

PART TIME FIRE TECHNICIAN ELIGIBILITY LIST PROCESS

2015

1	Advertise/Recruit	May 2015
2	Written Examination Completed on 5/31/2015	Written tests are taken through the National Testing Network. Applicants schedule their own test times/dates.
3	Applications accepted simultaneously with NTN open test dates	This position is posted on the City website as of 5/21/2015
4	Abilities Test (30 candidates)	Practice dates are June 17th and June 18th, from 12:00PM to 8:00PM Test date is June 24th, from 12:00PM to 8:00PM
5	Fingerprinting (BCII and FBI)	(Following successful completion of abilities test)
6	Oral Board Interviews	Interviews will be scheduled during the month of July 2015
7	Establish and Certify the List	August 2015
9	Medical Examination/Drug Screen	As needed to fill vacancies
10	Appointment	As needed to fill vacancies



Application Packet And Test Guide



The Westerville Division of Fire

The Westerville Division of Fire will be accepting applications for the position of Part Time Fire Technician beginning **May 21, 2015**. The deadline to apply is **June 15, 2015**. Go to www.westerville.org and the National Testing Network for details. Candidates may apply during regular business hours at the Westerville Public Library if they do not have personal computers. Only Westerville part time employees will be considered to fill full time vacancies as they become available.

Candidates who pass through to the Oral Review Board phase of the hiring process must present the following on the day of their Oral Review Board:

- **Photocopy of the candidate's High School diploma or equivalent**
- **Photocopy of the candidate's valid driver's license**
- **Photocopy of current State of Ohio Paramedic Certification**
- **Photocopy of current State of Ohio Firefighter II Certification**

The Part Time Fire Technician Testing Process is tentatively scheduled as follows:

Process Step	Date	Time	Location
Written Exam			NTN Testing Center – Columbus State
Physical Abilities Practice	June 17th and 18th 2015	12:00 PM to 8:00 PM	Station 111 400 W. Main St.
Physical Abilities Test	June 24th 2015	Call 901-6600 to schedule a test time	Station 111 400 W. Main St
Oral Interview Board	July	Interview times will be assigned	Station 111 400 W. Main St

Westerville: The Place to Live

Westerville's heritage dating back to 1809, natural beauty, and careful planning make it a special place to call home. Located in the northeast corner of Ohio's fastest growing region, Westerville is a vital city of 38,000 residents, a leader in job creation, and it is located just 10 miles from the airport and the state capital of Columbus.

Westerville is also recognized for its premium recreational opportunities and quality of life. Voted Sportstown Ohio by *Sports Illustrated* Magazine in 2003, and awarded for the second time the National Gold Medal Award for excellence in park and recreation management, Westerville offers a 96,600 square foot community recreation center and 41 parks including 23 miles of bike trail.

Here you will find diverse housing, excellent schools and a library system voted the best of its size in the entire United States. There's easy access to the finest shopping, an international airport and the world-renowned Columbus Zoo.



Westerville: The Place to Work

The Westerville Division of Fire serves this community and the community of Blendon Township with immediate and professional response to all types of safety emergencies.

Our mission is to minimize property damage, suffering and loss of life resulting from fire, medical, and environmental emergencies throughout the Westerville community. We seek to accomplish this mission through: coordinated efforts in public education and awareness; effective code management; and swift, professional incident response. It is our continuing goal to develop innovative safety response protocols that offer cost effective services to meet the needs of our growing community while serving to advance the quality of our profession.



Fire and paramedic personnel work together with other area health and safety agencies to provide professional response teams that are expertly trained and well equipped to bring the most advanced care to a variety of safety scenes. The Westerville Division of Fire is comprised of individuals who endeavor to operate safely, delivering service that is fair, honest and ethical. It is our pledge to treat all recipients of our services with the utmost respect and dignity.

Brian Miller
Fire Chief

Dear Firefighter Applicant:

Thank you for your interest in testing for the City of Westerville's Part Time Fire Technician eligibility list. The following information is important and should be read carefully.

1. JOB DESCRIPTION

The job description for Part Time Fire Technician is included in this application packet. The 2015 starting hourly rate is \$12.48. Part time employees with the Westerville Division of Fire will be used to fill fulltime vacancies as they occur.

Part Time Fire Technicians will be assigned to one of three 24/48 hour shifts, and will be required to work a minimum of three shifts per month. Uniforms and turnout gear will be provided by the City. Accidental Death/Life insurance is provided through VFIS of Ohio.

2. MINIMUM QUALIFICATIONS

1. High School diploma or GED equivalent
2. Abilities to perform essential job functions including verbal and written fluency in the English language
3. US citizenship
4. 18 years of age at the time of application
5. Possession of a valid driver's license without excessive violations
6. Current State of Ohio Paramedic and Firefighter II certification.
7. No visible tattoo while wearing uniform clothing



3. WRITTEN EXAMINATION

The City of Westerville utilizes the National Testing Network to conduct the written exam. Interested applicants should visit their website at <http://www.nationaltestingnetwork.com/> for testing information regarding locations and available test dates/times. NTN testing must be completed by May 31, 2015.

4. PHYSICAL ABILITIES TEST

The (30) thirty candidates with the highest written test scores will be invited to take a Physical Abilities Test. The Physical Abilities Test will be given. Test times will be assigned. A copy of the test requirements is included in this packet. Candidates are encouraged to practice this test prior to taking it. Practice dates for the physical abilities test are June 17th and June 18th between 12:00 noon and 8:00 PM each day. Candidates do not need to make an appointment to practice. Practice sessions and testing will be conducted at Station 111, 400 West Main Street, Westerville, Ohio.

5. FINGERPRINTING/BACKGROUND CHECK

Fingerprints will be obtained from all candidates that successfully complete the Physical Abilities Test as part of the background investigation.

6. ORAL BOARD INTERVIEWS

Candidates that have completed all of the above requirements will be scheduled for an oral interview. Candidates are graded on their responses to interview questions. **A minimum score must be achieved for consideration for employment.**

7. ESTABLISH AND CERTIFY AN ELIGIBILITY LIST

Candidates are ranked by combining their written test score and interview results and an eligibility list will be established.

8. CONDITIONAL OFFER OF EMPLOYMENT

Conditional offers of employment will be made to the top candidates on the eligibility list as vacancies occur. When a conditional offer of employment is made, the candidate must then pass the following in order to be employed as a Part Time Fire Technician:

- a. Medical Examination, including an Alcohol/Drug Screen and Stress Test

EQUAL OPPORTUNITY EMPLOYER

The City of Westerville does not make any personnel decisions based upon race, color, religion, sex, national origin, age, or in a non-job related situation, any physical handicaps or other non-job related criteria.

The City of Westerville complies with the ADA and will accommodate, upon request. For special accommodation requests, contact the City Manager's Office (614) 901-6400, at least 48 hours in advance of the written examination date.

Once again, thank you for your interest. We look forward to meeting you at the written examination.

The Process

Open Application Phase - The City of Westerville is actively taking applications for an upcoming test for part-time firefighter technician candidates.

Step 1

Step one to be completed by **May 31, 2015**. The written testing ends on that date.

Step 2

Application - Candidates must submit a *completed* application for employment. This application is found on the City's website and must be completed by **June 15, 2015**.

In order to progress to Step 3, the candidate must successfully complete Step 2.

Requirements for filing are as follows:

1. You must be 18 years of age at the time of filing.
2. You must provide a copy of your valid Driver's License and High School diploma or GED equivalent.
3. You must be able to speak, read, and write the English language.
4. You must be a United States citizen.
5. Current State of Ohio Paramedic and Firefighter II certification.
6. **Applications submitted that do not meet the minimum requirements will no longer be considered and the candidate will be notified in writing.**

Step 3

Physical Abilities Test - Candidates will be required to complete a timed physical abilities test. The test simulates the tasks the firefighter will encounter while fulfilling the essential job tasks of the position. A minimum score must be achieved in order to progress to Step 5.

Step 4

Fingerprinting – Candidates that successfully pass the physical abilities test will be fingerprinted for background purposes. Fingerprints will be obtained for both the BCI and FBI records search.

Step 5

Oral Review Board - The Oral Review Board will consist of the Fire Chief, the Human Resources Manager, a Lieutenant, and a resident of the City of Westerville.

Oral Review Board members will question the candidate on practical and/or probable situations.

Candidates who pass this step will be ranked on the basis of their weighted scores. The top candidates will proceed to the background investigation and the remaining candidates will be held in abeyance.

Step 6

Creation of Eligibility List - An eligibility list will be established by the City Manager ranking the candidates in the order of their finish. This eligibility list will be valid for a period of two (2) years from the date of its original creation and may be extended for an additional period of not more than one (1) year by order of the City Manager.

The Division uses the "Rule of Three" when filling vacant positions. The "Rule of Three" is illustrated in the following example: Candidates 1, 2, and 3 from the eligibility list are considered for the first vacant position; candidate 2 is selected for said vacant position; candidate 1, 3, and 4 are then considered for the second vacant position; candidate 1 is selected for said vacant position; candidates 3, 4, and 5 are then considered for the third vacant position; candidate 5 is selected.

*Note: In the event a vacancy becomes available when less than 3 candidates remain on the eligibility list the next (30) thirty candidates will be contacted to begin the process at Step 4 (Physical Abilities Test).



Step 7

Conditional Offer of Employment - Candidates selected for available vacancies in accordance with the procedures identified in this document, will be extended a conditional offer of employment and, at that time, be advised that they will be appointed based on the condition that they pass a medical examination, including a drug/alcohol screen, and background investigation.

Medical Examination & Drug Screen - A licensed physician will conduct a complete medical examination according to NFPA guidelines to determine fitness to perform the essential job functions for the desired position.

Step 8

Appointment - Candidates who successfully complete all phases of the hiring process may be appointed as a Westerville Part Time Fire Technician if job openings are available.



The entire selection process generally takes sixteen to twenty weeks. Candidates who successfully progress through the process will be notified by mail of future testing or reporting dates and times. Candidates who fail to successfully complete a phase of the process will be notified by mail of their disqualification. The probationary period for new

employees will last for twelve months from the time of appointment. This period can be extended depending on the recruit's progress. In the course of the probationary period evaluations will be completed at six months and one year. Part time employees will be eligible for consideration to fill full time vacancies as they occur.

Candidates should retain this packet for future reference.

During a Closed Application Phase - All candidates who missed the written testing deadline of **May 31, 2015** may still contact the Division of Fire to express interest in the next open application session and take contact information.

WESTERVILLE DIVISION OF FIRE PHYSICAL ABILITIES ASSESSMENT

If you have your own turnout gear and are allowed to bring it with you, please do so. The Westerville Division of Fire has some limited sizes of turnout gear that can be furnished, but it will become sweaty as it is used and may affect your abilities to perform.

The Westerville Division of Fire uses Scott brand SCBA, which is all that will be allowed on the test course. If you have your own Scott mask and are allowed to bring the mask with you, please do so. The Westerville Division of Fire has limited quantities in all sizes that can be furnished if you do not have your own mask. No other brand of mask will be allowed to be used with the Scott equipment.

This physical abilities assessment is given to all applicants for part-time employment with the Division of Fire. The assessment is designed to determine your abilities to do each task or item. There are check off items for the evaluator to rate you at each station. You will be rated on knowledge, technique, abilities, and safety. **Fail any one station and you fail the assessment.** An overall score of 80% must be achieved in order to pass this practical assessment. **Station #3 and Station #8 will count as one combined station.**

Some tasks will have a definite time limit in which to accomplish that task. There is an overall time limit of 35 minutes for the complete assessment. No coaching or by-standing will be permitted. There will be other evaluators and non-participating personnel involved in keeping the assessment course operational and to maintain safety.

Participants are encouraged to practice the stations before the actual assessment date. Sessions are available per the attached schedule. All procedures in the test are taken from the IFSTA Fire Essentials, Fourth Edition. This process is designed to test a participant's aptitude, abilities, and technique to do fire department procedures.

The physical abilities assessment consists of the following items:

OVERALL TIME LIMIT: 35 MINUTES

- #1 The participant will don full turnout gear**. All buttons, snaps, fasteners, Velcro, etc. shall be fastened. The participant will then board an engine and don an SCBA pack, readying himself/herself to exit the truck ready to work. The hood, gloves, and helmet shall be in place. The SCBA face piece may be hung around the neck. The participant shall clap their hands when they are done and on the ground outside the truck. This shall be a signal to the evaluator to stop the time measurement. This procedure shall be completed in a time limit of two (2) minutes or less.

- ** Full turn out gear includes boots, turnout pants, turnout coat, hood, helmet, gloves, and complete SCBA with integrated PASS device. All buttons, snaps, fasteners, Velcro, etc. shall be fastened. Hood shall cover head, neck, and ears and shall be inside of the coat and outside of the face piece. Helmet straps shall be in place under chin and properly fastened.
- #2 Proceed to the flake of 5-inch hose in the parking lot. Connect one end of the 5-inch hose to the manifold. Check the manifold to make sure all valves are closed. **Failure to do this creates a safety risk and the participant will lose points.** Take the other end of the 5-inch hose and go to the hydrant. Simulate laying a supply line off an engine. Wrap the hydrant in the proper way, signal the driver, and wait for the evaluator's signal before proceeding. At the signal, complete the connection and charge the line. After charging the 5-inch line, go back to the engine and connect the short 5-inch supply line from the engine to the manifold. Open the intake valve on the 5-inch steamer connection on the engine and slowly open the manifold to start water flow to the engine. Connect the 2 ½ inch line to the side discharge outlet of the engine, connect a 2 ½ inch nozzle to this line, and signal the pump operator to charge the line. Flow water from the charged 2 ½ inch line. The evaluator will signal you when to close the nozzle.
- #3 Walk to the south side (front) of the training building and select one of the provided tools and attach the tool to the line which goes through the pulley above the top right of the training building and into the second floor. Knots must be of an approved type (**Bowline, Clove Hitch, Figure Eight per IFSTA**) and tied correctly for full credit at this station.
- #4 Walk to the ladder rack on the east side of the training building, remove the 24 foot extension ladder from the rack, and carry it to the front side (south) of the building and ladder the top right hand window. The ladder shall be extended to reach the bottom of the overhang.
- #5 The participant will now ready himself/herself to enter a hazardous atmosphere. The face piece of the SCBA will be donned, correctly fitted, checked, and the participant will begin breathing tank air from this point until the rest period. When ready, take the pike pole and climb the ladder. Leg-lock to the ladder and prepare to work simulating pulling ceiling using the loop on the rope at the pulley. Pull down on the rope with enough force to lift the attached weight off the ground a minimum of twelve (12) inches. Repeat the pull five (5) times. Remove the pike pole from the loop, hand it to the evaluator, and return to the ground.
- #6 Go to the west side of the training building to the cross lay of 1 ¾ inch hose in the box. Pull the 1 ¾ inch line to the west door of the building and make ready to enter the building and extinguish a fire on the second floor. At the door of the fire room, signal the evaluator to charge the line. Advance the nozzle to the furthest

window and demonstrate smoke removal with the hose line out the window. At the evaluator's signal, shut down the nozzle and leave the line hanging out of the window.

- #7 Go along the wall to your left, proceed to the next window opening and find the rope. Hoist the tool you tied to the rope in station #3. Hoist tool to your level, hold tool for five (5) seconds, and safely lower tool to the ground.
- #8 Returning to the first floor, you will find a person down (your partner). Find the dummy, and remove the dummy to a safe area outside of the building. The dummy must be completely outside of the building. At this point you can now remove your SCBA.
- #9 Rest period. Maximum of five (5) minutes. Total time does not have to be used. Use of rest period is optional. This is the only rest period. The rest period is included in the overall 35 minute time period to complete the assessment.
- #10 Using the gas powered fan provided, positive pressure the building through the first floor doorway. The evaluator will point out the choke, starter and stop device. Start the fan and check the air pattern. Reposition the fan if necessary. At the evaluator's signal, use the proper procedure to shut off the fan.
- #11 Proceed to the ladder, put on the safety harness (you will be assisted with this), climb to the turntable, mount the step, and stop at the base of the ladder. A safety rope will be secured to the participant. At the evaluator's signal, climb to the end of the ladder and touch the tip (the ladder will be set at a 60-degree angle and extended 60 feet). The evaluator will stop the time clock at this point and you may descend the ladder. You may obtain your time from the evaluator and your points will be totaled. If a passing score of 80% is achieved, you will be invited to continue with the hiring process.

**PHYSICAL ABILITIES ASSESSMENT RELEASE OF
THE CITY OF WESTERVILLE, OHIO FROM
LIABILITIES**

I, the undersigned, being at least eighteen (18) years of age, do hereby state and understand the following:

1. I am an applicant for the position of a part time firefighter with the Westerville Division of Fire;
2. I make application for the position voluntarily and of my own free will;
3. Prior to the execution of this release, I was informed by a representative of the City of Westerville of the general nature of the physical abilities assessment required of applicants by the Westerville Division of Fire;
4. I am physically fit and physically capable of performing such physical abilities assessment;
5. I understand that the City of Westerville has no knowledge of my physical condition and is permitting me to perform such physical abilities assessment based solely upon my representations herein. I further understand I should be examined by a physician of my choosing prior to taking the assessment.

Now with the intent to be fully bound by this release, and further, in consideration of the City of Westerville permitting me to be reviewed as an applicant for the position of part time firefighter, I hereby freely assume all risks, hazards, and losses which may befall me in connection with my performing the physical abilities assessment. I understand that this extends to and applies to any personal injury, injurious results, damages, or losses which I, myself, my spouse, my estate, executors, heirs and assigns, not to file suit or institute any claim procedure, including any procedures pursuant to the Ohio Workers' Compensation Law in respect to any personal injuries, property damages, or losses which I may experience or sustain arising directly, or indirectly, out of my activities in performing the physical abilities assessment.

I do hereby specifically agree that I will indemnify and hold harmless the City of Westerville, its' employees, agents, and all other persons, whether participants or by-standers from any and all losses, claims, actions, or proceedings of every kind and character which may be presented or initiated to recover money, property, or damages, for any injuries to persons, injurious results, or any damages to property suffered directly or indirectly resulting in my participation in the physical abilities assessment.

Therefore, with the intent to be legally bound, I have executed this complete and full release.

READ CAREFULLY!

BY SIGNING THIS YOU GIVE UP IMPORTANT LEGAL RIGHTS.

Dated _____

Participant _____

Witness _____

Print Last Name _____

**WESTERVILLE DIVISION OF FIRE
PHYSICAL ABILITIES ASSESSMENT
CHECK OFF LIST**

Name: _____

Date: _____

Scheduled Start Time: _____

Task	Points
1. Pants fastened	3
Coat fastened	3
Tank properly worn with face piece secured	3
Helmet worn (with chin strap fastened)	2
Gloves worn	2
Hood worn	2
	15 points
2. Bring hydrant wrench and spanners	1
Flake out and straighten 5" supply line to manifold	1
Check manifold valves	4
Connection made to proper side of manifold	3
Proper connection rotation and lock	3
Proper hydrant wrap	2
Give signal to driver to lay line	1
Hydrant hookup	1
Wait for signal	2
Slow opening of hydrant	3
Complete opening of hydrant	2
Hydrant wrench removed	1
Proper connection of supply line to engine	1
Slow opening and charging of supply line from manifold to engine	3
Opens intake valve of engine steamer connection	3
Proper connection opening and flowing of 2 ½" line	3
	34 points
3. Proper knot used	3
Knot tied correctly	3
	6 points
4 & 5. Control of 24' ladder in removal from pegs	2
Proper carrying angle control of ladder	2
Control of raise	4
Control of extension	4

	Length of extension	3	
	Correct placement of extension ladder (fly out)	3	
	Angle of setup	4	
	Halyard tied off	2	
	Air pack tank opened completely	5	
	Face piece seal check	4	
	Hood on over face piece	3	
	Proper technique to climb ladder	3	
	Absence of ladder bounce (tip does not lose contact with building)	2	
	Hands on rails when climbing	2	
	Leg lock when working	3	
	Leg lock on proper side (opposite the side the candidate is working)	2	
	Technique with tool (weight must be lifted off of ground 5 times)	3	
	Hands on rungs when descending the ladder	2	
		53 points	
6.	Pull enough line to be able to advance	2	
	All hose pulled out of hose bed	1	
	Check nozzle for pattern and gallonage and flows water before entry into fire floor (straight stream)	2	
	Correct pattern for ventilation	2	
	Flows nozzle on fog setting	2	
	Participant crawls during this evaluation	1	
		10 points	
7.	Control of rope	1	
	Smooth lift of object to window level	1	
	Control of object during lift and descent	3	
		5 points	
8.	Dragging and/or lifting technique	2	
	Control of head	3	
	Dummy completely out of doorway	2	
		7 points	
9.	Rest period (5 minutes)		NA
10.	On/off switch	1	
	Choke switch	1	
	Fan start	2	
	Throttle up	1	
	Pattern check (glove must be removed)	2	
	Wait for signal	1	

	Throttle down	1
	Shut off (by switch)	1
		10 points
11.	Safety harness worn	1
	Communicate ready to climb	1
	Steady climb rate	1
	Continuous climb	1
	Hand contact with ladder	2
	Touches top rung	1
	Proper technique to climb ladder	3
		10 points

Total assessment time: _____

Evaluator's signature: _____

Total points: _____

CLASSIFIED

FLSA-NON-EXEMPT

PART TIME FIRE FIGHTER TECHNICIAN

NATURE OF WORK

Under the general supervision of a Lieutenant, assists in fire suppression, EMS, and inspections. Performs other duties as assigned.

SUPERVISION

Work is performed under the direct supervision of a Fire Division Lieutenant. Guidance is provided by Division operating manuals which outline various protocols. Employees must deal with irregular work demands, some which may be very intense, physically demanding, and at times hazardous. Work is reviewed daily by an immediate supervisor and annual reviews are completed by the Lieutenants.

ESSENTIAL FUNCTIONS OF WORK (May not include all duties performed.)

Responds to fire and emergency medical alarms.

Assists in fire suppression activities.

Administers basic life support and other emergency medical procedures.

Assists with maintaining equipment and fire station.

Removes individuals from burning structures or hazardous situations.

Operates fire pumps, hydrants and high volume hoses to control fires.

Moves furniture and/or building material to limit fire/smoke damage.

Climbs ladders to assist in personal safety or property protection.

Utilizes breathing packs, axes, shovels and other related equipment to control fire/smoke damage.

Attends practices and receives training to improve fire fighting/EMS skills.

Drives City vehicles during emergency responses.

Assists in fire/safety educational programs.

Works a minimum of three 24-hour shifts every 28 days.



PART TIME FIRE FIGHTER TECHNICIAN (continued)

MINIMUM REQUIREMENTS OF WORK

Completion of secondary education.

Must have current Ohio **Fire Fighter II** certificate. Must be certified Paramedic by the State of Ohio.

Must possess valid State of Ohio Motor Vehicle Operator's License free from excessive violations.

Abilities to perform heavy manual tasks for varied periods of time under possibly dangerous conditions.

Abilities to work in severe weather conditions.

Abilities to climb ladders.

Abilities to lift and carry 125 lbs.

Abilities to drag 175 lbs. at least 100 feet.

Knowledge of fire fighting principles, practices and safety.

Knowledge of tools, equipment and instruments utilized in fire fighting operations.

Abilities to exercise sound judgment under stressful circumstances.

Abilities to follow oral and written instructions.

Abilities to develop and maintain working relationships with associates and the general public.

Abilities to detect minor equipment malfunctions and determine proper method of repair.

Abilities to read and recognize hazardous warning labels.

Knowledge of geographical layout of fire district.

Knowledge of emergency medical treatment.

Abilities to collect, analyze and interpret data.

Knowledge of public relations.

Abilities to communicate effectively.

PART TIME FIRE FIGHTER TECHNICIAN (continued)

MINIMUM REQUIREMENTS OF WORK (continued)

Operation or utilization of emergency medical equipment and materials.

Knowledge of City and State fire safety codes (BOCA Codes) and inspection technique.

Abilities to identify existing or potential problem areas and recommend corrective measures.

Abilities to use all safety devices in critical situations.

Abilities to read and hear.



FREQUENTLY ASKED QUESTIONS

Q: If I produce original documents at the time of application, will city staff make copies for me?

A: No we cannot. You must bring copies. Any original documents submitted cannot be returned.

Q: Can I submit a copy of my college diploma in lieu of a High School diploma or GED certificate?

A: Yes. The city will even honor official college transcripts. Unofficial transcripts or those downloaded from the Internet are not honored.

Q: Will I be awarded points for military service?

A: No. The city does not have a military point system.

Q: Can I use an overnight mail service or courier to deliver my application?

A: No, all applications are now completed via the internet at www.westerville.org . No written applications will be accepted

Q: Do I need any Fire/EMS training before I apply for a job with the City of Westerville?

A: You must have a current State of Ohio Paramedic card and Firefighter II card prior to time of written test.