



Concord Township Fire Department
Firefighter Application Packet

Table of Contents

Section 1	Announcement	3
Section 2	Application	3
Section 3	Process to become a Firefighter – Candidate	3
Section 4	Contact Information	4
Section 5	Township and Department Information	4
Section 6	Firefighter Job Description	4
Section 7	Written Examination, Date, Location	6
Section 8	Physical Ability Test	6
Section 9	Accommodation / Interpreter	7
Section 10	Appeals Process	7
Section 11	Eligibility List	7
Section 12	Backgrounds, Core Values Questionnaire, & Interviews	8
Section 13	Condition Offer of Employment	9
Section 14	Appointment	9

Section 1 Announcement

Concord Township, Delaware, County, Ohio is accepting applications for the position of part time firefighter. This packet will serve as the official announcement for the hiring process.

Vacant fulltime positions are typically hired from part time firefighters.

POSTING PERIOD: October 30, 2017 – November 30, 2017

Section 2 Application

To Download The Application Go To:

<https://www.concordtwp.org/fire/employment.html>

***Completed applications will ONLY be accepted via US MAIL. Your submission must include a \$25 non-refundable application fee payable to: Concord Township**

*Copies of Firefighter and EMT certifications must be submitted with application.

* Copy of driver's abstract must be submitted with application.

***Applications must be mailed** along with check or money order to: Lt. Scholl, Concord Township Fire Department 7990 Dublin Road, Delaware, Ohio 43015. ***Must be postmarked on or before 11/30/2017.**

Applications can be picked up Monday – Friday 8am - 4pm at Concord Township Fire Station 341, 7990 Dublin Road, Delaware, Ohio 43015.

Section 3 Process to become a Firefighter – Candidate

- | | |
|--|-----------------------------|
| 1. Application – Submission and Review | Deadline: November 30, 2017 |
| 2. Written Examination | |
| 3. Physical Ability Test | |
| 4. Panel Board Interview | |
| 5. Core Values Questionnaire | |
| 6. Background Investigation | |
| 7. Fire Chief's Interview | |
| 8. Final Ranking | |
| 9. Presentation and Recommendation | |
| 10. Conditional Offer of Employment | |
| 11. Drug Screening | |
| 12. Physical Examination | |
| 13. Orientation and Training (up to 2 weeks) | |
| 14. Probationary Period of 12 months | |

Section 4 Contact Information

If you have any questions about this process, please read through this packet to see if you can find the information you are seeking. If you are unable to find the answer to your question, you can reach us at:

Department Hiring Coordinator: mastc@concordtwp.org or 614-588-5880

All inquiries will be answered within 24 hours

Section 5 Township and Department Information

Concord Township is located in the southwest corner of Delaware County bordering the City of Powell, City of Delaware, and City of Dublin. The community is rural suburban in nature consisting of the Scioto River and the O'Shaughnessy Reservoir. Delaware County is one of the fastest growing counties in the state.

The Concord Township Fire Department operates one fire station within its 23 square mile jurisdiction and serves a population in excess of 10,000 residents. Concord Fire provides fire protection, emergency medical services, rescue operations, fire safety inspections, and public education.

Section 6 Firefighter Job Description

Job Summary and Features of Work

This is entry level work in fire suppression, rescue, communications, emergency medical care and public relations. The position requires personal contact with fire department supervisors and instructors to receive assignments and daily instructions. The position also requires contact with the public to provide information and emergency assistance as required.

This position is under direct supervision of the company officer or designee. An employee in this class will receive training in fire suppression, fire prevention, conducting emergency rescues, and providing emergency medical care.

Work, which is performed on a rotating shift, requires periods of strenuous physical effort and involves exposure to heat, dirt and other unpleasant conditions. Employees are expected to be exposed to the risk of serious injury, requiring the use of Personal Protective Equipment (PPE), Self-Contained Breathing Apparatus (SCBA), and strict safety procedures.

Example of Duties:

- May periodically drive and operate emergency vehicles
- Respond to and participate in firefighting, rescues, hazardous material incidents, medical emergencies, and other emergency operations.
- Performs salvage operations such as throwing salvage covers, sweeping water and removing debris
- Lay and connect fire hoses, nozzles, and other firefighting appliances
- Performs rescues from burning buildings and other hazardous situations

- Performs immediate and efficient emergency medical care at the scene of an incident and enroute to hospital
- Cleans and inspects equipment and apparatus after returning from a fire
- Inspects equipment and apparatus and notifies superior officer of any defects
- Makes minor repairs to equipment and apparatus, performs routine preventative maintenance tasks, and keeps records of such action
- Keeps fire station, equipment and grounds in a clean and orderly condition
- Participates in training activities and instruction sessions
- Attains and maintains required level of emergency medical certification and fire certification
- Completes and maintains accurate records, forms, and incident reports as directed
- Performs related duties as assigned consistent with this class specification

Knowledge of:

- Knowledge of the geography of Concord Township and surrounding areas, (or the ability to quickly learn this information), including the streets and hydrant locations
- Knowledge of building construction and design, building materials, and physical layout of properties
- Knowledge of Emergency Medical Technician (EMT and or EMT P) techniques and related medical equipment
- Knowledge of basic mathematical and science skills
- Knowledge of advance methods and principles of firefighting
- Knowledge of Hazardous Materials and response

Skills of:

- Operation of emergency response records systems, communications equipment and use, fire computer applications and incident reporting procedures
- Operation of computers and related software
- Operation of apparatus and emergency equipment
- Operation of hose lines, appliances, and nozzles
- Operation of ladders
- Operation of forcible entry, ventilation, power and hand tools

Ability to:

- Ability to read and understand written and oral policies, procedures, rules, and instructions set forth by the Concord Twp. Fire Department
- Ability to think clearly, respond immediately and act quickly, calmly, and effectively in emergency situations
- Ability to communicate effectively with the public and employees
- Ability to speak clearly and distinctly to the public and other employees
- Ability to work within a command structure requiring strict adherence to the following of orders
- Ability to wear breathing apparatus, climb ladders, and work in confined spaces, toxic atmospheres, and extreme heat
- Ability to work from heights
- Ability to engage in strenuous physical effort for a prolong period of time
- Ability to successfully complete physical testing and examination for the appropriate assignment
- Ability to write clearly and legibly

Physical Demands:

- Maintain physical fitness and body weight that meets NFPA standards
- Distinguish color, depth, and good vision
- Sit, bend, reach
- Walk, run, jump, climb, crawl, and traverse over all types of terrains
- Lift, pull, and push
- Use of fine motor skills

Minimum Qualifications Required

Education, Age, Citizenship

- High school diploma or GED equivalency
- US Citizen and at least 18 years of age

Licenses and Certificates

- Must possess a valid Ohio Driver's License with no more than 6 points
- State of Ohio Firefighter I & II Certification
- State of Ohio Emergency Medical Technician's Certification (EMT or EMT P)

Section 7 Written Examination, Date, Location

A written examination will be given over the following material

- IFSTA, Essentials of Firefighting, 6th Edition
- EMS, Current National Testing Standards

*Applicants must pass with a 70% or higher to continue with the hiring process

Exam Date and Time: Saturday, December 9, 2017 at 0900 Hours

Exam Location: Concord Township Administrative Building
6385 Home Road, Delaware, Ohio 43015
PHOTO ID WILL BE REQUIRED

Section 8 Physical Ability Test

Location, Date and Time of the physical ability test will be given at the written examination.

Section 9 Accommodation / Interpreter

Applicants that have a disability under the Americans with Disability Act and require a special accommodation for the test, please contact the Department Hiring Coordinator, Chad Mast within three days of submitting the application. Applicant must submit medical documentation. Should you require services of a professional interpreter during the examination please contact the Department Hiring Coordinator, Chad Mast within three days of submitting the application.

Department Hiring Coordinator: mastc@concordtwp.org or 614-588-5880

Section 10 Appeals Process

Written Examination

Applicants wishing to appeal the results of the written examination shall do so in writing no later than 30 days after the results have been posted.

*Appeals shall be submitted to Lt. Scholl, Concord Township Fire Department 7990 Dublin Road, Delaware, Ohio 43015.

Physical Ability Test

Applicants wishing to protest the results of the physical ability test must do so immediately after the test. The decision made by the ranking testing official will be final.

Section 11 Eligibility List

Once the Concord Township Fire Department has established an eligibility list for Firefighter – Candidate, the list will remain active for one (1) year. The list can be extended for an additional one (1) year by the Fire Chief.

Removal from Eligibility List

Applicants shall be removed from the eligibility list for one or more of the following reasons:

- Written request of the applicant
- Failure to appear for an interview
- Failure to respond to communication from Concord Township Fire Department
- Failure to notify of address change
- At the request of the Fire Chief for just cause

Section 12 Backgrounds, Core Values Questionnaires, & Interviews

Concord Township Fire Department will conduct background investigations, interviews and request applicants submit a core value questionnaire.

Background Investigation

The background investigation includes but not limited to the following:

- Local and state driving records
- Residence checks
- Civil judgments
- Personal reference checks
- Employment checks
- Military records checks

Investigation Interviews

- Home interviews
- Neighbor interviews
- Employer interviews

Oral Board Interviews

Applicants that successfully pass the written examination and physical ability test will be interviewed by an oral board consisting of representatives of Concord Township Fire Department.

Applicants will be evaluated based on the following:

- Appearance, image, demeanor, and attitude
- Communication
- Alertness
- Judgment, reasoning, analysis
- Personality impression
- Overall suitability

The results of the oral board interview, background investigation, written examination, and physical ability test will be forwarded the Fire Chief. Applicants that fail the oral interview will not proceed to the Fire Chief's interview.

The Fire Chief will make the final selection for Firefighter – Candidate

Core Values Questionnaires

Applicants will be required to fill out a comprehensive personal questionnaire at the time of the interview (Core Values).

*Please allow one (1) hour of time following the interview to complete the questionnaire.

Section 13 Condition Offer of Employment

Following the conditional offer of employment by the Fire Chief, the selected individual must successfully past the following:

- Drug Screening
- Physical Examination

Section 14 Appointment

Selected Firefighter – Candidates that successfully pass the drug screening and physical examination will be given his / her first day of employment with Concord Township Fire Department.

Work Schedule: Part Time Firefighters will work a rotating schedule; candidates will be scheduled every 6th day (24 hour) or scheduled as needed.

*The Fire Chief reserves the right to extend the Firefighter – Candidates probationary period or separation of service with the employee.