

CIVIL SERVICE COMMISSION

Revised Notice of a Competitive Examination for the position of Fire Chief By Oral Assessment Including a Written Component

**Saturday, April 13 at 10:00 a.m.
Olmsted Falls Administration Building
Jenkins Place Senior Center**

Salary Range \$70,000 to \$85,000

The City of Olmsted Falls, Ohio is accepting applications for the position of Fire Chief. Any person interested must have a minimum high school diploma or equivalent, Bachelor's Degree in related field preferred; Have a minimum of 24 months experience in the rank of firefighter (**internal candidates ONLY**); Have experience above the rank of firefighter in a fire department for 24 of the past 60 months (**external candidates ONLY**); Maintain valid State of Ohio Firefighter Level II Certificate or equivalent from another state or jurisdiction; Maintain a State of Ohio Firefighter Instructor's Certificate, preferred or equivalent from another state or jurisdiction; Maintain a State of Ohio Fire Safety Inspector Certificate, preferred or equivalent from another state or jurisdiction; Maintain a State of Ohio Paramedic Certificate, preferred, or equivalent from another state or jurisdiction; and have a valid driver's license. **Copies of all Certificates must be included by each candidate with the employment application.** Any interested person must obtain the necessary application from the Civil Service Secretary, Olmsted Falls Administration Building, 26100 Bagley Road, Olmsted Falls, Ohio 44138-1897, Monday through Friday, between the hours of 8:30 a.m. and 4:00 p.m. or visit www.olmstedfalls.org to print the application packet. There will be a \$40.00 (non-refundable) application processing and registration fee.

Applicants will be tested based on their general training, knowledge and experience. No books or study guides are identified for review. The written component will be graded and included in the overall assessment grade.

Each applicant for a position on the Fire Department must have an operating telecommunications device at his/her disposal at all times, with the number on file with the Civil Service Commission.

Registration will begin March 15, 2019 and will close on March 29, 2019 at 4:00 p.m. To qualify, each applicant must satisfy all requirements as outlined in the job description attached to the job application, available from the Civil Service Secretary. Applicants already registered need not re-register.

**OLMSTED FALLS CIVIL SERVICE COMMISSION
An Equal Opportunity Employer**



City of Olmsted Falls Civil Service Pre-employment Application

You must complete this form to apply for employment. Answers must be complete and legible.

Applications lacking sufficient information will not be processed

The City of Olmsted Falls is an Equal Opportunity Employer and provider of ADA services

PLEASE PRINT				Today's Date: _____	
First Name	M.I.	Last Name	Preferred Name/Nickname		
Street Address	Apartment #	City	State	Zip Code	
Home/Cellular Phone		Alternate/Work Phone		E-Mail Address	

Have you ever been employed by the City of Olmsted Falls before? If yes, when?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are any of your employment records under a different name? If yes, please provide names:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Driver License No./State	SS#:	
Referral Source:		

PLEASE CHECK YES OR NO TO THE FOLLOWING:

Are you a citizen of the United States or an alien authorized to work in the United States on a full or part-time basis?
 Yes No

Federal law requires that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with these laws, Olmsted Falls will verify the status of every individual offered employment. In this connection, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization.

Are you capable of performing the essential functions of the job for which you are applying with or without a reasonable accommodation?
 Yes No

Can you travel if the job requires it?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have the use of a motor vehicle? (if required in the performance of job duties)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been discharged or suspended by an employer or resigned in lieu of dismissal?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please explain:		
Are you related to anyone who currently works for the City of Olmsted Falls?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please indicate names of relatives and where they work:		

Have you ever served in the U.S. Armed Forces:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Branch of Service _____	Dates served: From _____ To _____	
Present Status Active ___ Inactive _____		
Did you serve at least 180 consecutive Active Days? Yes ___ No ___ If yes, were you honorably discharged? Yes ___ No ___		

Employment History

Please list below work-related experience, starting with the most recent employment and working backwards. Provide a detailed description of regularly assigned ongoing duties for each job. Additional sheets may be attached if necessary. Please attach a current resume (if available) to this application.

From ____/____	Employer		Your position and Title	
	No & Street		Supervisors Name, Title and Position	
To ____/____	City State Zip		Supervisors Telephone Number:	
	Type of Business		Starting Pay \$	Final Pay \$
	Telephone Number ()		Termination Reason <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary	
	Briefly describe your major duties and reason(s) for termination			

FROM ____/____	Employer		Your position and title	
	No & Street		Supervisors Name, Title and position	
TO ____/____	City, State Zip		Supervisors Telephone Number	
	Type of Business		Starting Pay \$	Final Pay \$
	Telephone Number ()		Termination Reason <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary	
	Briefly describe your major duties and reason(s) for termination			

FROM ____/____	Employer		Your position and title	
	No & Street		Supervisors Name, Title and position	
TO ____/____	City, State Zip		Supervisors Telephone Number	
	Type of Business		Starting Pay \$	Final Pay \$
	Telephone Number ()		Termination Reason <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary	
	Briefly describe your major duties and reason(s) for termination			

ADDITIONAL INFORMATION:

UNEMPLOYMENT: ACCOUNT FOR ALL PERIODS OF TIME, THREE MONTHS OR MORE, BETWEEN POSITIONS HELD OR AFTER SCHOOL

FROM ____/____/____	TO ____/____/____	HOW DID YOU SPEND THIS TIME?
FROM ____/____/____	TO ____/____/____	HOW DID YOU SPEND THIS TIME?

EDUCATION AND TRAINING:

Check all Applicable boxes	School	Grade Completed
<input type="checkbox"/> High School Graduate/GED		
	College and Major	Date of Completion
<input type="checkbox"/> Associates Degree		
<input type="checkbox"/> Bachelor's Degree		
<input type="checkbox"/> Master's Degree		
<input type="checkbox"/> Other		

PROFESSIONAL DESIGNATIONS:

Designation	Organization granting designation	Date completed
Designation	Organization granting designation	Date completed

OCCUPATIONAL LICENSES, REGISTRATION, CERTIFICATES:

License/Certificates Issues By	Field/Trade/Specialization	License/Certification No.	Issue Date	Expiration Date

SPECIAL SKILLS: List training, licenses, office machines you can operate, typing speed, languages you speak fluently, etc., and any other skills which add to your qualifications.

Do you have computer skills? Please list software programs you have used:

References: List three PROFESSIONAL references who may be contacted

Name and Address (Number, Street, City, State and Zip)	Telephone Number	Occupation
Name and Address (Number, Street, City, State and Zip)	Telephone Number	Occupation
Name and Address (Number, Street, City, State and Zip)	Telephone Number	Occupation



The City of Olmsted Falls will not discriminate against any individual or group because of race, gender, sexual orientation, religion, age, height, weight, genetic information, national origin, color, marital status, political beliefs or disability. Applicants with a disability who may need an accommodation to complete the pre-employment application or participate in the interview process should make such a request to the City of Olmsted Falls, Mayor's office.

Visit our Internet site www.olmstedfalls.org

Applicant Certification

****READ CAREFULLY BEFORE SIGNING****

I affirm that all of the information furnished in this pre-employment application is true, accurate and complete to the best of my knowledge. I authorize investigation of all statements contained in this application. I understand that any misrepresentation or falsification of the information provided will result in forfeiting my rights to consideration for employment with the City of Olmsted Falls. I understand that if accepted by the City of Olmsted Falls, my employment is voluntarily entered into and I am free to resign at any time. Similarly, the City of Olmsted Falls is free to conclude my employment at any time. I further recognize that this application is not a contract and cannot create a contract, and that if hired I will be an employee at will, subject to discharge without cause unless otherwise specified by law.

Applicant Signature

Date

Date Received: _____

Time Received: _____

CIVIL SERVICE COMMISSION

**Revised Notice of a Competitive Examination for the position of Fire Chief
By Oral Assessment Including a Written Component**

**Saturday, April 13 at 10:00 a.m.
Olmsted Falls Administration Building
Jenkins Place Senior Center**

**Salary Range \$70,000 to \$85,000
GENERAL INFORMATION BULLETIN**

Date of Assessment: April 13, 2019

Time of Assessment: Times to be scheduled

**Location of Assessment: Olmsted Falls Administration Building, 26100 Bagley Road
Jenkins Place Senior Center**

Salary Range: \$70,000 - \$85,000

PLEASE BRING YOUR DRIVER'S LICENSE AS A POSITIVE IDENTIFICATION.

1. All candidates must complete the application form furnished by the Civil Service Commission. Completed applications, plus all required supporting documents must be returned to the Civil Service Secretary, Olmsted Falls Administration Building, 26100 Bagley Road, Olmsted Falls, Ohio 44138 no later than **4:00 p.m. on March 29, 2019.**

FEE: There will be a forty-dollar (\$40) nonrefundable application-processing fee for each applicant taking the examination. The fee must be submitted with the completed application. Cash or check is acceptable. **(No credit cards will be accepted)** This fee is waived for Olmsted Falls Firefighter personnel and Olmsted Falls residents.

2. Examination shall consist of the following:
 - Oral Assessment with Written Component – 100% of grade. No books or study guides are identified for review. Testing is based upon general training, knowledge and experience.
 - Extra credit will be given for seniority according to the Olmsted Falls Civil Service Rules and Regulations listed in Rule 7, Section 7.g.
3. Applicants will not be admitted to the examination unless their application has been properly completed, filed, and approved according to the directions and requirements.

4. Qualifications:

Each applicant for admission to the examination for this position shall:

- A. Be a citizen of the United States.
- B. Be a high school graduate or have a GED certificate. **A copy of the high school diploma or GED certificate must accompany the application, as must any certificates of schooling or related courses and college transcripts.**
- C. Have a valid Driver's License.
- D. Have a minimum of 24 months experience in the rank of firefighter **(FOR INTERNAL CANDIDATES ONLY)**
- E. Have experience above the rank of firefighters in a fire department for 24 of the past 60 months. **(FOR EXTERNAL CANDIDATES ONLY)**
- F. Maintain a valid State of Ohio Firefighter Level II Certificate or equivalent from another state or jurisdiction. **(Copies must be attached)**
- G. Maintain a State of Ohio Firefighter Instructor's Certificate (preferred) or equivalent from another state or jurisdiction. **(Copies must be attached)**
- H. Maintain a State of Ohio Fire Safety Inspector Certificate (preferred) or equivalent from another state or jurisdiction. **(Copies must be attached).**
- I. Maintain a valid State of Ohio Paramedic Certificate (preferred) or equivalent from another state or jurisdiction. **(copies must be attached)**
- J. Have an operating telecommunications device at his/her disposal at all times, with the number on file with the Civil Service Commission.

5. Notification of test results:

- A. Upon completion of oral assessment Civil Service Commission will evaluate extra credit factors and the eligibility list will be posted at the City Administration Building.
6. Upon "conditional appointment" by the Appointing Authority, the candidate chosen may complete a DRUG TEST. Probationary appointment will commence subject to or contingent upon successful passing all examinations and may be subject to approval of City Council.

CITY OF OLMSTED FALLS

CITY OF OLMSTED FALLS
An Equal Opportunity Employer
JOB DESCRIPTION

Job Title: Fire Chief

Department: Safety

Division: Fire Department

Immediate Supervisor: Mayor/Safety Director

Positions Supervised: Assistant Chief
Firefighter/Emergency Medical Technician – Paramedic
Administrative Support Personnel, when assigned

<input checked="" type="checkbox"/> Classified	<input type="checkbox"/> Unclassified
<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt
<input checked="" type="checkbox"/> Non-Bargaining	<input type="checkbox"/> Bargaining
<input type="checkbox"/> Administrative	<input type="checkbox"/> Professional <input checked="" type="checkbox"/> Executive

Position Summary

Under administrative direction, the Fire Chief performs a variety of technical, administrative and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions.

Qualifications

- Minimum high school diploma or equivalent.
- Bachelor's Degree in related field, preferred.
- Have a minimum of 24 months experience in the rank of firefighter (**For internal candidates ONLY**);
- Have experience above the rank of firefighter in a fire department for 24 of the past 60 months. (**For external candidates ONLY**)
- Maintain a State of Ohio Firefighter Level II Certificate.
- Maintain a State of Ohio Firefighter Instructor's Certificate, preferred.
- Maintain a State of Ohio Fire Safety Inspector Certificate, preferred.
- Maintain State of Ohio Paramedic Certificate, preferred.
- Have a valid Ohio driver's license with an acceptable driving record, and ability to meet the City's Insurance requirements.

The intent of this job description is to illustrate the types of duties and responsibilities that may be required in a particular position. The City of Olmsted Falls reserves the right to revise or change job duties, job hours and responsibilities.

CITY OF OLMSTED FALLS

Job Duties/Essential Functions

1. Plans, organizes, directs, supervises, coordinates and evaluates fire and emergency medical services (EMS) operations.
2. Plans, establishes and implements broad Departmental planning and operational policies, processes and procedures for the Department to carry out its goals; reviews Departmental compliance, performance and effectiveness; formulates programs or policies to alleviate deficiencies.
3. Develops goals, plans and measurements for the identification and evaluation of Department needs and activities; participates in all aspects of long-range planning for the Department.
4. Participates in the development of the annual budget for the Department; administers Department budget; controls the expenditure of Department appropriations; maintains related records.
5. Prepares and submits monthly and/or annual reports/summaries for the Department to the Mayor/Safety Director.
6. Prepares and maintains Department records, reports, forms, accounts, payrolls, requisitions and property, including, but not limited to: training and education, fire and EMS incidents, response time, manpower requirements.
7. Develops, reviews, and approves technical specifications for vehicles and equipment.
8. Responds to alarms and assumes command during emergency operations.
9. Evaluates/Inspects City buildings and structures for fire safety provisions.
10. Evaluates/Inspects building plans and blue prints for fire safety provisions.
11. Maintains current knowledge of new legislation, rules or regulations effecting the Department.
12. Meets and consults with elected or appointed officials, other fire/EMS officials, community and business representatives, representatives of local, county, state and federal agencies, the media, and the public on all aspects of the Department's operations.
13. Serves as a member of committees, as directed by the Mayor/Safety Director.
14. Plans and evaluates Departmental operations with respect to personnel; recommends staffing needs to Mayor/Safety Director.
15. Member of panel established by Mayor/Safety Director to interview candidates for positions and recommend hiring.
16. Exercises supervision over fire department personnel; monitors the work of employees and ensures compliance with policies and procedures; assigns work; coordinates employee work schedules; reviews employee time sheets and authorizes overtime; evaluates employee performance and maintains proper records.
17. Ensures effective communication of information to all Department employees.
18. Provides leadership and guidance to assigned staff in fulfilling their responsibilities.

The intent of this job description is to illustrate the types of duties and responsibilities that may be required in a particular position. The City of Olmsted Falls reserves the right to revise or change job duties, job hours and responsibilities.

CITY OF OLMSTED FALLS

19. Assists in negotiating collective bargaining agreements, as necessary.
20. Administers labor-management agreements and related activities within the department; receives and responds to personnel complaints and grievances; maintains Department discipline, conduct and general behavior of assigned personnel.
21. Establishes and maintains discipline through enforcement of rules, regulations, policies and directives.
22. Develops and supervises Department's training program to meet State requirements.
23. Promotes support for community fire prevention and related Department operations through participation in a wide variety of public information and education meetings.
24. Attends meetings and serves on committees, as requested.
25. Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training session.
26. Maintains all State certifications and requirements for continuing education.
27. Performs clerical tasks, including, but not limited to answering the telephone, preparing department correspondence, and general support, as needed.
28. Performs additional duties and assignments, as requested.

Knowledge, Skills, Abilities

- While work is performed under the general direction and supervision of the Mayor/Safety Director, extensive freedom is granted for the exercise of independent judgment and initiative.
- Comprehensive knowledge of the principles, practices, and techniques representing state-of-the-art in the fields of fire suppression, emergency medical services, fire prevention and related technologies.
- Comprehensive knowledge of controlling statutes, ordinances, Department rules and regulations, state and federal laws and applicable case law pertaining to fire prevention and public safety.
- Ability to communicate well and establish and maintain effective working relationships with the Assistant Chief, staff personnel, and other City employees.
- Ability to perform a wide variety of difficult supervisory and technical tasks with accuracy and speed under the pressure of time-sensitive deadlines and emergency situations.
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information.
- Ingenuity and inventiveness in the performance of assigned tasks.

Physical Demands

The intent of this job description is to illustrate the types of duties and responsibilities that may be required in a particular position. The City of Olmsted Falls reserves the right to revise or change job duties, job hours and responsibilities.

CITY OF OLMSTED FALLS

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job.

- Work is performed primarily in an office, vehicle, and outdoor settings; in all weather conditions including temperature extremes during the tour of duty.
- Work is often performed in stressful situations and the employee has the potential to be exposed to all hazards associated with delivery of fire and emergency medical services, including but not limited to toxic chemicals, fumes, blood or other infectious materials.
- Required to listen, talk, hear, stand, sit, walk, stoop, kneel, balance, bend, and reach with hands and arms.
- Must occasionally lift and/or move objects of significant weight.
- Specific visual abilities require acceptable close and distance vision, peripheral vision, color vision, depth perception, and the ability to adjust focus.
- Must be able to read fine print and use video display terminals.
- Must be able to speak and hear well enough to communicate over the radio, telephone, and in person at distances up to 50 feet. Voice clarity to communicate over the noise of operating equipment on an emergency scene is required.
- Must possess the stamina to perform administrative functions.
- Must maintain both the physical and psychological ability to perform their duties while under the limitation of safety equipment, and during an extended emergency.

Expected Hours of Work and Travel

This position regularly requires long hours and occasional weekend work. Travel is primarily local during the business day, although some out of area travel and overnight travel may be expected.

The Employee's signature below constitutes his/her understanding of the requirements, essential functions, and duties of the position with the Olmsted Falls Fire Department.

Employee _____ Date _____

Supervisor _____ Date _____

The intent of this job description is to illustrate the types of duties and responsibilities that may be required in a particular position. The City of Olmsted Falls reserves the right to revise or change job duties, job hours and responsibilities.