



## **RECRUITMENT PACKET**

### **DEPARTMENT INTRODUCTION**

The Sylvania Township Fire Department (STFD) is a career oriented, part-time supplemented, combination fire and emergency medical services department. STFD is an “all hazards” emergency response agency which provides protection to approximately 50,000 residents of the City and Township of Sylvania and covers approximately 28 square miles. The STFD responds to approximately 4,700 9-1-1 emergency calls annually from four fire/EMS stations. STFD currently provides services to the customers of the greater Sylvania community with fifty-seven line personnel, three Chief Officers, one Training Captain, five Part-time personnel, and two Administrative Assistants.

The Township is committed to a policy of fully complying with all applicable federal, state and local laws, rules and regulations prohibiting discrimination on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status. Equal Employment Opportunity applies to all personnel practices, including (but not limited to) recruitment, hiring, training, promotion, termination, leaves of absence, compensation, discipline, evaluation, benefits, transfers, educational assistance, and social and recreational activities.

### **SYLVANIA TOWNSHIP FIRE DEPARTMENT HIRING PROCESS**

Successful applicants will complete each event in the sequence listed below:

- A. Submission of Application and Qualifications**
- B. Written General Aptitude Test**
- C. Physical Ability Test**
- D. Personal Interview**
- E. Background Investigation**
- F. Fire Chief’s Recommendation to the Board of Trustees**
- G. Conditional Offer of Employment**
- H. Psychological Interview**
- I. Physical Examination**

## STFD HIRING PROCESS

STFD may utilize outside agencies to administer and evaluate the written examination, physical ability test, physical examination, psychological interview and recruit training.

Any applicant who is late for any phase of the hiring process or otherwise discloses information which may provide an unfair advantage to others about the testing process may be subject to elimination from the hiring process.

An applicant will not be appointed if they have received a dishonorable discharge from the Armed Forces. Per O.R.C. 505.381, an applicant may not be appointed if he/she has been convicted of a felony or found guilty of arson, per O.R.C. 2909.03, unless the person meets previously established rehabilitation standards.

### **A. Submission of Application and Qualifications**

All applicants seeking employment with the Sylvania Township Fire Department shall meet the minimum qualifications prior to taking the written test. Applications, along with all required documentation must be mailed to:

Sylvania Township Fire Department  
8210 Sylvania Avenue  
Sylvania, OH 43560  
Attention: Recruitment

### **APPLICATION MUST BE POSTMARKED NO LATER THAN: August 17, 2015**

#### **Qualifications**

1. **Employment Eligibility** – All applicants must be legally authorized for employment in the United States.
2. **Age** – All applicants must be at least eighteen (18) years of age and have not reached the age of thirty-nine (39) on the date of the written test.
3. **Education** – All applicants must have a High School Diploma or General Education Development Certificate (GED). **High School Diplomas, school transcripts, or GED's must be attached to the Employment Application.**
4. **Driver's License** – All applicants must have a current, valid driver's license.
5. **State of Ohio Certifications** – All applicants must have a State of Ohio or Nationally Registered, EMT Basic Certification or the ability to obtain reciprocity, **OR** FFI to meet the minimum qualifications required to take the written test.

**At time of hire**, applicants seeking a Part-Time position will be required to have both the State of Ohio EMT-B Certification and State of Ohio FFI Certification. (FFI preferred)

## STFD HIRING PROCESS

**At time of hire**, applicants seeking a Full-Time position will be required to possess at a minimum, State of Ohio EMT-Paramedic Certification. Applicants who do not possess a FFII at the time of hire, will be required to obtain State of Ohio FFII Certification during the first 6 months of employment. NFPA based FFII training will be provided on Township time and at Township expense. **All certifications must be attached to Employment Application.**

6. **English Language** – All applicants must be able to read, write, speak, understand and otherwise communicate fluently in the English language.
7. **Tobacco Products** – The use of tobacco products, in any form, is prohibited as a condition of employment with the Sylvania Township Fire Department.

### **B. Written General Aptitude Test (August 29, 2015)**

The written test will be held on August 29, 2015 at 9:00 a.m. at the American Legion Joseph W. Diehn Post 468, 5580 Centennial Road, Sylvania, OH 43560. Applicants are asked to be present at least 30 minutes prior to the test to register. A photo ID and testing fee of \$15.00, payable in cash, check or money order, is required at registration.

The written, general aptitude test is designed to assess an applicant's ability to learn and to perform the work of a firefighter. It will include multiple-choice questions, which may assess the following abilities:

- a. Verbal Comprehension
- b. Verbal Expression
- c. Problem Sensitivity
- d. Deductive Reasoning
- e. Inductive Reasoning
- f. Information Ordering
- g. Mathematical Reasoning; and
- h. Number Facility

All applicants who complete the written examination may have points added to their written examination score for the following categories:

- one (1) point for the successful completion of State of Ohio Firefighter II Certification training program or equivalent.
- one (1) point for the completion of an Associate's degree in Fire Science or Emergency Medical Management or two (2) points for the completion of a Bachelor's degree in Fire Science or Emergency Medical Management, for a maximum of two (2) points. **(Copy of Diploma must be attached to application)**
- one (1) point for honorable military service **(DD214 must be submitted)**.

## STFD HIRING PROCESS

### **Only information submitted with application will be considered.**

Applicants who have a Total Score of 75 or above, will be placed on a **PRELIMINARY ELIGIBILITY LIST** and will continue through the additional phases of the STFD Hiring Process.

### **C. Physical Ability Test**

All applicants on the **PRELIMINARY ELIGIBILITY LIST** will participate in a Physical Ability Test. Test dates will be September 25 - 30, 2015. The test used will be modeled after the Candidate Physical Ability Test (CPAT), which is scored on a pass/fail basis. This test consists of a series of eight (8) events designed to assess your capacity to perform the physical aspects of the job of a firefighter. The test events are as follows: stair climb, hose drag, equipment carry, ladder raise and extension, forcible entry, search, rescue, and equipment raise. A demonstration of the test can be seen on the Fire Department's web site at [http://www.sylvaniatownship.com/Fire\\_home.aspx](http://www.sylvaniatownship.com/Fire_home.aspx) or a DVD will be provided within the recruitment packet. Prior to the test, the STFD will provide two (2) practice sessions. The dates for the practice sessions are: Saturday, September 12 and Sunday, September 13.

Those who successfully pass the Physical Ability Test will be placed on an **ACTIVE HIRING LIST** which will remain valid for a period of two (2) years from the date of certification by the Board of Trustees and will be utilized to hire personnel, as needed, during that time period.

### **D. Personal Interview**

When a vacancy occurs in the department, the Fire Chief and Human Resource Director shall select applicants from the **ACTIVE HIRING LIST** to interview. Applicants will be contacted to verify current certifications. Applicants seeking a part-time position will be required to possess State of Ohio FFI Certification in addition to State of Ohio EMT B Certification and applicants seeking a full-time position will be required to possess a State of Ohio EMT-Paramedic Certification and State of Ohio FFI Certification. A (4) panel Interview Board will conduct the interviews.

### **E. Background Investigation**

All finalist(s) will be required to provide a set of impressions of applicant's fingerprints and must successfully pass a Background Investigation which consists of:

- a. Criminal history
- b. Driver's history
- c. Civil records search
- d. Education verification
- e. Past address history
- f. Employment verification
- g. Professional license search
- h. Registered sex offender search

## **STFD HIRING PROCESS**

### **F. Fire Chief's Recommendation to the Board of Trustees**

Upon completion of the Background Investigation, the Interview Board shall meet to discuss the applicants and their recommendation for hire. The Fire Chief, after discussing the recommendation with the Township Administrator, shall recommend a candidate to the Sylvania Township Board of Trustees for a conditional offer of employment.

### **G. Conditional Offer of Employment**

Upon approval of the Board of Trustees, the Chief shall make a conditional offer of employment subject to successful completion of a psychological and physical examination.

### **H. Psychological Interview**

The psychological interview will meet the requirements outlined in the current edition of NFPA 1582, *Standard on Medical Requirements for Firefighters and Information for Fire Department Physicians*.

### **I. Physical Examination**

The physical examination will include drug, alcohol and nicotine tests and will meet the requirements outlined in the current edition of NFPA 1582, *Standard on Medical Requirements for Firefighters and Information for Fire Department Physicians*.

## **SYLVANIA TOWNSHIP FIRE DEPARTMENT RECRUIT TRAINING**

After successful completion of the Hiring Process, the applicant shall be hired as a probationary employee of Sylvania Township, Lucas County, Ohio as a member of the Sylvania Township Fire Department. Full-time employment will begin at the Step 1 Firefighter/Paramedic level, as outlined in the current Local 2243 Collective Bargaining Agreement. (currently \$18.57 per hour) Part-time employment will begin at the probationary part-time firefighter/EMT level, which is currently as follows:

- \$15.00 at the time of appointment (Step 1)
- \$16.00 after successful completion of STFD recruit training (Step 2)
- \$17.00 after completion of one calendar year at step 2 (Step 3)
- \$18.00 after completion of one calendar year at step 3 (Step 4)

Newly appointed employees will move forward in different paths as determined by their existing State of Ohio Certification(s).

1. Newly appointed part-time employees will complete the STFD Recruit Training process as outlined by the Fire Chief and Training Captain.

## STFD HIRING PROCESS

2. If the newly appointed full-time employee has State of Ohio FFII Certification, he/she will complete the STFD Recruit Training process as outlined by the Fire Chief and Training Captain.
3. If the newly appointed full-time employee does not have State of Ohio FFII Certification, he/or she will attend and complete NFPA based FFII training within 6 months of employment and then complete a STFD Recruit Training process as outlined by the Fire Chief and Training Captain. NFPA based FFII training will be provided on Township time and at Township expense.

All employees will remain on probationary status for one (1) year from their date of hire. They will be required to successfully complete the recruit training curriculum no later than the end of their probationary period. Upon successful completion of the recruit training, the Fire Chief will schedule the employee on the appropriate full-time schedule (administrative or platoon) or part-time supplemental schedule.

\*NOTE: Those individuals who are hired to Part-Time Status will remain on the Active Hiring List in ranked order, in the event a full-time opening should occur.

## IMPORTANT DATES TO REMEMBER:

### APPLICATION

Must be postmarked no later than **August 17, 2015**.

Proof of the following must be attached to application:

- H.S. Diploma or GED
- All Active Certifications
- Proof of Secondary Education
- Proof of Honorable Discharge (DD214)

**WRITTEN TEST:** Saturday, August 29, 2015

**PHYSICAL ABILITY PRACTICE SESSIONS:** September 12 and September 13, 2015

**PHYSICAL ABILITY TEST:** September 25 - 30, 2015