

## **CITY OF HIGHLAND HEIGHTS 2017 Firefighter/Paramedic Entrance Exam**

**IMPORTANT NOTICE** – **The physical agility test requirement has been changed as follows:** The deadline to file an application to take the 2017 Firefighter/Paramedic entrance exam is Friday, April 14, 2017 at 4:30 p.m. at City Hall for all documentation with the exception of the Physical Agility Test Certificate of Completion that will be accepted through June 9, 2017 at 4:30 p.m. at City Hall, either in person or via fax to 440-461-9062. The Physical Agility Test Certificate of Completion must be issued by Tri-C between October 22, 2016 and June 9, 2017 with a score of 4 minutes 30 seconds or less to be considered valid. The exam application booklet follows.

**CITY OF HIGHLAND HEIGHTS**  
**CIVIL SERVICE COMMISSION**

5827 HIGHLAND ROAD • HIGHLAND HEIGHTS, OHIO 44143  
Phone: 440-461-2440 • Fax: 440-461-9062 • Web: [www.highlandhts.com](http://www.highlandhts.com)

**FIREFIGHTER/PARAMEDIC**  
**EXAM APPLICATION BOOKLET**

**Application Pick-up:** Monday, February 27 through Friday, April 14, 2017  
8:00 a.m. to 4:30 p.m. at City Hall or at  
[www.highlandhts.com](http://www.highlandhts.com)

**Application Filing:** Monday, February 27 through Friday, April 14, 2017  
8:00 a.m. to 4:30 p.m. at City Hall

**Application Filing Deadline:** Friday, April 14, 2017 at 4:30 p.m. at City Hall

**Written Test:**

*Date:* **Saturday, April 22, 2017**

*Time:* Registration 8:00 a.m. to 8:45 a.m.  
No one admitted after 8:45 a.m.  
Written test 9:00 a.m. to 11:00 a.m.  
No electronic devices permitted

*Location:* Highland Heights Community Center  
5827 Highland Road  
Highland Heights, Ohio 44143

**NOTICE: REVISION TO PHYSICAL AGILITY TEST REQUIREMENT**

The Physical Agility Test Certificate of Completion is considered valid when issued by Tri-C between October 22, 2016 through June 9, 2017 with an earned score of 4 minutes 30 seconds or less. Each applicant must submit a copy of the certificate no later than June 9, 2017 at 4:30 p.m. at Highland Heights City Hall, either in person or via fax to 440-461-9062. Applicants are personally responsible for registration and payment of the Physical Agility Test.



EQUAL OPPORTUNITY EMPLOYER

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**FILING OF APPLICATION – Deadline is Friday, April 14, 2017 at 4:30 p.m. at City Hall for all documentation with the exception of the Physical Agility Test Certificate of Completion that will be accepted through June 9, 2017 at 4:30 p.m.**

Only the first one hundred (100) applications filed will be accepted. The earliest filed applications will take precedence in cases of tie scores. Applications may be submitted by the applicant or a representative. Copies of documents cannot be made at City Hall.

**Items 1 through 7 must be submitted at time of application filing and no later than Friday, April 14, 2017 at 4:30 p.m. at City Hall:**

1. Completed “Application for Employment” form  
(Remove the application form found at the end of this booklet. You may keep this booklet for future reference.)
2. **Color** copy of valid Ohio driver’s license
3. Copy of birth certificate or US Passport or US Naturalization Certificate
4. Copy of high school diploma or GED certification
5. Copy of valid Ohio EMT/P certification
6. Copy of valid ACLS certification
7. \$25.00 non-refundable filing fee (cash, or check payable to City of Highland Heights)

**Item 8 must be submitted no later than June 9, 2017 at 4:30 p.m. at City Hall, either in person or via fax to 440-461-9062:**

8. The Physical Agility Test Certificate of Completion is considered valid when issued by Tri-C between October 22, 2016 through June 9, 2017 with an earned score of 4 minutes 30 seconds or less. Applicants are personally responsible for registration and payment of the test.

**Items 9 and 10 are not required but may be submitted for additional credit:**

9. Copy of valid Ohio full-time State Firefighter Level II certificate or certification letter completed on or before April 22, 2017 is required to claim firefighter training credit.
10. Copy of DD-214 form is required to claim military credit.

# PUBLIC NOTICE

## 2017 FIREFIGHTER/PARAMEDIC ENTRANCE EXAM

### CITY OF HIGHLAND HEIGHTS

### CIVIL SERVICE COMMISSION

The City of Highland Heights Civil Service Commission will conduct a competitive entrance examination for the position of full-time Firefighter/Paramedic. Applicants are required to take a written test on Saturday, April 22, 2017 at the Highland Heights Community Center. Registration is 8:00 a.m. to 8:45 a.m., strictly enforced. Written test is 9:00 a.m. – 11:00 a.m. A minimum passing score of 70% on the written test is required before any additional credits to which the applicant may be entitled will be applied. Additional tests may include medical examination, drug screening, psychological, polygraph, background investigation and personal interview.

Applications to take the test may be obtained beginning Monday, February 27, 2017 through Friday, April 14, 2017 at Highland Heights City Hall, 5827 Highland Road, Highland Heights, Ohio 44143, or at the City website [www.highlandhts.com](http://www.highlandhts.com). Completed applications must be returned to Highland Heights City Hall, Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m. **The deadline to file an application is Friday, April 14, 2017 at 4:30 p.m. at City Hall for all documentation with the exception of the Physical Agility Test Certificate of Completion that will be accepted through June 9, 2017 at 4:30 p.m. at City Hall, either in person or via fax to 440-461-9062.** Only the first one-hundred (100) applications filed will be accepted. The earliest filed applications will take precedence in cases of tie scores.

Applicant shall be a citizen of the United States, a resident of the state of Ohio for a period of at least one year at date of the test and be at least 18 years of age on or prior to the test. No person is eligible to receive an original appointment on or after the person's 41<sup>st</sup> birthday. Applicant must submit a completed application form, a color copy of valid Ohio driver's license, a copy of birth certificate or US Passport or US Naturalization certificate, a copy of high school diploma or GED certificate, a copy of Ohio EMT/P and ACLS certificates, **a copy of a Physical Agility Test Certificate of Completion issued by Tri-C between October 22, 2016 and June 9, 2017 with a score of 4 minutes 30 seconds or less,** and a \$25.00 non-refundable filing fee in the form of cash or check payable to the City of Highland Heights. A copy of an Ohio Firefighter Level II certificate or a certification letter completed on or before April 22, 2017 is required to claim firefighter training credit. A copy of a DD-214 is required to claim military credit. The Commission reserves the right to change the dates and locations of the tests.

EQUAL OPPORTUNITY EMPLOYER

April 10, 2017



## **EMPLOYMENT OPPORTUNITY BULLETIN FOR A CAREER AS A FULL-TIME FIREFIGHTER/PARAMEDIC**

The City of Highland Heights is offering the position of full-time Firefighter/Paramedic with interesting and varied work, opportunity for advancement, a chance for continuing education, and a retirement pension. The following are minimum qualifications and special requirements that applicants for the position should possess.

### **MINIMUM QUALIFICATIONS**

Age: At least eighteen (18) years of age on or prior to the date of written test. No person is eligible to receive an original appointment on or after the person's forty-first (41<sup>st</sup>) birthday.

Citizenship: Citizen of the United States and a resident of the state of Ohio for at least one (1) year.

Medical Examination: No person shall be eligible for employment unless prior to their appointment they have passed a medical examination given by a licensed physician who must certify the applicant is free from cardiovascular or pulmonary diseases and in good physical condition and capable of performing all requirements of the job, as described in the job description.

Minimum vision requirement is 20/40, with or without corrective lenses, and free of color blindness.

Education: High school graduate from an accredited high school as approved by the State Board of Education, or GED equivalency.

Driver's License: An applicant, at the time of appointment, must be a licensed Ohio driver with a good driving record and must maintain such record at all times. A "good driving record", for the purposes of eligibility only, is defined as having no more than two (2), two-point moving violations or their equivalent within the previous two (2) years. Conviction of one (1) or more six-point moving violations, any felony traffic violation, or their equivalent, in the previous five (5) years shall be grounds for disqualification from eligibility.

**APPLICATIONS**

All applicants must thoroughly and accurately complete an application as well as a personal history statement. Failure to complete forms accurately and file them in a timely manner will constitute grounds for automatic rejection. Failure to disclose truthful and relevant material shall constitute grounds for rejection and dismissal. Only the first one hundred (100) applications filed will be accepted. In case of tie scores, the earliest filed application will take precedence. Applications will not be accepted after the filing deadline.

**Items Required  
at Time of Filing:**

1. completed "Application for Employment" form
2. **Color** copy of valid Ohio driver's license
3. copy of birth certificate or US Passport or US Naturalization Certificate

**Physical Agility Certificate  
required by June 9, 2017:**

4. copy of high school diploma or GED certification
5. copy of valid Ohio EMT/P certification
6. copy of valid ACLS certification
7. \$25.00 non-refundable filing fee, cash or check
8. Physical Agility Certificate of Completion issued by Tri-C between October 22, 2016 through June 9, 2017 with an earned score of 4 minutes 30 seconds or less

**Items Optional at Time of  
Filing for Additional Credit:**

9. Copy of valid Ohio full-time State Firefighter Level II certificate or certification letter completed on or before April 22, 2017 (optional)
10. copy of valid DD-214 form (optional)

**Firefighter Training Credit:**

Provided applicant has received a passing grade in the written test, a credit of four (4) points will be given to those who submit a valid Ohio full-time State Firefighter Level II certificate or certification letter completed on or before April 22, 2017.

**Military Service Credit:**

Provided applicant has received a passing grade in the written test, a credit of up to four (4) points will be given based on length of military service to those who submit a valid DD-214.

**Employment Credit:**

Provided applicant has received a passing grade in the written test, a credit of up to five (5) points will be given to part-time firefighters for the City of Highland Heights based on number of employment hours logged.

**Residency Credit:**

Provided applicant has received a passing grade in the written test, a credit of one (1) point will be given to residents of Highland Heights who have resided in the city for a period of one (1) year as of date of written test.



**TESTING PROCEDURES AND QUALIFICATION PROCESS - ELIGIBILITY LIST****Written Test:**

All applicants must successfully complete a competitive written test that shall consist of the following: general information, history, science, definitions, grammar, verbal analogy, spelling, judgment, reading comprehension, math, reasoning and mechanical aptitude.

**Grading:**

A minimum score of seventy percent (70%) on the written test will constitute a passing earned grade.

**Physical Agility Test:**

All applicants must submit a copy of a valid Firefighter Physical Agility Test Certificate of Completion issued by Tri-C no earlier than October 22, 2016 with an earned score of 4 minutes 30 seconds or less.

The City of Highland Heights does not assume any responsibility for any medical consequences that might arise from participating in physical agility testing.

**Additional Screening:**

As vacancies occur for the full-time position of Firefighter/Paramedic, the Civil Service Commission will determine a suitable number of applicants to undergo other examinations. The order of these procedures is at the discretion of the Commission.

Applicants considered for hiring must pass the following: medical examination, drug screening, polygraph test, background investigation, psychological test and personal interview.

**Identification:**

Each applicant must present a photo ID at the written test.

**Eligibility List:**

An eligibility list will be established of the persons who earned the grade in the examination exceeding or equal to the minimum requirements established for this examination and who are otherwise eligible for appointment. Such persons shall be listed on the eligibility list in the order of their earned grades. In case of tie scores between applicants, the earliest filed application will take precedence. The eligibility list will be valid for a period of at least one year and may be extended, at the discretion of the Civil Service Commission, for one additional year.



## **APPOINTMENT**

### **Appointment:**

Appointments will be made from the certified eligibility list. The Commission will certify the names of the eight (8) applicants standing highest on the eligibility list for one position to be filled. The Commission will certify the names of the twelve (12) applicants standing highest on the eligibility list for two (2) positions to be filled.

All appointments shall be made by the Mayor from the names certified. Applicants so appointed must successfully complete a probationary period of two (2) years.

### **Compensation:**

Annual Probationary Base Salary: \$59,254

Highland Heights is an equal opportunity employer. The City of Highland Heights does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment. Persons requesting an accommodation for the purposes of testing must provide forty-eight (48) hours notice to the Civil Service Commission in order to have the request fulfilled.

## City of Highland Heights - Classification Description

**Classification Title: Firefighter/Paramedic**

**FLSA Status: Non-Exempt**

**Division: Fire**

**Union Status: Y**

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### **Work Objective**

This is an entry level position under the general supervision of a Fire Lieutenant and is responsible for the protection of life and the conservation of property through combating and extinguishing fire. Incumbents must possess considerable skill in operating equipment under adverse and hazardous conditions in an expeditious manner. Incumbent administers emergency medical services as a certified Paramedic. Duties involve an element of personal danger. Duties are performed in accordance with standard instructions and a well-defined routine under the immediate supervision of a superior officer. Work is reviewed frequently through observation.

### **Essential Functions**

The list of essential functions is intended to be representative of the work performed. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed if such duties are a logical assignment to the position. Responds to fire and emergency medical calls; evaluates situation and administers medical treatment.

- May be required to lay hose lines and direct fire streams to extinguish and contain fires, raise and climb ladders to perform search and rescue procedures along with ventilation of burning structures.
- Cleans and maintains fire station facilities and equipment and other related apparatus.
- Operates emergency radios and maintains contact with other units at all times.
- Participates in the use and maintenance of firefighting and emergency medical equipment.
- Participates in drills, classes and schools in firefighting, emergency medical treatment and other fire service related areas.
- Operates equipment as used for the control and extinguishment of fires such as: Class "A" fire apparatus, fire hose, nozzles, ladders, ropes, axes, water tools and appliances, aerial ladder devices, rescue equipment, power and non-power hand tools, self-contained breathing apparatus, firefighting protective clothing ensemble, hazardous materials protective clothing and related tools and equipment.
- Operates tools required for treatment of the sick and injured including: transport vehicles, bandages, splints, blood pressure monitoring equipment, spinal immobilization equipment, hydraulic power tools for extrication purposes and other medical treatment hand tools.

- Non-emergency related duties include but are not limited to conducting readiness inspections of apparatus and equipment, flow testing fire hydrants, pre-fire planning of buildings, response area surveys, report writing, and public relations details.

Note: The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

### **Minimum Qualifications**

- Must be 18 years of age.
- Must be a high school graduate or have obtained a GED.
- Must possess and maintain a valid Ohio driver's license.
- Must have and maintain a satisfactory driving record as determined by the City of Highland Heights designated agent.
- Must hold a current State of Ohio certification as a Firefighter II.
- Must be certified by the State of Ohio as a Paramedic.
- Must obtain and maintain local medical director authorization to practice as a Paramedic.
- All certifications required must be maintained as a condition of employment.
- Must develop an understanding of the National Incident Management System (NIMS) and the National Response Plan (NRP) as well as the Incident Command System (ICS) qualified through National Response Plan (NRP) as well as the Incident Command System (ICS) qualified through the completion of recognized training and education courses.
- Must demonstrate knowledge, skills and abilities by passing a written examination and skills test as prescribed by the Highland Heights Division of fire.
- Must successfully complete all pre-hire examination requirements including but not limited to; polygraph testing, psychological testing, drug testing, and a fire department medical physical.

### **Knowledge, Skills and Abilities**

- Knowledge of the elements of combustion and methods of proper extinguishment.
- Knowledge of chemistry as it applies to toxic and flammable properties of various elements.
- Knowledge of the proper techniques to perform rescue and first aid operations to include the use of all fire department equipment including aerial devices
- Ability to perform difficult and dangerous work under emergency hazardous conditions.
- Ability to work as a member of a team.
- Knowledge of City Personnel Manual.
- Knowledge of Fire Department Standard Operating Procedures (SOP's).

### **Physical Requirements**

- Meet physical requirements as indicated for State certification.
- Must endure sustained acts of physical exhaustion and endure periods of duty under unfavorable and life threatening situations.
- Must meet firefighter physical requirements as prescribed by the Fire Chief.
- Ability to communicate both orally and in writing.
- Reaching, pulling, pushing, and throwing.
- Walking, standing, crawling, kneeling, bending, stooping, jumping, running, balancing, smelling, driving, climbing (including ladders).
- Lifting of moderately heavy (20-25 pound) items and occasionally very heavy (100 pounds or over) items.

**(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)**

### **Sensory Requirements**

- Task requires color perception and discrimination.
- Task requires sound perception and discrimination.
- Task requires taste perception and discrimination.
- Task requires odor perception and discrimination.
- Task requires depth perception and discrimination.
- Task requires texture perception and discrimination.
- Task requires visual perception and discrimination.
- Task requires oral communications ability.

**(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)**

### **Environmental Requirements**

- **Hazardous conditions: flames, fire, chemicals, smoke, heat, gases, moving vehicles, falling structures and debris, electricity, poor ventilation, poor lighting and related hazards, heights.**
- **Some stressful situations.**

The City of Highland Heights is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Highland Heights provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.