



## Monclova Township Fire / Rescue Department

# Full-Time Job Posting Firefighter / Paramedic

The Monclova Township Fire / Rescue Department is currently accepting applications, resumes, and cover letters for an open Full-Time Firefighter / Paramedic position. This position is open to both internal part-time or paid per call personnel and external applicants. This position reports to the Fire Chief or his designee. The Firefighter / Paramedic will be tasked with performing firefighting, basic / advanced life support, hazardous material, and fire prevention duties. Firefighter / Paramedics will also maintain fire equipment, apparatus, and facilities. For a full list of responsibilities and requirements, please see the position description.

**Work Schedule:** 24/48 schedule with a 24-hour shift on a three (3) platoon system with one 24-hour Kelly Day scheduled every twenty-one (21) days. However, schedule may be adjusted to meet the operational needs of the department.

**Position Type:** Regular - Full-time.

**FLSA Status:** Position is an hourly, non-exempt position.

**Pay Rate:** Based on 2496 hours worked annually, starting pay will be \$60,003.84 for Firefighter II / Paramedic and \$56,384.64 for Firefighter I / Paramedic.

**Benefits:** Medical, Dental, Vision, Rx Plan and Ohio Police and Fire Pension. Ohio Deferred Compensation is available.

### Requirements:

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|---|--|
| (1) Valid Ohio Driver's License   | (5) Hazardous Materials Operations Level |
| (2) High School Diploma or GED  | (6) AHA CPR BLS and ACLS Provider        |
| (3) State of Ohio Paramedic   | (7) Firefighter Mile or MTFD PAT         |
| (4) State of Ohio Level I Firefighter ( <b>must obtain Firefighter II certification within first year</b> ) |  |

**Posting Start Date:** July 15, 2023

**Posting End Date:** Open Till Positions Filled

**Applications and the full Position Description are available in person or can be found on the Fire Department webpage at <https://www.monclovatwp.org/fire/>. Interested applicants may submit their completed application, resume, and cover letter to either of the following:**

**In Person (Weekdays from 08:00 AM - 4:00 PM):**

Fire Department Administration Offices

4395 Albon Road

Monclova, Ohio 43542

**Email**

[recruiting@monclovatwp.org](mailto:recruiting@monclovatwp.org)

## POSITION DESCRIPTION

<b>POSITION:</b>	<b>FIREFIGHTER / PARAMEDIC</b>		
<b>DEPARTMENT:</b>	Fire Department	<b>REPORTS TO:</b>	Assigned Supervisor
<b>FLSA STATUS:</b>	Non-Exempt	<b>SCHEDULE:</b>	24/48 – 14 Day Period
<b>POSITION TYPE:</b>	Regular – Fulltime	<b>RANK:</b>	Firefighter

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### GENERAL DESCRIPTION

This is a public service position based on trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform duties adequately and make responsible decisions, on and off duty, in a manner that does not damage or endanger the loss of trust with the public, coworkers, and other public safety forces.

Under general supervision, provide firefighting duties, basic and advanced life support services to ill or injured persons, in accordance with the policies and procedures of the department and medical protocols established by the department Medical Director. The Firefighter / Paramedic will perform a wide variety of administrative and technical tasks and functions in support of fire suppression, prevention, hazardous materials, rescue, emergency medical and other emergency / non-emergency services.

The Firefighter / Paramedic will be expected to generally work a 24-hour on duty / 48-hour off duty shift cycle under a three (3) platoon system, with one 24-hour Kelly Day scheduled every 21 days. On-duty hours are a 24-hour period beginning at 7:00 am. However, this schedule can be adjusted by the Fire Chief to meet the operational needs of the department.

### CERTIFICATION / LICENSURE REQUIREMENTS

The Firefighter / Paramedic must possess and maintain current:

- Valid driving privileges in the State of Ohio and remain insurable under the Township's vehicle insurance policy.
- State of Ohio Firefighter I (**must obtain Ohio Firefighter II certification within the first year**)
- State of Ohio Paramedic
- Hazardous Materials Operations level
- Related certifications to include CPR, ACLS, etc. as required.

### ESSENTIAL JOB DUTIES

#### Firefighter

1. Respond to emergency and non-emergency incidents including but not limited to fires, commercial fire alarms, hazardous materials and other responses as requested or directed.
2. Performs thorough, daily inspection of the apparatus and equipment as assigned. Notifies supervisor of any condition requiring repair or maintenance; ensures that the inventory of supplies and equipment is complete; completes appropriate records of daily inspections.
3. Drive and operate fire department vehicles including engines, aerial ladder, ambulances, watercraft, and utility vehicles.

## POSITION DESCRIPTION

4. Lays hose lines, operates nozzles, pumps, and hydrants; utilizes fire extinguishers and performs other actions to suppress fire; operates hydraulic, pneumatic, manual, and power tools.
5. Selects, positions, and climbs ground and aerial ladders to gain access to upper levels of buildings or to assist individuals from burning structures.
6. Perform salvage operation and post fire operations; uses salvage covers, floor runners and other related equipment to reduce property damage from heat, smoke, fire gases and water.
7. Participates in fire and life safety inspections of commercial and residential properties in accordance with training and certification; Provide fire safety education to public opportunities; checks operating condition of hydrants as necessary.
8. Maintain effective working relationships with other governmental agencies.

### Paramedic

1. Respond to scenes of accidents or acute illness as dispatched on an emergency and non-emergency basis.
2. Perform basic and complex diagnostic and medical procedures including but not limited to vital signs and cardiac monitoring, defibrillation, cardiopulmonary resuscitation, intravenous cannulation, airway management, and administration of various medications.
3. Perform daily medication and medical equipment checks to ensure proper control, inventory levels and accountability.
4. Accurately compile patient history and events of medical / trauma conditions and complete written and verbal reports on patient care to hospital emergency departments.
5. Transfer, lift and move patients while employing appropriate safety and lifting techniques.

### Training

1. Complete continuing education classes as required to maintain certifications.
2. Participate in and conduct training classes as appropriate or directed.

### General

1. Cleans and performs general maintenance of fire station, fire department vehicles and equipment.
2. Participates in public education programs in schools, civic groups and other locations as requested.
3. Utilize computers and computer programs for patient care documentation, record keeping, pre-incident planning and other job-related functions.
4. Wearing personal protective equipment while working in extremely hot or cold environments for prolonged time periods. Personal protective equipment included but is not limited to, protective firefighting ensemble, self-contained breathing apparatus, air purifying respirator, and HEPA filter masks.
5. Maintain all supplies and equipment with the established inventory guidelines.
6. Assist in department administrative activities as assigned.
7. Attend and participate in internal meetings as appropriate or required.
8. All other duties as assigned.

# POSITION DESCRIPTION

## **KNOWLEDGE, SKILLS AND ABILITIES**

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### **General**

1. Ability to read and write in the English language.
2. Ability to add, subtract, multiply, divide and calculate dosages.
3. Ability to communicate effectively in person, in writing, and over the telephone and radios.
4. Ability to establish and maintain effective interpersonal relationships with coworkers and community members.
5. Ability to accurately input data into a computer system.
6. Ability to utilize existing and learn new software programs.
7. Ability to multitask and exercise sound judgement to complete job tasks as assigned.
8. Ability to maintain confidentiality.
9. Ability to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.
10. Ability to interpret data.
11. Ability to study manual work processes to determine the most effective methods to complete essential tasks.
12. Must have and maintain a valid State of Ohio driver's license.
13. Ability to pass a background check.
14. Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering the larger organization or team goals rather than individual concerns. This includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.
15. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
  - a. Operating assigned equipment including motor vehicles
  - b. Running, walking, standing, bending, crouching, crawling, or sitting for extended periods of time.
  - c. Lifting, carrying, and/or moving equipment and/or objects weighing 50 to 100 pounds, and injured/deceased persons.
  - d. Move objects between 20-50 pounds short distances.
  - e. Pushing / pulling various objects weighing up to 40 pounds or more such as pulling hose from apparatus, pulling ceiling.
  - f. Climbing stairs and ladders
  - g. Participate in fire suppression and emergency medical activities including the performance of life saving and rescue procedures.

## **WORKING CONDITIONS**

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions, including temperature extremes, during the day and night shifts. Work is often performed in emergency and stressful situations. The individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes chemicals, liquid chemicals, solvents, and oils.

## **POSITION DESCRIPTION**

The employee occasionally works near moving mechanical parts, in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. It is reasonably anticipated that the individual will be exposed to blood-borne pathogens and other infectious materials in the course of their duties.

The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

The employee will be required to work 24-hour shifts up to a 48-hour continuous shift. During this time the firefighter paramedic may experience several interruptions of sleep, meals and/or other activities. The firefighter paramedic will be expected to perform essential job functions despite the potential for fatigue resulting from extended shift work.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by the personnel assigned to this classification. These are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time, as needed.

# APPLICATION FOR EMPLOYMENT PRE-EMPLOYMENT QUESTIONNAIRE EQUAL OPPORTUNITY EMPLOYER

## PERSONAL INFORMATION

DATE \_\_\_\_\_

NAME (LAST NAME FIRST)		SOCIAL SECURITY NO.	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NO. (     )	REFERRED BY		

## EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	ARE YOU LEGALLY AUTHORIZED TO WORK IN THE US? <input type="checkbox"/> YES <input type="checkbox"/> NO
EVER APPLIED TO THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE?	WHEN?

## EDUCATION HISTORY

	NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

## GENERAL INFORMATION

SUBJECTS OF SPECIAL STUDY/RESEARCH WORK	
SPECIAL TRAINING	
SPECIAL SKILLS	
U.S. MILITARY OR NAVAL SERVICE	RANK

## FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

**REFERENCES** GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS KNOWN

**AUTHORIZATION**

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

INTERVIEWED BY \_\_\_\_\_ DATE \_\_\_\_\_

**REMARKS**


NEATNESS		CHARACTER		
PERSONALITY		ABILITY		
HIRED	FOR DEPT.	POSITION	WILL REPORT	SALARY WAGES

APPROVED: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
EMPLOYMENT MANAGER DEPARTMENT HEAD GENERAL MANAGER