condition; performs confined space rescues, water rescues and hazardous materials incident mitigation.
- (2) Provides necessary emergency medical care and transports to nearest emergency medical facility; may administer drugs as authorized and directed.
- (3) Performs maintenance of department buildings, grounds, apparatus, and equipment, (e.g., conducts pump and hydrant flow tests, checks breathing apparatus, tests and inspects ladders and hose, repairs pumps, hydrants, and other equipment); performs general yard work around station, (e.g., mows grass, trims shrubs, shovels snow, etc); cleans and maintains dormitory area, engine room and offices; cleans vehicles and apparatus.
- (4) Prepares records and reports (e.g., EMS run reports, inspections, and work completed); Requisitions necessary parts and supplies.
- (5) Conducts tours of station and provides demonstrations of equipment and apparatus; may perform fire inspections; may assist with preparation of pre-plans; may paint fire hydrants; may assist with providing fire prevention and safety programs.
- (6) Meets and complies with all job safety requirements and applicable safety standards that pertain to essential functions; Demonstrates regular and predictable attendance; Maintains physical fitness.

OTHER DUTIES AND RESPONSIBILITIES:

- (7) Performs other duties as assigned

ESSENTIAL JOB FUNCTIONS ACCOMMODATIONS FORM

I HAVE READ AND UNDERSTAND ALL THE REQUIRED ESSENTIAL JOB FUNCTIONS FOR THE POSITION OF FIREFIGHTER/PARAMEDIC ; FIREFIGHTER/EMT.

I HAVE INITIALED THE ONE (1) STATEMENT BELOW THAT IS TRUE IN MY CASE.

_____ I am capable of performing all essential job functions as listed in job description for police officer.

_____ I would require accommodations to perform the following essential job functions:

Accommodation

Print Full Name

Signature

Date