



City of Steubenville

Civil Service Commission

City Hall * 115 South Third Street, Suite 111 * Steubenville, OH 43952 * Phone: (740) 283-6000 ext. 1950
Fax: (740) 283-6165 * Website: www.cityofsteubenville.us * Email: civilservice@cityofsteubenville.us

Civil Service Examination

Steubenville Fire Department

Position of Firefighter

Date of Testing: April 11, 2020

On Saturday April 11, 2020 at 10:00 a.m. at Eastern Gateway Community College, 4000 Sunset Boulevard, #1301 Founder's Hall, Steubenville, Ohio. The Civil Service Commission of the City of Steubenville will hold an open and written competitive examination for the position of Firefighter for the City of Steubenville.

Please Note: **Physical Agility testing will follow written testing.**
Location: **Harding Stadium Practice Field, 2002 Sunset Blvd.**
 Steubenville, Ohio 43952

To be eligible for taking the examination and to qualify for the position,
APPLICANTS MUST MEET THE FOLLOWING REQUIREMENTS:

1. Must be 21 years of age at the time of appointment. 20 years old to sit for the test.
2. 35 years of age is the maximum age to sit for the test and for appointment, **UNLESS** the applicant has a valid Ohio FF II certification and a valid Ohio EMS certification of EMT or above then 40 years of age is the maximum age to sit for the test and for appointment.
3. Shall be a citizen and resident of the United States.
4. Shall be a High School Graduate or hold a G.E.D. equivalent certificate.
5. Possession of a valid driver's license.

Pete Batten
Member

Delores Wiggins
President

Ann Marie Campbell
Member



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In the event that the Applicant makes a passing grade on the written examination and successfully passes the physical agility test, to further qualify for an appointment to the position, said Applicant then must satisfactorily complete the following:

- A. A background / security review.
- B. A medical examination / pre-employment alcohol and drug screening.
- C. A psychological examination.

| | | |
|---|--------------|--------------------|
| <u>Current Beginning Salary:</u> | \$ 27,872.00 | 0-120 days |
| | \$ 30,659.20 | 120 days to 1 year |
| | \$ 33,446.40 | 1 year |

*** Please note, salaries may be increased in the near future. Call the Fire Office with questions. 740-283-6000 ext. 1802.**

Passing Grade: The written examination will be graded on a percentage scale, with a passing grade of 70% being required for passing. (scale of 0 – 100%)

Bonus Points: Bonus points will be added to passing scores of 70% as follows:

- 20% - Honorably discharged military veteran
- 15 % - Valid Ohio Firefighter II certification
- 10% - Valid Ohio or National Registry Paramedic certification.
- 5% - Valid Ohio or National Registry EMT certification.
- 5% - Completion of 2 or 4 year College Degree.

The maximum combined bonus points that one applicant can earn is 20%. To request bonus points, applicants must submit proof of eligibility by the close of the application deadline.

Notice of Test Results: All participants will be notified by mail of the official testing results.

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Deadline for Applications: All applications must be received by the Commission no later than **4:00 p.m. on Friday, April 3, 2020** or by US Mail postmarked no later than April 3, 2020.

To Apply: All applicants must submit, by deadline date, a City application. Resumes will not be accepted in lieu of the application. Applications and required forms are available at the City of Steubenville Civil Service Commission or Fire Office, 115 S. 3rd St., Steubenville, Ohio 43952 or on the City of Steubenville's website: www.cityofsteubenville.us Signed authorization and release for records and security check, signed waiver and release, signed Physician's examination statement and copies of required transcripts, certifications, military discharge papers, must be provided at the time of filing application. **Applications will not be accepted without required documentation. Faxed, emailed, or incomplete applications will not be accepted.**

Please note: The Physical agility testing will be held the same day at the Harding Practice field. It will follow the written testing and will be graded on a pass/fail basis. Only those who passed the written testing will take the physical agility testing.

Applicants must present a driver's license at the time of the written examination.

Physical Agility testing: The following events will be include on the Physical agility test. All events must be completed successfully to earn a passing score.

1. 1.5 mile run completed in 15 minutes
2. Push-ups – 20
3. Sit-ups – 30 in 2 minutes
4. Dummy drag – lift shoulders and drag 120-125lb dummy 100' w/o stopping
5. Ladder Climb – Ascend and Descend, without hesitation, an aerial ladder elevated at an angle of 70 degrees to a height of not less than 35' above ground level, and remain at that height not less than 60 secs.

Equal Opportunity Employer

Male/Female

Pete Batten
Member

Delores Wiggins
President

Ann Marie Campbell
Member

CITY OF STEUBENVILLE – CIVIL SERVICE COMMISSION
Employment Application



APPLICANT INFORMATION

| | | | | | | | |
|--|------------------------------|-----------------------------|--|------------------------------|-----------------------------|------|--|
| Last Name | | First | | M.I. | | Date | |
| Street Address | | | | Apartment/Unit # | | | |
| City | | | State | | ZIP | | |
| Phone | | | Social Security No. | | | | |
| Position Applied for | | | | | | | |
| Are you a citizen of the United States? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If no, are you authorized to work in the U.S.? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | | |
| Have you ever worked for the City of Steubenville? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If so, when? | | | | |

EDUCATION

| | | | | | | | |
|-------------|--|----|--|-------------------|------------------------------|-----------------------------|--------|
| High School | | | | Address | | | |
| From | | To | | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree |
| College | | | | Address | | | |
| From | | To | | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree |
| Other | | | | Address | | | |
| From | | To | | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree |

REFERENCES

Please list three professional references.

| | | | | | |
|-----------|--|--|--------------|--|--|
| Full Name | | | Relationship | | |
| Company | | | Phone | | |
| Address | | | | | |
| Full Name | | | Relationship | | |
| Company | | | Phone | | |
| Address | | | | | |
| Full Name | | | Relationship | | |
| Company | | | Phone | | |
| Address | | | | | |

PREVIOUS EMPLOYMENT

| | | | |
|--|-----------------|------------------------------|-----------------------------|
| Company | | Phone | |
| Address | | Supervisor | |
| Job Title | Starting Salary | \$ | Ending Salary \$ |
| Responsibilities | | | |
| From | To | Reason for Leaving | |
| May we contact your previous supervisor for a reference? | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Company | | Phone | |
| Address | | Supervisor | |
| Job Title | Starting Salary | \$ | Ending Salary \$ |
| Responsibilities | | | |
| From | To | Reason for Leaving | |
| May we contact your previous supervisor for a reference? | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Company | | Phone | |
| Address | | Supervisor | |
| Job Title | Starting Salary | \$ | Ending Salary \$ |
| Responsibilities | | | |
| From | To | Reason for Leaving | |
| May we contact your previous supervisor for a reference? | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

MILITARY SERVICE

| | | |
|-------------------|-------------------|----|
| Branch | From | To |
| Rank at Discharge | Type of Discharge | |

If other than honorable, explain

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.
 If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature _____ Date _____

STATE OF OHIO:
 JEFFERSON COUNTY, SS:
 Sworn to and subscribed in my presence

this _____ day of _____, _____

 (Notary Public)

Waiver and Release

The undersigned, who is a candidate for appointment as a Fire Fighter in the City of Steubenville hereby agrees to participate in the Physical Fitness / Performance test to be given by the Civil Service Commission of the City of Steubenville.

The undersigned further states that I am in generally good health; that I know of no physical / medical problems that would put me at risk in undergoing the physical activities required of me in the subject test; that I am not presently under medical care or medication, nor have I been using any drugs, narcotics or other substances which would put me at risk in taking such test.

The undersigned further waives any claim, demand or action that they otherwise may hold or could assert against the City of Steubenville, together with any of its officers, employees, agents, representatives, that may arise from or be related in any way to my participation in the Physical Fitness / Performance test to be conducted by the Civil Service Commission of the City of Steubenville on April 11, 2020 for candidates for the position of Fire Fighter in the City of Steubenville.

Date: _____

Signature: _____

Witness: _____

Physician's Examination Statement

The Undersigned, who is a licensed physician in the State of _____,
hereby certifies that _____ whose address is
_____ presented themselves to me for
physical examination on the day of _____; that
on the occasion of said examination, I was provided a copy of the outline and
contents of the Physical / Performance test to be administered by the Civil Service
Commission of the City of Steubenville for the position of Firefighter, which test
will be conducted on April 11, 2020, that I performed a physical examination of
the named candidate, which examination was directed to the physical activities
being required of the candidate in the subject Physical Fitness / Performance test;
and that the medical condition of the candidate is satisfactory for undergoing and
and performing the physical activity and events included and set forth in the
subject test.

Date: _____, **MD**

Authorization and Release for Records and Security Check

The Undersigned, who is a candidate for the position of Fire Fighter in the City of Steubenville, hereby gives and grants to the City of Steubenville, together with its Civil Service Commission and its Fire Department, the right to inspect, examine and obtain records of any Police Department, Court of Law, Branch of the Military or any Security service, for any citations, arrests, arraignments, or prosecutions issued or pursued against me by any law enforcement agency or authority.

The undersigned further releases and discharges the City of Steubenville, together with its Officers, Employees, Agents, or Representatives, from any and all liability that may arise from or relate to conducting the within security check and/or examination of records.

Date: _____

Signature

Print Name

Job Description: Steubenville Fire Department

Firefighter:

Responsibility:

Working under the supervision of a Fire Captain or higher ranking fire personnel, the firefighter is responsible for performing duties in both emergency and non-emergency situations, related to fire protection, emergency medical services, hazardous materials response, and emergency management delivery. Firefighters protect life and property by responding to fire alarms, emergency medical calls, traffic accidents, rescue and other emergency calls. A firefighter is responsible for participating in training and independent study activities, public safety education programs, and is responsible for maintaining fire department apparatus, equipment and facilities. Responsibilities also include performing other related tasks as required and/or assigned.

Typical Tasks:

The tasks listed 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 or related to the position. Firefighters are responsible for performing all tasks as assigned.

- Responsible for following orders and directives from supervising officers.
- Responds to emergency and non-emergency incidents; provides appropriate services as required including emergency rescue and fire suppression; performs search and rescue for trapped or injured persons; performs emergency medical and first aid services as needed.
- Fight fires under departmental procedures and as directed by a fire company officer or higher ranking department officer; connects and lays hose lines, sets ladders and operates fire streams; uses hand and power tools to ventilate and enter burning structures for the purpose of extinguishing fires and to perform search and rescue operations; raises, lowers and climbs ladders to enter structures; performs salvage, clean up and overhaul operations during and after fires to remove hazards and protect property.
- Provides EMS response according to their individual level of certification. Tasks may include but are not limited to, initial patient assessment, cardiopulmonary resuscitation and trauma emergency medical care; prepares patients and assists local Ambulance providers in packaging and loading patients for transport. Currently the Department does not provide EMS service with transport capabilities. In the event that the Department decides to provide EMS with transport services it would be a task that could be required of certain Firefighters within the Department in relation to Certification type and date of hire.
- Responds to a variety of hazardous materials incidents; to perform defensive or offensive activities which will be dependent upon levels of certification in accordance with state and federal regulations; maintains knowledge and training about hazardous materials.
- Participates in specialized rescue operations, including aerial and confined space situations involving the use of rigging and shoring; operates specialized hand and power tools and equipment to rescue victims of vehicle and other accident types.

- Acquires and retains a thorough knowledge of the City, including streets, buildings, water supply, unusual hazards and related items. Studies street and occupancy locations in assigned territory; studies building plans and fire prevention systems in assigned territory.
- Drives fire apparatus and/or operates fire apparatus on emergency calls and at the scene of incidents.
- Cleans and inspects equipment and apparatus after returning from a fire or other emergency incidents.
- Inspects equipment and apparatus daily and notifies superior officer of any maintenance issues.
- Operates numerous types of rescue and fire suppression equipment, and apparatus as necessary; operates, inspects and performs other technical tasks related to maintaining the apparatus, equipment, and facilities.
- Receives and relays fire alarms and calls. Operates radio and other communication equipment. Effectively communicates by voice or by radio with other firefighters and other emergency personnel to relay observations, equipment needs and other relevant information. Communicates with the general public and other City employees during emergency operations, performing community service and public education activities, and answering general questions.
- Under the supervision of a Company officer or a Fire Inspector participates in pre-fire and post-fire analysis; inspection of businesses, buildings, hydrants, and other structures in suppression pre-plan programs.
- Participates in cleaning and maintaining facilities, grounds, equipment and apparatus; ensures that appropriate conditions are maintained at assigned stations; ensures that all equipment and apparatus are in a constant state of readiness for emergency calls.
- Attends training courses; reads and studies assigned materials related to firefighting, fire prevention, and related subjects; participates in drills, demonstrations, and other hands on instructional sessions. Participates in training classes or drills conducted by Department Officers or other assigned personnel. May assist in training new employees as assigned.
- Gives tours of assigned stations, demonstrates fire equipment and apparatus functions, and participates in other educational programs for various groups and the general public pertaining to a variety of life safety topics.
- Participates in periodic fire drills, critiques drill participants on emergency procedures and instructs groups on such procedures.
- Uses department computer equipment to input, review and access records, information and other data. Participates in on-line training activities.
- Maintains required certifications in Firefighting and EMS as required by the Steubenville Fire Department and the State of Ohio, and maintains all other operational skills as trained.
- Maintains a positive working relationship with the public, other City employees, the City administration, and other Fire Department employees.

- May be required to give testimony in legal proceedings and in court.
- May be required to respond to major incidents while off duty; subject to the Department emergency call-out procedure.
- Performs other related job duties and related job tasks as assigned.

Necessary Knowledge, Skills and Abilities:

- Ability to understand and follow written and oral instructions.
- Ability to work well with others.
- Ability to maintain physical condition to the level required to perform assigned duties and responsibilities.
- Ability to perform effectively under stressful and adverse conditions.
- Ability to establish and maintain cooperative working relationships with those contacted during the course of completing assigned duties; including Fire department officers, co-workers, City and other government officials, community groups, and the general public.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to keep simple records and prepare reports.
- Possess an aptitude for mechanical work.
- Ability to engage in moderate to strenuous physical activity and work long hours under emotional stress and adverse conditions.
- Willingness to work in outside weather conditions subject to exposure to extremely hazardous conditions and materials.
- Ability to learn and apply standard firefighting, emergency aid, hazardous materials, and fire prevention techniques.
- Ability to climb ladders and work at considerable heights.
- Ability to obtain required certifications in firefighting, emergency care, and other related topics.

Training, Experience, and Requirements:

- Must have met eligibility requirements approved by the Steubenville Civil Service Commission in order to participate for the entry level firefighter exam.
- Must have been selected from the eligibility list for the position of Firefighter with the Steubenville Fire Department.
- Any equivalent combination of experience and training which provides the knowledge, skills, and ability to perform the required tasks.
- Firefighter I and II certification recognized by the State of Ohio.
- EMS certification at the First Responder Level or higher recognized by the State of Ohio. Firefighters hired after January 1, 2012 will be required to complete and maintain a minimum EMS certification level of EMT.
- Active CPR certification, AHA Healthcare provider level.
- Any other certification required by the Department to perform the duties of Firefighter.
- Possession of a valid Driver's license.