

City of Rocky River & City of Bay Village FIREFIGHTER/PARAMEDIC

Thank you for your interest in the City of Rocky River & City of Bay Village Fire Departments. The Cities' Civil Service Commissions are holding a joint competitive written exam for the position of Firefighter/Paramedic; your online application will be considered by BOTH Fire Departments. Applications are being accepted for the purpose of filling future openings and to establish eligibility lists for both cities. Please read this document carefully, paying particular attention to deadlines, minimum requirements, and required documents for EACH department.

MINIMUM REQUIREMENTS:

- Fee** • \$35.00 non-refundable application fee.
- Age** • **Rocky River:** At least 18, but less than 36 on date of appointment.
• **Bay Village:** At least 18, but less than 32 on date of appointment.
(Candidates who are 32, but less than 36 will ONLY be considered by the City of Rocky River.)
- Citizenship** • U.S. Citizen, have legally declared intent to become a U.S. Citizen, or permanent resident.
- Education** • High School diploma or equivalent (GED).
- Licenses** • Must have a valid Ohio Driver's License.
- Physical Agility** • Physical Agility Test Certificate from Cuyahoga Community College (CCC) valid as of June 27, 2009 AND at time of appointment, if any. Register to participate in the CCC physical agility test held on May 31, 2009. *Standard: 4.5 minutes to complete all tasks.
(More information provided at the end of this packet).
- Residence for Bay Village** • **Bay Village:** If appointed, must reside within a 20 mile radius within two (2) years.

EXTRA CREDITS: Extra credits shall be granted to candidates only after passing the written examination with a score of 70% or higher and who submit all supporting documentation by application deadline. Documentation submitted for extra credits shall be current and valid on test date. (See page 2 of this document for more information and details for both cities.)

APPLICATION INSTRUCTIONS:

- 1) Visit www.publicsafetyrecruitment.com to complete the online application for the position of Firefighter/Paramedic. Applications must be completed and confirmed by noon on June 12, 2009. You will receive a confirmation number when you complete your online application. Save this number for your records.
- 2) Return signed release form and all other required documents (see checklist) BEFORE noon on Friday, June 12, 2009 to Public Safety Recruitment, Attn.: RR/BV, 1127 S. Mannheim Rd., Ste. 203, Westchester, IL 60154. Applications received after 12 NOON on Friday, June 12, 2009 will not be accepted. Faxed and postmarked release forms will not be accepted. Sending release forms and other requested documents via traceable courier is highly suggested to ensure timely delivery.
- 3) Register to participate in the FIRE Physical Agility Test with Cuyahoga Community College (CCC). Testing will take place on Sunday, May 31, 2009. Contact CCC Fire Training Academy at (216) 987-5429 to register. Physical Agility Test Certificates will be considered valid if issued between 6/27/2008 and 6/27/2009. Standard: 4.5 minutes to complete all tasks. More information on the Physical Agility Test at CCC provided at the end of this packet.
- 4) Attend Written Exam on Saturday, June 27, 2009 at Bay Village High School, 29230 Wolf Road, Bay Village, OH 44145. Arrive at 8:30 AM with your Valid Driver's License or State ID to sign in. Testing will take place from 10:00 AM – 12:30 PM in the Cafeteria. Fingerprinting will also be conducted on test day. Public parking available.

The discovery of any knowingly false statement will be regarded as good cause for excluding the applicant from the examination, or for removing his/her name from any eligibility list, and may result in referral of the incident to law enforcement authorities. All portions of the testing process are mandatory. Failure to attend and successfully complete any portion of the process will result in elimination from employment consideration.

Visit our website to pay the application fee and complete the online application

www.publicsafetyrecruitment.com

If you have any questions, please contact Public Safety Recruitment

1-800-343-HIRE ~ e-mail: info@publicsafetyrecruitment.com

9 am – 5 pm Monday through Thursday and 9 am – 3 pm on Friday (central standard time)

EXTRA CREDIT

Following the release of the initial written exam scores, the cities will adjust the scores for extra credit, separately under their own rules and regulations, which are summarized below. EACH CITY WILL THEN ESTABLISH ITS OWN SEPARATE CERTIFIED LIST BASED UPON SUCH RULES AND REGULATIONS.

IMPORTANT:

- Candidates **MUST** submit two (2) copies of required Extra Credit Documentation indicating the City for which they are requesting extra credit.
- Documentation for Extra Credit **MUST** be submitted at application deadline AND shall be valid and current on test day.
- Candidates must achieve a passing score of 70% or higher to qualify for extra credits.

ROCKY RIVER EXTRA CREDITS:

Extra credit documentation may be submitted for a maximum of 20% of the written test score. Percentages will be applied to the test score of candidates with a passing grade on the written exam to establish the final adjusted test score. A passing score of 70% or higher on the written exam is required to qualify for extra credit.

Credit	%	Required Documentation (Due 6/12/09)
Veteran (Honorable Discharge)	5%	Copy of DD-214 with honorable discharge
Four (4) year College Degree (accredited) OR	4%	Copy of diploma or official transcript indicating attainment of four (4) year degree
Two (2) year College Degree (accredited)	2%	Copy of diploma or official transcript indicating attainment of two (2) year degree
Ohio Paramedic Certification OR	7%	Copy of Certificate(s)
Ohio EMT Certification	2%	
Ohio Firefighter I & II Certification	4%	Copy of Certificate(s)
Prior Fire Department Service*	2%	Letter from former employer indicating dates of employment.

*Appointed in another municipal, village or township fire department in the State of Ohio for one (1) or more year(s) and separated due to reduction in force, layoff or job abolishment.

The 15 candidates with the highest adjusted scores will proceed through additional further testing at the discretion of the Rocky River Civil Service Commission and the Fire Chief. Additional further testing may include interview, polygraph test, background investigation, psychological exam, and physical exam including drug screen. Applicants must pass all examinations to be considered for appointment.

BAY VILLAGE EXTRA CREDITS:

Extra credit documentation may be submitted for a maximum of 10 points. Applicants passing the written exam with a score of 70% or higher shall be awarded the additional credit points (below) for higher education, training and/or military service.

Credit	Points	Required Documentation (Due 6/12/09)
Veteran (Honorable Discharge)	5	Copy of DD-214 with honorable discharge AND one (1) year of active duty
Ohio Paramedic Certification	5	Copy of certificate
Ohio Firefighter I & II Certification OR		Copy of certificate or
Two (2) year Associate Degree in Fire Science	5	Copy of diploma

The 10 candidates with the highest adjusted scores will proceed through additional further testing at the discretion of the Bay Village Civil Service Commission and the Fire Chief. Additional further testing may include interview, polygraph test, background investigation, psychological exam, and physical exam including drug screen. Applicants must pass all examinations to be considered for appointment.

PARAMEDIC JOB DESCRIPTION (Footnote to Fire Fighter job description in online application)

The Fire Fighter/Paramedic position for the City of Rocky River and for the City of Bay Village includes paramedic responsibilities. Approximately 75% of the calls received are for emergency medical aid and involve the following duties, skills, and abilities, in addition to those listed for Fire Fighter in online application:

DUTIES

- Responds to medical emergencies using rescue squads and medical equipment
- Performs medical procedures to level of certification (administers intravenous fluids, drugs and medications; inserts invasive airways; performs cardiopulmonary resuscitation; performs routine diagnostic testing, e.g., 12-lead electrocardiogram)
- Lifts and carries patients
- Follows protocols set forth by the Medical Director

SKILLS AND ABILITIES

- Perform medical procedures
- Apply standard emergency aid techniques
- Lift patients and equipment
- Perform strenuous or peak physical activities during emergencies
- Perform medical and rescue activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke
- Respond effectively in emergency and stressful situations
- Follow verbal and written instructions
- Communicate effectively in verbal and written forms
- Establish effective working relationships with co-workers, employees, other agencies, and the general public

CHECK LIST: CITY OF ROCKY RIVER & CITY OF BAY VILLAGE

Online Application:

Deadline: 6/12/2009 at NOON

☐ Confirmed online

WRITE YOUR CONFIRMATION NUMBER HERE: _____

(The confirmation page immediately follows the references section of the online application)

Required Documents:

Deadline: 6/12/2009 at NOON

☐ **Applicant Authorization and Understanding release with original ink signature** (no photocopies accepted) <pg. 1>

☐ **Application Addendum** <pg. 2>

Other Required Documents:

Deadline: 6/12/2009 at NOON

☐ **COPY High School Diploma or Equivalent (GED)** (Copy of High School Transcripts with Graduation Date, Dated GED, or Signed Letter on High School letterhead is acceptable. COLLEGE TRANSCRIPTS/DIPLOMA NOT ACCEPTED TO FULFILL THIS REQUIREMENT.)

☐ **COPY of Valid Ohio Driver's License**

☐ **COPY of Valid Physical Agility Test Certificate from CCC.** *Standard: 4.5 minutes to complete all tasks in physical agility test. (Must be issued between June 27, 2008 and June 27, 2009.)

Extra Credit Documents:

Deadline: 6/12/2009 at NOON

A minimum passing score of 70% on the written examination is required. Applicants passing the written exam shall be allowed additional credit for higher education, training/certifications, and/or Military service. **All supporting documents for Extra Credit are due at application deadline. Documentation must be current and valid on test day.**

CANDIDATES MUST SUBMIT TWO (2) COPIES OF EXTRA CREDIT DOCUMENTATION INDICATING THE CITY FOR WHICH THEY ARE REQUESTING EXTRA CREDIT.

ROCKY RIVER EXTRA CREDIT:

Maximum of 20% of the written test score.

☐ **Copy of DD-214 with Honorable Discharge** (5%)

☐ **Copy of College Diploma or Official Transcript indicating attainment of four (4) year degree** (4%)

OR

☐ **Copy of College Diploma or Official Transcript indicating attainment of two (2) year degree** (2%)

☐ **Copy of Ohio Paramedic Certification** (7%)

OR

☐ **Copy of Ohio EMT Certification** (2%)

☐ **Copy of Ohio Firefighter I & II Certification** (4%)

☐ **Letter from former employer providing proof of prior Fire Department Service*** (2%) (*Appointed in another municipal, village, or township fire department in the State of Ohio for one (1) or more year(s) and separated due to reduction in force, layoff or job abolishment.)

BAY VILLAGE EXTRA CREDIT:

Maximum 10 points

☐ **Copy of DD-214 with Honorable Discharge and one (1) year of active duty** (5 pts.)

☐ **Copy of Ohio Paramedic Certificate** (5 pts.)

☐ **Copy of Ohio Firefighter I & II Certification** (5 pts.)

OR

☐ **Copy of Diploma indicating attainment of Associate's Degree in Fire Science** (5 pts.)

Applications will not be verified until after the deadline has passed. Candidates who submit applications lacking proper documentation as indicated above will not be admitted to orientation or testing and you will be eliminated from employment consideration. I/O Solutions is not responsible for late, misdirected or incomplete application submissions. You must submit all required documents and have successfully CONFIRMED your online application by the deadline in order to be eligible to attend any portion of testing. You may drop your application documents off in person or by mail; however, all documents including your online application are due by the deadline as indicated.

DO NOT SUBMIT REQUIRED DOCUMENTS TO THE DEPARTMENT OR CITY.

PLEASE SUBMIT RELEASE FORMS & OTHER REQUIRED DOCUMENTS TO:

**PUBLIC SAFETY RECRUITMENT ATTN: RR/BV
1127 S. MANNHEIM RD., SUITE 203
WESTCHESTER, IL 60154.**

**CITY OF ROCKY RIVER / CITY OF BAY VILLAGE
APPLICATION FOR EMPLOYMENT – CIVIL SERVICE**

APPLICANT AUTHORIZATION AND UNDERSTANDING

I hereby waive all provisions of law forbidding any physician or person who has attended or examined me or who may hereafter attend or examine me, high schools, colleges, or universities which I attended, past or present employers, financial institutions with respect to my credit records, law enforcement or judicial agencies regarding disciplinary, criminal or driving records, from disclosing any knowledge or information which they acquired and I hereby consent that they may disclose any knowledge or information to the City of Rocky River and/or to the City of Bay Village. I hereby release the custodian of any such records of any responsibility or liability for releasing said records to an authorized representative of the City of Rocky River and/or the City of Bay Village from the date hereof for a period of two (2) years.

I hereby understand and agree that I will be required to submit to one or more of the following: written examination, thumb print identification, physical agility test, interview(s), background investigation, polygraph examination(s), psychological examination, and medical examination including drug screen. I understand and agree that any offer of employment with the City of Rocky River and/or the City of Bay Village will be dependent upon completion of all of the above tests to the satisfaction of the City of Rocky River and/or the City of Bay Village.

I am aware that this application is a "Public Record" and will be handled in accordance with Ohio Public Records Law ORC 149.43. If hired, I further understand that this employment application will become part of my official employment record.

I understand that neither the City of Rocky River nor the City of Bay Village is obligated to hire me. If hired, I agree to conform to the City's policies and procedures and acknowledge that my employment will be subject to the Civil Service laws of the State of Ohio and the terms of any applicable collective bargaining agreement.

My signature below certifies that all statements made in this application or during the hiring process are true and correct to the best of my knowledge. I understand and agree that any misrepresentation or omission of facts in my application may be justification for refusal to hire, or termination of employment. I have read and understand the above information.

READ CAREFULLY BEFORE SIGNING

I agree that any claim or lawsuit relating to my service with the City of Rocky River and/or the City of Bay Village must be filed no more than one year after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary.

Applicant's Signature _____ Date _____

5/09

**CITY OF ROCKY RIVER/CITY OF BAY VILLAGE
APPLICATION FOR EMPLOYMENT – CIVIL SERVICE
ADDENDUM**

REFERRAL SOURCE:

How did you hear of this exam?

☐ Public Safety Recruitment website

☐ City of Rocky River website

☐ City of Bay Village website

☐ Cleveland Plain Dealer

☐ Cleveland.com

☐ College or University

Name: _____

☐ Personal Contact

Name: _____

☐ Other

Name: _____

CRIMINAL HISTORY:

Have you ever been convicted of a felony or any other offense of violence or illegal use of drugs or alcohol?

☐ Yes ☐ No

If yes, please explain.

(Each conviction will be evaluated on its own merits with respect to time, circumstances, and seriousness in relation to the job for which you are applying. Any determination will be made at the sole discretion of the City of Rocky River and/or the City of Bay Village Civil Service Commission.)

FIREFIGHTER'S PHYSICAL AGILITY TEST INFORMATION

Cuyahoga Community College requires that **all of the Tasks must be completed in (7) minutes or less for entrance into the Fire Academy. Check with each city you are applying for to find out their established times for the physical agility.**

The firefighter's physical agility test consists of the following tasks over a timed course:

TASK 1 - Stair Climb with High Rise Pack

Carry a high-rise standpipe pack (2-50 foot sections of 1 1/2-inch hose weighing 50 pounds) to the third floor of the fire tower. Deposit the hose in the designated location. After Task 2 is completed, this hose will be returned down the stairs to the starting location.

TASK 2 - Hose Hoist

From a third story window, using a hand motion hoist a 50 foot donut roll of 2 1/2 inch hose (about 50 pounds) connected by 5/8 inch rope. This task will be completed twice.

TASK 3 - Forcible Entry

Using the Keiser Force Machine, and a nine-pound hammer, drive a steel beam 5 feet.

TASK 4 - Hose Advance

Pick up the nozzle and move a 1 3/4-inch charged hose straightforward 75 feet.

TASK 5 - Victim Rescue

Drag a 175 pound dummy a distance of 100 feet.

Cuyahoga Community College will issue a certificate of completion indicating the time it takes to complete the tasks. The class participants will be responsible for taking their certificate of completion to the jurisdiction for which they are applying. The certificates will be valid for one year. Applicants must be sure that the fire departments where they are applying for a position will accept the certificate as their standard.

Prerequisites for Firefighter Agility Testing

1. Must show photo proof of identification **after** passing the test.
An Ohio Drivers License or State Identification Card is acceptable.
2. Must read and sign a waiver of liability.
3. Must complete a college non-credit registration form and pay a \$50.00 course fee prior to the test date.
4. Must be in excellent physical health. A physician's exam is not required but is highly recommended.

The firefighter's agility testing will be conducted outdoors. Applicants will be required to wear five-pound ankle weights to simulate the weight of firefighter turn out gear. An air tank will be worn during testing for weight only; it will not be used for breathing air. Applicants can furnish their own gloves or they will be furnished. A firefighter helmet must be worn. Helmets will be furnished. Applicants can furnish their own liner, if they prefer. A ball cap or skullcap will work. It is suggested that applicants wear physical training gear with long pants and athletic shoes with good traction.

Firefighting is physically demanding and at times extremely hazardous. Candidates are encouraged to do pretesting exercises that will assist them in completing the agility test.

Please note: Cuyahoga Community College does not assume any responsibility for any medical consequences that might arise from participating in physical agility testing.

**For information: call 216-987-5429 or
216-987-5060**

FIREFIGHTER'S PHYSICAL AGILITY PREP COURSE

FEE: **\$100.00**
TIME: 7:00 - 9:00 PM
LOCATION: Tri-C, West, Fire Tower

COURSE # TBD May, 27, June 3, 10, 17, 24, 2009
COURSE # TBD July 1, 8, 15, 22, 29, 2009
COURSE # TBD Aug. 12, 19, 26, Sept 2, 9, 2009
COURSE # TBD Sept. 23, 30, Oct. 7, 14, 21, 2009
COURSE # TBD Nov. 4, 11, 18, 23, Dec 2, 2009

CLASS SIZE: 6 Minimum/25 Maximum

Cuyahoga Community College provides this 5 evening, 10 hour course to help train an individual for the Firefighter's Physical Agility Test. Participants will wear and use the same equipment that is required for the test. If insufficient enrollment, the course will be canceled. You will be notified by phone or postcard.

FIREFIGHTER'S PHYSICAL AGILITY TEST

FEE: **\$50.00**
TIME: Test time will be assigned when registering.
LOCATION: Tri-C, West, Fire Tower

COURSE # 18719 May 17, 2009
COURSE # TBD June 28, 2009
COURSE # TBD August 2, 2009
COURSE # TBD September 13, 2009
COURSE # TBD October 25, 2009
COURSE # TBD December 6, 2009

Registration must be completed and paid prior to the test as explained below. Applicants must sign-in prior to start of the test. Late arrivals will not be tested. If insufficient enrollment, the test will be canceled. You will be notified by phone or postcard.

REGISTRATION INFORMATION

All registrations will close 4 days prior to the start of the course. Applicants will be notified of testing time when registration and payment information are received.

To Register by mail: Complete the registration form enclosed. Make your check payable to and mail to Cuyahoga Community College, Fire Training Academy, 11000 Pleasant Valley Rd., Parma, Ohio 44130.

To Register in person: Stop by the Fire Academy Office at the Western Campus of Cuyahoga Community College.

To Register by FAX: Payment must be by credit card
216-987-5468

To Register by phone: Payment must be by credit card
216-987-5429 or 216-987-5060

Registration Deadline: 5:00p.m., the Wednesday prior to the test date.

Refund Policy: Participants will receive a 90 percent refund if they withdraw prior to the test, no refunds thereafter.

Parking: The parking fee is 50 cents (two quarters) upon exit.

Directions to Campus: Exit I-71 at Bagley Road and go East. Exit I-77 at Pleasant Valley Road and go West. Exit The Ohio Turnpike at Exit 10 to I-71 North. The Campus is located at the corner of Pleasant Valley and York Roads, 11000 Pleasant Valley Rd., Parma, OH.



Physical Agility Registration Form

I will be attending: Fall _____ Spring _____ Summer _____

Please Print and
Complete All Items

☐ New Student ☐ Returning Student

Last Attended:
Month Year

Personal Information

SS# (required): _____

Name _____
Last First MI Maiden

Address _____
Number Street Apt. No.

City State Zip County

Phone _____
Area Code Number

E-Mail _____

Sex ☐ Male ☐ Female

Ethnic Code ☐ Black ☐ American Indian or Alaskan
☐ White (non-hispanic) ☐ Asian, Pacific Islander, Indian Subcontinent
☐ Hispanic ☐ Other _____

Date of Birth (required) _____

U.S. Citizen ☐ Yes ☐ No

Fire Department Employment Information

Dept _____

Position _____

Address _____
Number Street

City State Zip County

Phone _____
Area Code Number

FAX _____
Area Code Number Extension

Mail or FAX In Registration

Payment Type

☐ Letter of Intent (copy attached) ☐ P.O. # _____ (copy attached)

☐ Check Enclosed ☐ Money Order

☐ MasterCard Exp. Date _____

☐ Visa Exp. Date _____

☐ Discover Exp. Date _____

☐ American Express Exp. Date _____

V-Code _____
(last 3 digits on reverse side of card)

Account Number _____

Name on Card _____

Signature _____

Registration Information:

Please make checks payable to Cuyahoga Community College.

To register over the phone, please call 216-987-5429 or 216-987-5060

Mail registrations to Cuyahoga Community College, Fire Training Academy, 11000 Pleasant Valley Road, Parma, OH 44130.

Fax registrations to (216) 987-5468.

NOTE: If your Fire Department is paying, you must include either a check, an original purchase order, or a letter of intent signed by the Chief on Department letterhead.

Course Reference Number					Course Title	Start Date	Fee
					Physical Agility Test		\$ 50.00
					Physical Agility Prep Course		\$100.00