

CITY OF XENIA/CIVIL SERVICE COMMISSION
NOTICE OF OPEN COMPETITIVE EXAMINATION

FIREFIGHTER: (Division of Fire)

APPLICATION PERIOD BEGINS: Friday, July 13, 2018

DUTIES: Under general supervision, to respond to fire, Haz-Mat, medical emergency or public assist requests necessary to protect life and property; to operate and maintain fire vehicles, ambulance and all other firefighting and emergency medical equipment; to participate in fire prevention, training activities of all related fields; to do station and vehicle maintenance and to do any other related work as required.

QUALIFICATIONS:

CITIZENSHIP: Must be a citizen of the United States.

AGE: Minimum age for Firefighter is 18 years old at time of appointment.

EEO/AAP: The City of Xenia is committed to conduct all aspects of employment without regard to race, color, religion, gender, age, national origin or ethnic heritage.

EDUCATION: High school graduate or equivalent.

Ability to obtain an Ohio certification as a Level II Firefighter within the time established at time of appointment. Ability to obtain a valid Ohio certification as an Emergency Medical Technician Paramedic within the time established at time of appointment; and ability to obtain certification as a Fire Safety Inspector within six months after appointment.

CHARACTER: Shall be of good character, has a good credit rating, have no police record of arrests for a felony or a misdemeanor involving violence or moral turpitude. (See Appendix)

PHYSICAL: Applicants must meet physical requirements as determined by the City of Xenia's examining physician.

LICENSE: Must possess a valid Ohio driver's license and be insurable under the City's insurance policy at time of appointment.

SALARY: Certified Firefighter/ Paramedic \$53,690.39 to \$67,380.69 annually
EMT-P Certification but not Fire starts at \$51,690.39 annually
Fire Certification but not EMT-P starts at \$49,690.39 annually
Non Certified (Fire or Paramedic) starts at \$47,690.39 annually

BENEFITS: Vacation, sick leave, life insurance and health insurance, medical and surgical health insurance coverage. Uniform needs provided first year, after which an annual uniform maintenance allowance is provided.

TESTS: A written exam shall be given prior to certification. Assessment process, psychological, CPAT certification, background investigation, polygraph and medical will be required prior to appointment. The written exam will be scheduled as a group. All other tests will be scheduled individually. **ALL APPLICANTS WILL BE SCREENED FOR DRUG USE PRIOR TO EMPLOYMENT.**

NO LATE ADMISSION: All applicants for entrance to written examination and secondary testing must be present at the test site prior to the starting time. No exceptions for late arrivals or personal circumstances.

APPLICATIONS: May be obtained from the City Receptionist, City Hall, 107 E. Main Street, Xenia, Ohio. **Completed applications, along with the documents listed below, are to be filed with the City Receptionist, City Administration Building, 107 E. Main Street, Xenia, prior to 4:30 p.m., Friday, July 27, 2018. There is a nonrefundable application fee of \$18.00 cash or money order only. No personal checks.**

DOCUMENTS THAT MUST BE FILED ALONG WITH THE APPLICATION.

- Proof of age (i.e. Official Birth Certificate **AND** State-issued Driver's License, **OR** original Social Security Card **AND** State-issued Driver's License)
- Educational diploma or GED.
- Written consent to release all information relating to the applicant's work, medical and police records, fingerprint record check and background information (including psychological examination) and a waiver of liability for the physical ability test. We reserve the right to require additional documentation.

NON-CERTIFIED CANDIDATES

Applicants without the state certification will be asked to acknowledge a report for describing "Candidate Status", "Candidate" pay restrictions, and tuition cost recovery requirements.

DOCUMENTS AT TIME OF APPOINTMENT.

- Current CPAT (Candidate Physical Ability Testing) card (testing sites Miami Valley Fire/EMS Alliance 937-512-5103; Columbus State Community College 614-287-3812; Columbus Fire Department 614-645-6387)

PLEASE CHECK FORMS FOR REQUIRED SIGNATURE, WITNESSES AND NOTARIZATION.

TEST DATE: Written exam will be at **5:00 p.m. on Thursday, August 2, 2018.** The assessment process, background investigation, truthfulness and psychological evaluations will be scheduled by appointment as vacancies occur.

IDENTIFICATION: You must bring your driver's license or other acceptable photo i.d. to the examination for identification purposes.

THE CITY OF XENIA IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE ENCOURAGE APPLICATION FROM MINORITIES, WOMEN AND DISABLED INDIVIDUALS.