

**CITY OF NAPOLEON
NOTICE OF CIVIL SERVICE EXAM
FIREFIGHTER/PARAMEDIC**

The Napoleon Fire Department is currently accepting applications for the position of Entry Level or Lateral Firefighter/Paramedic. Candidates must have a State of Ohio EMT-Basic and enrolled in an accredited paramedic program. Candidate shall have State of Ohio Certified Paramedic within 6 months from date of appointment or State of Ohio Certified Paramedic prior to appointment. All candidates must submit the City of Napoleon's employment application, complete the candidate PHQ and take the FireTeam written exam through National Testing Network by November 8, 2021. Successful candidate may be subject to drug testing, physical and background check as part of the screening and selection process. Applications and more information can be obtained from the City of Napoleon's Administration Building, 255 W. Riverview, Napoleon, Ohio, 43545 and at www.napoleonohio.com under Human Resources.

The City of Napoleon is an Equal Opportunity Employer



NAPOLEON FIRE DEPARTMENT

265 W. RIVERVIEW AVE.

NAPOLEON, OHIO 43545

<http://www.napoleonohio.com>

Updated: **October 08, 2021**

Job Classification: Entry-level or Lateral Firefighter/Paramedic

Candidates must have a State of Ohio EMT-Basic and enrolled in an accredited paramedic program. Candidate shall have State of Ohio Certified Paramedic within 6 months from date of appointment or State of Ohio Certified Paramedic prior to appointment.

The City of Napoleon Fire Department is currently hiring for an Entry Level or Lateral Firefighter/Paramedic. Please review the following process to be considered:

- 1. Candidates must complete the City of Napoleon's application and submit necessary documentation to the City of Napoleon. Applications are available online at napoleonohio.com under Human Resources or at the City of Napoleon Administration Building.**
- 2. Candidates are required to complete the Personal History Questionnaire (PHQ) on the National Testing Network's website.**
- 3. Candidates must successfully pass the FireTeam written exam through National Testing Network. To pass, the candidate must receive a minimum average of 70%.**
- 4. Candidates must obtain a FireFighter Mile certification at time of application or appointment. Candidates that have a Firefighter Mile certification within two (2) years of the closing date will not be required to obtain a new certification.**

All the above needs to be completed and/or submitted by 4:00 p.m. on Monday, November 8, 2021, to be considered. Attn: Human Resources, 255 W. Riverview Ave., P.O. Box 151, Napoleon, OH 43545

For candidates that obtain a passing score they may obtain 5% for each credit up to 10% if the candidate supplies proof at the time of application of the following Veteran, College Degree, Firefighter II certification, or (3) years of part-time employment with Napoleon Fire & Rescue.

Salary Information: \$42,103.03 - \$59,744.84 in six steps (each step is equivalent to one year). The firefighter/paramedic works a 24/48 schedule based on a 50-hour work week. Lateral candidates will be offered a pay step that commiserates with their previous employer years of service according to the following guidelines: A (\$42,103.03), B (\$45,206.61), C (\$48,614.45), D (\$52,204.85), E (\$55,825.70) F (\$59,744.84)

Benefits Information: Comprehensive medical coverage, life insurance, uniform allowance, 8 paid holidays, 11 Kelly Days, 4 personal days, 2 vacation days after 1 year, and 5 vacation days after 2 years. Pension benefits through Ohio Police and Fire

Pension Fund. Lateral candidates will receive 48 hours of vacation on date of hire and will accrue the vacation rate based on previous employer years of service during that first year of employment.

Candidate Contact: Joel Frey, Assistant Chief, jfrey@napoleonohio.com

Department Overview: Napoleon Fire & Rescue is a progressive combination fire department made up of 40 employees, 11 full-time and 29 part-time. Napoleon Fire & Rescue is an all-hazards fire department that provides fire suppression, advanced life support emergency and non-emergency medical services, technical rescue, high and low angle rope, confined space, vehicle/machinery, and hazardous materials response. In addition to the City of Napoleon, Napoleon Fire & Rescue provides coverage to surrounding townships with a total coverage area of 53 square miles. In 2020, Napoleon Fire & Rescue answered 1,745 calls for service.

Area Information: The City of Napoleon lies within Henry County in Northwest Ohio.

Population: 11,750 in coverage area

Job Requirements

Age : 18

US Citizen : Yes

High School Grad/GED : Required

Valid OHIO State Driver's License : Must possess valid Ohio State Driver's License within thirty (30) days of hire and maintain.

Ability to Read/Speak English : Must be fluent in both written and spoken English

Vision : Must have good vision with or without corrective measures

Academy Certification : State of Ohio EMT-Basic and enrolled in an accredited paramedic program. Candidate shall have State of Ohio Certified Paramedic within 6 months from date of appointment or State of Ohio Certified Paramedic prior to appointment. Candidate will have 24 months to obtain a State of Ohio Fire Safety Inspector Certification or Hazard Recognition Certification.

Prior Experience : Not required, but preferred

Necessary Certifications : Must have and maintain, as a condition of employment, Ohio required certifications in Emergency Medical Services as required by job classification.

Hiring Process : Application, NTN PHQ, NTN written exam, Firefighter Mile, Panel interview, Chief interview, and Pension physical.

Drug Use Disqualifiers : Applicant must pass the City of Napoleon's pre-employment drug screen.

City of Napoleon

Firefighter/ Paramedic

Department: Fire
Reports To: Fire Chief
FLSA Status: Hourly (Non-Exempt)
Civil Service: Classified (Competitive)
Union: Local 3363 International Association of Fire Fighters
Approved By: Joel Mazur, City Manager
Last Updated: October 13, 2021

SUMMARY

Controls and extinguishes fires, protects life and property, responds to hazardous materials emergencies and maintains equipment as employee of City and administers basic and advanced life support care to sick and injured persons in pre-hospital setting as authorized and directed by Physician by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES as required; other duties may be assigned:

Fire Fighter:

- Responds to fire alarms and other emergency calls or calls for assistance.
- Selects hose and nozzle, depending on type of fire, and directs stream of water or chemicals onto fire.
- Positions and climbs ladders to gain access to upper levels of buildings or to assist individuals from burning structures.
- Creates openings in buildings for ventilation or entrance.
- Protects property from water and smoke by use of waterproof salvage covers, fans and other equipment.
- Administers first aid to injured persons.
- Operates communications equipment including two way radios and computer equipment.
- Inspects buildings for fire hazards and compliance with fire prevention laws, ordinances, resolutions, statutes, and administrative code rules, issues notice of violations, citations and enforces fire code provisions.
- Maintains apparatus, quarters, buildings, equipment, grounds, and hydrants.
- Participates in drills, demonstrations, and courses in hydraulics, pump operation, maintenance, and firefighting techniques.
- Performs duties of hazardous materials technician and responds to and mitigates hazardous materials incidents.
- Performs rescue, retrieval, and dangerous work at elevated positions, either on or by ladder, or on or be rope.
- Drives fire department vehicles and operates department power equipment and hand tools.
- Completes run reports, department paperwork, files, types correspondence, maintains computer files, files clerk's invoices and purchase orders; answers phones.

Emergency Medical Technician, or Advanced Paramedic:

- Assesses nature and extent of illness or injury to establish and prioritize medical procedures to be followed or need for additional assistance.
- Restores and stabilizes heart rhythm on pulseless or non-breathing patient.
- Monitors cardiac patient.
- Initiates intravenous fluids to administer medication or drugs, or to replace fluids.
- Administers initial treatment at emergency scene and takes and records patient's vital signs.
- Extricates trapped victims and transports sick and injured persons to treatment center.

- Observes, records, and reports to Physician patient's condition and reaction to drugs, treatments, and significant incidents.
- Performs endotracheal intubation to open airways and ventilate patient.
- Administers injections of medications and drugs, as specified in Standing Orders within limitations of certification.
- Drives ambulance, squad, medic unit to and from emergency scene.
- Communicates with Physician and other medical personnel via radio or telephone.
- Completes run reports, department paperwork, computer data input, types correspondence, files clerk's invoices and purchase orders.
- Answers telephone and operates radio equipment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to maintain good working knowledge of geography of Henry County, the City and the location of buildings.
- Able to learn a wide variety of fire fighting and/or EMS duties and methods within the probationary period.
- Must be able to react quickly and calmly in emergencies.
- Able to establish and maintain effective working relationships with other employees.
- Must be able to work as part of a team in completion of emergent and non-emergent tasks.

EDUCATION and/or EXPERIENCE

- High school diploma or equivalent.
- Preferably some experience as a fire fighter, or Emergency Medical Technician, or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.
- Must maintain ability to operate under the Standing Orders issued by the Department's Medical Director.

LANGUAGE SKILLS

- Must be fluent in both written and spoken English.

REASONING ABILITY

- Must have mechanical aptitude and ability to learn to operate relatively complex equipment.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess a valid Ohio Drivers License within thirty (30) days of hire and maintain the same as a condition of employment.
- Must have and maintain, as a condition of employment, Ohio required certifications in Emergency Medical Services as required by job classification.
- Must have Ohio Firefighter II Certification within one year of appointment and maintain the same, as a condition of employment.
- Must have or acquire and maintain Ohio Fire Safety Inspector certification or Hazard Recognition Certification within 24 months.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must pass a pre-employment physical examination as required by ORC 742.38 and any rules adopted amplifying the intent thereof.
- Must have good vision with or without corrective measures.
- Must have good hearing with or without corrective measures.
- Must be able to operate a motor vehicle.
- Must be able climbing ladders and other structures at significant height.
- Must be able to pull fire hoses.
- Must be able carrying equipment and/or injured people.
- Hard physical labor under extreme heat and cold for long periods of time without relief.

WORK ENVIRONMENT

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.

- Office work as well as outside work in extremes of weather, operations in extremely hazardous environments.