



# **In-House Firefighter**

## **Application Process**

Revised: April 1, 2017

### **APPLICATION AND DEADLINE**

Applications are accepted on an ongoing basis and will be considered on a first come, first serve basis until positions are filled. Applications must be completed and required documentation must be received all together at the time it is returned to be considered a valid application (this includes current employees). Applications are online at our website and all documentation and certifications can be uploaded as attachments. No printer is needed.

Please read the Job Opportunity sheets and all application materials for complete details and eligibility. When completing your application, please complete all sections in full. If an area does not apply to you, write N/A. Resume may be attached as supplemental information only, but not in place of work history pages.

All applications submitted must include copies of your certifications (e.g. – Fire & EMS state cards, ACLS Provider, CPR, HazMat Operations, NIMS 100 & 700, Montgomery County, OH Standing Orders, Fire Safety Inspector), military discharge paperwork (full version) and CPAT or Kettering Sports Medicine (if applicable).

Once an application has been received, you will receive an email notification. While we understand that you are anxious to move forward in this process, please do not contact us to check on your application. All applicants will be notified of their status.

### **MINIMUM REQUIREMENTS**

#### In-House Firefighters

- High school diploma or equivalent
- Ohio Firefighter I certification
- NIMS 100 and 700 (within one year of hire)
- HazMat Operations (within one year of hire date)
- Montgomery County, OH standing orders (within three months of hire date)
- Valid driver's license
- Ohio EMT-Basic certification
- American Heart CPR

### **PAY**

Hourly pay for a part-time In-House Firefighter/EMT is based on certifications that the Fire Department recognizes on a scale with steps. The pay range as of 12/21/16 is \$12.48 to \$19.98 per hour. Certifications that are recognized for pay increase include:

- Firefighter I
- Firefighter II
- EMT-Basic
- EMT-Paramedic
- Fire Safety Inspector
- Driver/Operator
- Crew Chief/Squad Leader
- Fire & EMS Instructor
- Service Credit (Each continuous five years completed with a fire department in Fire or EMS, as of 12/31 each year).

#### Starting pay examples:

Firefighter I and EMT-Basic	\$13.50	Firefighter I and EMT-Paramedic	\$14.60
Firefighter II and EMT-Basic	\$14.04	Firefighter II and EMT-Paramedic	\$15.18



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### **BENEFITS**

Washington Township offers additional benefits to all regular part-time employees who have met eligibility requirements:

- Probationary period successfully completed (one year)
- Completed customer service training, as required
- Work a minimum of 1,040 hours from June 1 – May 31 (in 26 pay periods closest to those dates)
- Minimum of 75% of fire training requirements

If these requirements have been met, part-time employees will receive information and an enrollment packet for the following benefits:

- \$15,000 life and AD&D insurance; tiered by age.
- Dental insurance
- A one-time payment at the first pay period in December of \$525, provided they are in an active employee status.

These benefits are subject to change and/or be discontinued.

### **BONUS OPPORTUNITIES**

Referral Program is available once you become an employee for the Washington Township Fire Department. You may refer an unlimited amount of people to be hired as a Part-Time In-House Firefighter. The person must list your name first on the application and if they are successfully hired, you will be paid \$150 (less taxes) per successful recruitment. This program is subject to be discontinued or revised at any time at the discretion of the Fire Chief and/or Township Administrator.

### **WORK AND TRAINING SCHEDULES**

Part-Time In-House Firefighters work every third day from 6 a.m. to 6 p.m. seven days a week. Employees may work a maximum of 60 hours per-pay (bi-weekly) and no more than 1,470 hours a year. Depending on availability, you may become eligible to work every sixth day for 24 hours.

Trainings are very important and we expect 100% attendance. A minimum attendance rate of 75% is expected before disciplinary action begins. Trainings are held multiple days and times throughout the week and the topic is the same for the entire week. Fire trainings are conducted the first and third week and EMS is conducted the fourth week. If you keep your training current, you will have enough continuing education credits to maintain your Fire and EMS certifications. You will have the ability to make-up trainings via recorded sessions or by submitting similar training from another fire department.

### **VIDEO/WRITTEN EXAM**

This test assesses critical skills necessary to be a Firefighter/EMT and includes teamwork, human relations, reading ability and basic math skills. The examination is approximately two hours in length and a driver's license is required for admission to the test.

Applicants must be in the correct room and seated prior to the posted start time of the test. Late arrivals will not be admitted and there are no exceptions. All cell phones must be left in your car or at home. All telecommunications devices and watch alarms must be turned off. Calculators or dictionaries will not be allowed.

Testing is generally conducted every two weeks and the tests dates are posted on the website under the employment section. Interviews are usually scheduled the following week. Please make sure to read your emails for information.



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### **FINGERPRINT AND BACKGROUND PROCESS**

Candidates will be fingerprinted and a valid driver's license with photo is required to complete this process. Fingerprints will be used for the purpose of having a criminal history report ordered for the background investigation process.

Candidates will be required to successfully complete a criminal background check and/or polygraph, a driver's license review and personal background investigation. The selection process may include a review of application materials, written/video test, assessment center, oral board and additional interviews.

### **INTERVIEW**

Invited candidates will interview for the position of Part-Time Firefighter/EMT by an interview panel. Upon completion of the entire process, application materials are sent to the Fire Chief for final review and a hiring decision.

### **PHYSICAL ABILITY TEST**

Candidates who are asked to move forward after the interview and background investigations, must pass a test measuring general physical ability prior to being hired. This portion of the process is approximately \$125 and you are responsible for payment. We will accept the nationally recognized CPAT certification or you may take a similar test with Kettering Sports Medicine.

If you take and pass the Kettering Sports Medicine test and are hired, we will reimburse you for the cost of one physical ability test after you have successfully completed six months of service and receive a satisfactory evaluation with Washington Township. You will need to submit a request to us along with your receipt from Kettering Sports Medicine that shows the cost of the physical ability test.

### **PHYSICAL EXAM AND DRUG SCREENING**

As a Part-Time In-House Firefighter, each candidate is required to undergo and pass a thorough medical examination provided by Washington Township.

### **EXPENSE REPAYMENT**

Once an offer letter has been sent, you agree to continue employment with Washington Township and successfully complete your probation period. Probation is one year unless extended for performance issues.

If you decide to leave prior to completing your probationary period, you are responsible for the reimbursement of any expenses incurred by Washington Township during your hiring process.



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### **ORIENTATIONS**

New employees will attend a paid orientation session. Orientations are divided into two parts. The first part of the orientation is spent reviewing Human Resources and Payroll. You will review and sign your new hire materials and this portion will generally last 1 to 1 ½ hours.

After you have finished with the first part of the orientation, you will have your picture taken for your employee ID and then you will move on to meet with the Fire Department for their orientation. The last part of the orientation will last approximately four hours, where you will review work schedules, job expectation and obtain your gear. At this time, you may also have the opportunity to meet with the Chief, Deputy Fire Chief and Administrative Fire Captain.



# IN-HOUSE FIREFIGHTER

**Employment Status:** Part-Time  
**FLSA Status:** Non-Exempt  
**Reports To:** Fire Lieutenant or Fire Captain

**Approved:** September 1, 2010  
**Revised:** April 19, 2016  
**Reviewed:** April 19, 2016

## **JOB SUMMARY**

Under the direction of Fire Lieutenant or Captain, performs all functions associated with fire suppression, EMS, fire prevention and station and equipment maintenance activities for Washington Township.

## **REPRESENTATIVE LIST OF RESPONSIBILITIES**

This list of responsibilities is representative and is not all-inclusive. Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these responsibilities.

- Responds to fire, EMS, rescue and public service alarms.
- Operates emergency vehicles, including but not limited to rescue trucks, pumpers and aerial ladders in a safe and legal manner under all weather conditions and in response to emergency situations.
- Safely and effectively operates equipment such as fire extinguishers, pry bars, hooks, ropes, aerial ladders, power tools, self-contained breathing apparatus and specialty equipment, etc.
- Lays and connects hose, holds nozzle and directs water streams, raises and climbs ladders.
- Uses equipment such as fire extinguishers, pry bars, hooks, ropes, aerial ladders, power tools, self-contained breathing apparatus during training and fire suppression.
- Performs salvage operations such as covering exposed furniture and removing excess water and debris.
- Administers emergency first aid to injured persons including techniques to restore cardio-pulmonary functions.
- Performs public education presentations on fire safety and emergency care throughout the community.
- Inspects various types of buildings to insure compliance with fire prevention codes.
- Determines the need for and performs general maintenance work in the upkeep of fire department property such as maintaining and testing fire hose, cleaning and polishing apparatus, making minor repairs to various pieces of equipment, cleaning and maintenance of building.
- Maintenance, testing, inspection and upkeep of fire hydrants.
- Participates in formal classroom and on-the-job training in modern firefighting methods and techniques, fire prevention procedures and emergency victim care, etc.
- Maintains job-related records, correspondence and prepares reports.



# IN-HOUSE FIREFIGHTER

## **REPRESENTATIVE LIST OF RESPONSIBILITIES** *(continued)*

- Assists in administrative staff activities such as preparation of memos, manuals and budget requests.
- Uses a personal computer and related software programs to create spreadsheets, report and correspondence.
- Works in all weather conditions and in all terrain.
- Provides excellent customer service.
- Ability to communicate, interact and maintain professional, efficient and effective working relationships.
- Handles confidential information appropriately.
- Understands and follows oral and written instructions.
- Reliability, which includes regular and predictable attendance, punctuality, and timely and efficient completion of assigned duties.
- Promotes, gets along and works in a harmonious relationship with others.
- Attends meetings and trainings.
- Other duties as required.

## **REQUIRED EDUCATION AND EXPERIENCE**

- High school diploma or equivalent.
- Ohio Firefighter Level I certification.
- Ohio EMT-Basic certification.
- Ohio Hazardous Materials Operations certification within one (1) year of hire date.
- Valid American Heart CPR card.
- Advanced Cardiac Life Support (ACLS) certification, if required.
- Successful completion of Montgomery County protocol testing within three (3) months of hire.
- Any combination of training and experience which provides the necessary knowledge, skills and abilities.



# IN-HOUSE FIREFIGHTER

## **PREFERRED EDUCATION AND EXPERIENCE**

- Associate's degree in Fire Science or related field.
- One (1) or more years of work experience in a fire related field.
- Ohio Firefighter Level II certification
- Ohio EMT-Paramedic certification.
- Fire Safety Inspector certification.

## **PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES**

An individual must possess the following knowledge, skills, and abilities before beginning employment:

- Possess a valid Ohio Firefighter Level I certification.
- Possess a valid Ohio EMT-Basic (or greater) certification.
- Possess a valid American Heart CPR card.
- Possess a valid Ohio Hazardous Materials Operations certification within one (1) year of hire date.
- Possess a valid Advanced Cardiac Life Support (ACLS) certification, if required.
- Possess valid Montgomery County protocol standards within three (3) months of hire.
- Passing score on written test, as designated by Washington Township.
- Possess a valid CPAT (or equivalent as designated by Washington Township) certification within one (1) year of date of hire.
- Must have the ability, under emergency response conditions, to legally and safely drive and operate all fire department vehicles, including EMS vehicles, rescue trucks, pumpers and aerial ladders.
- Ability to learn the geography of the Township, location of water mains, fire hydrants and major fire/life safety hazards within the Township.
- Considerable knowledge of the principles, practices, methods and equipment employed in modern firefighting and the emergency medical services.
- Considerable knowledge of fire hazards and fire prevention techniques.
- Considerable knowledge of the hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Ability to work with peers and officers to enhance career development through education and training opportunities.
- Uses a personal computer to create publications, reports and correspondence.



# IN-HOUSE FIREFIGHTER

## **PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES** *(continued)*

- Considerable knowledge of emergency first aid techniques and procedures.
- Ability to perform routine maintenance on fire equipment.
- Ability to effectively and professionally represent the Township while speaking before groups.
- Strong oral communication and presentation skills. Must be able to listen attentively, organize thoughts, speak and write clearly and professionally, and comprehend written documents.
- Ability to perform complex mathematical computations related to the Fire Department.
- Reads, writes, and edits reports and correspondence.
- Excellent self-discipline. Ability to work well without immediate supervision.
- Excellent judgment. Ability to make prompt and accurate decisions, as directed.
- Ability to comply with all Township and job specific safety requirements.
- Ability to work other than normal working hours as necessary.
- Must have a valid driver's license and remain insurable, without penalty or surcharge, under the Township's vehicle insurance plan.

## **DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES**

An individual must be able to demonstrate the following knowledge, skills, and abilities after training on the job.

- Maintains an Ohio Firefighter Level I certification.
- Maintains an Ohio EMT-Basic certification.
- Maintains an Ohio Hazardous Materials Operations certification.
- Maintains a valid Advanced Cardiac Life Support (ACLS) certification, if required.
- Maintains a valid American Heart CPR card.
- Must have successfully completed Montgomery County, Ohio standing order testing for the current year.
- Maintains all Federal and state certificates as required.
- Must successfully demonstrate the ability, under emergency response conditions, to legally and safely drive and operate all fire department vehicles, including EMS vehicles, rescue trucks, pumpers and aerial ladders.





# IN-HOUSE FIREFIGHTER

## **DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES** *(continued)*

- Considerable knowledge of the geography of the Township, location of water mains, fire hydrants and major fire/life safety hazards within the Township.
- Considerable knowledge of the principles, practices, methods and equipment employed in modern firefighting and the emergency medical services.
- Demonstrates the ability to differentiate normal conditions from a potentially hazardous environment.
- Demonstrates the ability to identify sick and injured patients.
- Demonstrates the ability to differentiate between safe and unsafe conditions.
- Demonstrates the ability to open and close valves.
- Demonstrates the ability to read and inspect gauges.
- Wears and effectively uses all protective firefighting gear, including service boots, self-contained breathing apparatus, protective head gear, and fire resistant hood, gloves, coats and pants while performing firefighting activities.
- Be knowledgeable of and follow departmental policies.
- Any other skills, and abilities and knowledge required as the job changes.

## **PHYSICAL REQUIREMENTS**

Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these requirements.

- Uses fingers/hands/arms frequently.
- Lifts, carries and pushes up to 100 pounds.
- Occasional crawling, kneeling, bending and climbing, including stairs and ladders.
- Ability to reach over shoulders.
- Must have good eye sight and depth perception.
- Ability to work at a rapid pace.
- Ability to hear.
- Walking and standing on various surfaces including rough terrain, as required.
- Frequent sitting, as required.

## **PHYSICAL REQUIREMENTS** *(continued)*



# IN-HOUSE FIREFIGHTER

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- Ability to work in inclement weather.
- Moves about in close quarters and areas.
- Demonstrates the ability to maintain the strength and stamina required to operate pertinent tools and equipment.
- Grips, lifts, carries, loads and unloads from Fire Department vehicles all necessary Fire Department authorized equipment.
- Ability to climb to the top of an aerial ladder and back down.
- Demonstrates the ability to off-load and maneuver 200 feet of 2 inch or 1 ¾ inch fire hose.
- Demonstrates the ability to maneuver, with assistance, 2 ½, 3 and 5 inch hose, as necessary.
- Raises a 24-foot extension ladder with help of one other person.
- Demonstrates the ability to drag 150 pounds while outfitted in full firefighting gear.
- Demonstrates the ability to carry, with assistance, a minimum of 150 pounds over a flat surface as well as up or down an incline.
- Walks, runs, and jumps as needed to respond to emergency situations.
- Dresses in full firefighting gear within a designated time frame.
- Demonstrates the flexibility necessary to vertically step into a fire, EMS or rescue vehicle while dressed full firefighting gear.
- Possess sufficient dexterity to successfully perform all standard and recognized paramedic functions.
- Possess sufficient visual acuity in order to function optimally in dense smoke and darkness.
- Hears instructions and commands while wearing protective head gear at fire and emergency scenes and trainings.
- Follows a fire hose back to its source by relying on sense of touch.
- Detects body movement, temperature and deformity through sense of touch.
- Balances on many surfaces as may be encountered in the course of firefighting/EMS rescue operations and fire safety inspections.
- Performs any and all firefighting and/or EMS activities, including standing, in full firefighting gear, in all types of extreme weather conditions.
- Bends, crouches, stoops, crawls, stretches and otherwise maneuvers as necessary around numerous obstacles and tight spaces, as may be found in burning buildings or accident and emergency scenes, as well as training activities.



# IN-HOUSE FIREFIGHTER

## **PHYSICAL REQUIREMENTS** *(continued)*

- Remains physically and mentally alert during prolonged periods of intense, sustained physical activity in difficult environments.
- Performs rescue, EMS and/or firefighting activities below ground, at extreme heights, or in close proximity to hazardous materials.
- Climbs to the top of an aerial ladder and back down.
- Demonstrates the ability to open and close valves.
- Demonstrates the ability to read and inspect gauges.
- Steps vertically three feet to enter a fire/EMS vehicle.
- Wears and effectively uses all protective firefighting gear including service boots, self-contained breathing apparatus, protective head gear and fire resistant hood, gloves, coats and pants while directing firefighting activities.
- Any other physical requirements as job changes.