



Monclova Township Fire / Rescue Department

Part-Time Job Posting Paramedic

The Monclova Township Fire / Rescue Department is currently accepting applications, resumes, and cover letters for the position of Part-Time Paramedic. This position reports to the Fire Chief or his designee. The Paramedic will be tasked with performing basic and advanced life support duties. Paramedics will also maintain EMS equipment, apparatus, and facilities. For a full list of responsibilities and requirements, please see the position description.

Work Schedule: 8 and 12-hour shifts either in a regularly scheduled position or sign-up.

Position Type: Part-Time; hourly wage; non-exempt FLSA position.

Pay Rate: \$23.75 with an increase to \$24.46 after probation

Benefits: Uniform Allowance, Paid Sick Leave, Paid Vacation (for regularly scheduled position). Ohio Deferred Compensation is available.

Requirements:

- (1) Valid Ohio Driver's License
- (2) High School Diploma or GED
- (3) State of Ohio Paramedic
- (4) AHA CPR BLS and ACLS Provider

Posting Start Date: December 9, 2025

Posting End Date: Till Positions Filled

Application Period for next round of hiring will close at 4:00 PM on Monday, January 19, 2026.

Applications and the full Position Description are available in person or can be found on the Fire Department webpage at <http://monclovatwp.org/employment>.

Interested applicants may submit their completed application, resume, and cover letter in person or via email at 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

Questions may be directed to recruiting@monclovatwp.org or by calling the Fire Chief at 419-865-9423.

POSITION DESCRIPTION

POSITION: PARAMEDIC

DEPARTMENT: Fire Department

REPORTS TO: Assigned Supervisor

FLSA STATUS: Non-Exempt

SCHEDULE: 8 and 12-hour shifts

POSITION TYPE: Regular – Part-time

RANK: Paramedic

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 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 Paramedic will perform a wide variety of administrative and technical tasks and functions in support of rescue and emergency medical and other emergency / non-emergency services.

The Paramedic will be expected to generally work an 8- or 12-hour shift at least 3 times per month. However, this schedule can be adjusted by the Fire Chief to meet the operational needs of the department.

CERTIFICATION / LICENSURE REQUIREMENTS

The 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 Paramedic
- Related certifications to include CPR, ACLS, etc. as required.

ESSENTIAL JOB DUTIES

1. Respond as EMS to emergency and non-emergency incidents scenes including but not limited to chronic/acute illness, injuries, motor vehicle accidents, hazardous material incidents, fires, and other response as requested or directed.
2. Performs thorough daily inspection of the EMS 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 EMS vehicles including ambulances and utility vehicles.
4. 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.

POSITION DESCRIPTION

5. Perform daily medication and medical equipment checks to ensure proper control, inventory levels and accountability.
6. Accurately compile patient history and events of medical / trauma conditions and complete written and verbal reports on patient care to hospital emergency departments.
7. Transfer, lift and move patients while employing appropriate safety and lifting techniques
8. Maintain effective working relationships with other governmental agencies.

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 quarters, fire department EMS vehicles and EMS 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.
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.

KNOWLEDGE, SKILLS AND ABILITIES

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.

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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
 - g. Participate in emergency medical activities including the performance of life saving and rescue procedures.

WORKING CONDITIONS

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 rendering emergency medical assistance.

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. | SECONDARY 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 | | | |
| 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

| | |
|--|------|
| SUBJECT 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 | | | | |

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.

I understand that a consumer credit report or criminal records check may be necessary prior to my employment. If such reports are required, I understand that, in compliance with federal law, the company will provide me with a written notice regarding the use of these reports and will also obtain a separate written authorization from me to consent to these reports. I also understand that a poor credit history or conviction will not automatically result in disqualification from employment."

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

DATE

SIGNATURE

Do Not Write Below This Line

DATE

INTERVIEWED BY

Remarks

| | | | | |
|-------------|-----------|----------|-------------|--------------|
| NEATNESS | CHARACTER | | | |
| PERSONALITY | ABILITY | | | |
| Hired | For Dept. | Position | Will Report | Salary Wages |

APPROVED:

EMPLOYMENT MANAGER

DEPARTMENT HEAD

GENERAL MANAGER

This application for employment is sold only for general use throughout the United States. TOPS assumes no responsibility and hereby disclaims any liability for the inclusion in this form of any questions or requests for information upon which a violation of local, state, and/or federal law may be based. It is the user's responsibility to ensure that this form's use complies with applicable laws, which change from time to time.