



Division of Fire/Rescue

BRUNSWICK HILLS FIRE/RESCUE

1918 PEARL ROAD

BRUNSWICK, OHIO 44212



Anthony M. Strazzo Fire Chief

**\*\*\*UPDATE 11.15.2021\*\*\***

*\*\*\*It has come to our attention that the next Tri-C physical agility test will not be until December 5<sup>th</sup> 2021. Therefore, agility certificates can be submitted with applications or must be provided at time of interview.\*\*\**

### TEST ANNOUNCEMENT FIREFIGHTER/PARAMEDIC

#### BRUNSWICK HILLS TOWNSHIP

Brunswick Hills Township will be conducting a competitive written exam for the position of Firefighter/Paramedic at 7:00 PM on November 30<sup>th</sup> at Brunswick Hills Township Town Hall located at 1918 Pearl Road, Brunswick Hills Ohio 44212. Application packets can be downloaded from the Township website [www.brunswickhillstwp.org](http://www.brunswickhillstwp.org) or picked up at Town Hall located at 1918 Pearl Road, Brunswick, Ohio 44212. Completed applications must be turned in with the \$25 application fee (cash, check or money order) and appropriate documentation at Brunswick Hills Township Town Hall located at 1918 Pearl Road, not before November 15<sup>th</sup> 2021 and no later than 2 pm on November 26<sup>th</sup> 2021. Only the first 50 completed applications will be accepted. To be eligible to take the written test, applicants must be at least 18 years of age, possess a valid Ohio driver's license, possess a valid Ohio Paramedic or provide proof of enrollment in an Ohio paramedic program, Ohio Firefighter II Certification, Tri-C Firefighter Physical Agility Certificate **not dated prior to December 6<sup>th</sup> 2020 will need to be provided at interview.** Extra credit will be given for prior military service and current part-time service with the Brunswick Hills Twp. F.D. Detailed instructions will be provided with the application packet. Beginning 2022 annual salary for a firefighter/paramedic is currently \$54,632.50. Brunswick Hills Township is an Equal Opportunity Employer.





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*Anthony M. Strazzo Fire Chief*

### **Brunswick Hills Township Fire Department – Full-time Testing Procedure**

The following information shall be utilized by the Brunswick Hills Township Board of Trustees for the purposes of hiring full-time Firefighter/Paramedics for the Brunswick Hills Township Fire Department.

#### **APPLICATION:**

Every applicant for admission to examination for a position of Firefighter/Paramedic in Brunswick Hills Township must be authorized to work in the United States.

Applicants must fill out, and sign the blank form of application furnished by the Township. The applicant must file a completed application form giving fully, truthfully, and accurately all information required. The Board of Trustees may refuse to accept any incomplete application that is not fully completed or that does not contain all required information or attachments as set forth in the examination notice. All applications, when completed and filed with a \$25.00 applicant fee, become the property of Brunswick Hills Township and thereafter may not be returned to the applicant.

All applicants for original appointment as a firefighter\paramedic must attach to the application a copy of his\her valid Ohio drivers' license, a copy of his\her valid State of Ohio Paramedic certificate, a copy of his/her valid State of Ohio Firefighter Level II certification, a copy of certificate of completion of Tri-C Physical firefighter physical agility test, dated no longer than 1 year prior to test date and a copy of his\her high school diploma or G.E.D. Applicants seeking military credit must submit a copy of honorable military discharge.

To be eligible for original appointment as a firefighter\paramedic, the applicant shall be physically and mentally capable of performing the duties of the position. A physical agility test must be passed within one year prior to the application deadline. A psychological interview, test and evaluation may be required prior to the interview with the Board of Trustees. An applicant must pass a physical examination after a conditional entry level employment offer is made

#### **PHYSICAL AND MEDICAL EXAMINATION:**

Physical and medical examinations by a physician designated by the Township shall be required after a conditional employment offer is made to an applicant. Such physical examination requirements shall be governed by the general law of the State of Ohio.

#### **Non-Acceptance\Rejection of Applicants; Withholding or Removal of Names from Eligibility List**

The Board of Trustees, may refuse to accept an application to examine an applicant or may withhold or remove the name of any person from the eligibility list who:

- A. lacks the minimum qualifications set forth in the examination notice;
- B. does not meet the medical or physical requirements of the position for which appointment is sought;
- C. has made false statement(s) in his\her application with regard to any material fact or has fraudulently secured his\her eligibility, or appointment.
- D. was previously in the same or any other type of employment and was removed for cause.
- E. is addicted to the use of intoxicating liquor or narcotics or habit forming drugs or gambling;
- F. has been convicted of a felony, a violation of section 2909.03 of the Revised Code or a violation of an existing or former law of this state, any other state or the United States that is substantially equivalent to a felony or O.R.C. §2909.03.
- G. refuses to furnish all information required to complete the application;
- H. refuses to execute any oath, as prescribed by law;
- I. fails to be present for fingerprinting;
- J. has assisted in preparing, conducting or scoring any examination for which the candidate applies or who has in any other manner secured confidential information concerning such examination which might give him\her an unfair advantage over other applicants on the examination;
- K. fails to be present for or fails to pass the physical and\or medical examination;
- L. provides a written request that his\her application and name be removed from the eligibility list;
- M. failure to appear for a scheduled interview or to schedule an interview or other required appointment within the time period stated in the notice to do so,
- N. in any case where the Board of Trustees finds that an applicant is or has in any manner become disqualified for the position for which he\she is listed, in accordance with these Rules;
- O. failure to notify the Board of Trustees of changes in address;
- P. failure to pass the polygraph examination or voice stress truth verification test for positions in the Department;
- Q. failure to pass a pre-employment interview or background investigation, the purpose of which is to determine if the applicant had the background and ability to function as an effective firefighter-paramedic.
- R. no longer being interested in seeking employment with the Township for any other reason.

**DEVELOPMENT OF EXAM:**

Examinations shall be of such character and relate to such matters as will fairly test the relative fitness of the persons examined to discharge the duties of the positions to which they seek appointment. All examinations shall be based on objective and approved examination methods. Examination shall be conducted under the supervision of the Board of Trustees, and when necessary and advisable, Special Examiners may be designated by the Board of Trustees to assist in the conduct of the same.

**DEVELOPMENT OF LIST:**

Applicants that in the opinion of the Board of Trustees will meet the anticipated requirements of the Fire Department shall be required to pass psychological tests, if administered, and proceed with the interview process. Duly qualified applicants shall be placed on the eligibility list and ranked in the order of final score after proportionate scores on the written examination and interview with the Fire Chief are totaled. Points will be added for military or previous Brunswick Hills Township firefighter/paramedic service (if applicable), as otherwise provided in these Rules.

**PRIORITY:**

When two or more eligible applicants have received the same score, the person first filing an application, shall have priority.

**DURATION:**

The date of certification shall be clearly shown on all eligibility lists. All eligibility lists shall be valid for not less than one (1) nor more than two (2) years. At any time after the first year, but before the end of the second year, the Board of Trustees may declare that the list is no longer valid.

**SCORING:**

The written portion of the testing process shall account for 80% of the final score. A written score of 70% is considered passing. Additional points (see military and service credit points) will be added to the written score. The top 10 passing written scores (with additional credit) shall then be eligible to move to the next step which is a Chief's interview. The Chief's interview shall account for 20% of the final score.

Additional Points added to written test score: An additional 5 points shall be awarded for previous military service with honorable discharge. Members in good standing of the Brunswick Hills Twp. Fire Department shall receive an additional 0.25 points for each year of service to a maximum of 5 points. If the applicant currently holds the rank of Lieutenant or Captain in the Brunswick Hills Twp. Fire Department they shall receive an additional 2 points. Maximum extra points will be 5 for all applicants. All extra points will be added to the final written test scores of 70% or above.

**BRUNSWICK HILLS TOWNSHIP**  
**Classification Description**

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**CLASSIFICATION TITLE: Full-Time Firefighter/Paramedic**  
**DIVISION: Fire**

**FLSA Status: Non-Exempt**  
**Union Status: N**

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**WORK OBJECTIVE**

This is a full-time entry level position under the general supervision of a Fire Lieutenant and is responsible for the protection of life and the conservation of property through combating and extinguishing fire in a timely manner pursuant to Fire Department policies and direction from superior officers. Incumbents must possess considerable skill in operating equipment under adverse and hazardous conditions in an expeditious manner. Incumbent administers emergency medical services as a certified Paramedic. Duties involve an element of personal danger. Duties are performed in accordance with standard instructions and a well-defined routine under the immediate supervision of a superior officer. All members of the Brunswick Hills Township Fire Department ultimately report to the Fire Chief. Work is reviewed frequently through observation.

**ESSENTIAL FUNCTIONS**

The list of essential functions is intended to be representative of the work performed. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed if such duties are a logical assignment to the position.

- Responds to fire and emergency medical calls; evaluates situation and administers medical treatment.
- May be required to lay hose lines and direct fire streams to extinguish and contain fires; raise and climb ladders to perform search and rescue procedures along with ventilation of burning structures.
- Cleans and maintains Fire Department equipment and other related apparatus, including the performance of minor repairs to departmental equipment. Washes, hangs, and dries hoses. Washes, cleans, polishes, maintains, and tests apparatus and other equipment.
- Performs cleaning, maintenance, and general upkeep of all Fire Department facilities. This includes, but is not limited to cleaning and washing walls and floors as well as caring for the grounds around the station. Minor repairs as assigned.
- Receives and relays calls and alarms; operates emergency radio and other communication equipment with other units.
- Participates in the use and maintenance of firefighting and emergency medical equipment.
- Participates in drills, classes and schools in firefighting, and other fire service related areas.
- Operates equipment while wearing personal protective equipment as used for the control and extinguishment of fires such as: Class "A" fire apparatus, fire hose, nozzles, ladders, ropes, axes, water tools and appliances, aerial ladder devices, rescue equipment, power and non-power hand tools, and related tools and equipment.
- Uses medical tools, equipment, and supplies as directed by the Fire Chief or his designee.
- Provides the necessary basic and advanced life support skills as required by the State of Ohio and current Medical Director and within the appropriate Scope of Practice as defined in the Ohio Administrative Code.
- Performs duties under stressful conditions while wearing required uniforms and gear, including working in extremely hot and cold environments for prolonged periods of time.
- Properly collects and/or disposes of infectious waste generated at emergency scenes.
- Performs critical, time-sensitive, and complex problem-solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces which may be further aggravated by fatigue, flashing lights, sirens, and other natural or unnatural distractions.
- Non-emergency related duties include but are not limited to conducting readiness inspections of apparatus and equipment, flow testing fire hydrants, pre-fire planning of buildings, response area surveys, participate in drills, attend classes, provide training and educational programs, and engage in public relations functions.
- Must be able to create and complete reports in a timely manner as directed by supervisors.

**Brunswick Hills Township**  
**Full-Time Firefighter/Paramedic**  
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- Accurately and appropriately documents all emergency aid activity on proper forms and as required by Fire Department policy and federal, state, county, and local law.
- Must maintain professional competence in all aspects of duties as assigned by the Fire Department.

**PERIPHERAL DUTIES:**

- Assists in procuring and maintaining emergency medical supplies and equipment.
- Assists in Fire Department administrative duties as assigned.
- Assists in training new cadets as assigned.
- Performs other duties as directed by supervisors.

**MINIMUM QUALIFICATIONS**

- Must be 18 years of age.
- Must be a high school graduate or have obtained a GED.
- Must possess and maintain a valid Ohio driver's license and be capable of achieving any other driver's licensures to operate Fire Department equipment as may be required by the Fire Department.
- Must have and maintain a satisfactory driving record as determined by Brunswick Hills Township and its designated agent(s).
- Must hold a current State of Ohio certification as a Firefighter I and Firefighter II.
- Must be a CPR certified instructor.
- Must be certified by the State of Ohio as a Paramedic.
- Must obtain and maintain local medical director authorization to practice as a Paramedic.
- All certifications required must be maintained as a condition of employment.
- Must develop an understanding of the National Incident Management System (NIMS) and the National Response Plan (NRP) as well as the Incident Command System (ICS) qualified through the completion of recognized training and education courses.
- Must demonstrate knowledge, skills, and abilities by passing a written examination and skills test as prescribed by the Brunswick Hills Township Fire Department.
- Must successfully complete all pre-hire examination requirements which may include, but is not limited to; polygraph testing, psychological testing, drug testing, and a fire department medical physical, as designated by the Township.
- Must be tobacco free for at least one year prior to initial employment.
- Must remain tobacco free during employment.
- Must be able to complete all performance requirements required during the probationary period.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the elements of combustion and methods of proper extinguishment.
- Knowledge of chemistry as it applies to toxic and flammable properties of various elements.
- Knowledge of the proper techniques to perform rescue and first aid operations to include the use of all fire department equipment including aerial devices.
- Knowledge of Township policies and procedures.
- Knowledge of Fire Department Standard Operating Procedures (SOP's).
- Ability to work as a member of a team.
- Ability to establish and maintain effective work relationships and communicate effectively, both orally and in writing, with coworkers, members of the public, and officials.
- Must be able to follow and execute verbal and written instructions.
- Exhibits the qualities of honesty, integrity, courage, compassion, and respect while also embodying the spirit of public service.

**PHYSICAL REQUIREMENTS**

- Meet physical requirements as indicated for State certification.
- Must endure sustained acts of physical exhaustion and endure periods of duty under unfavorable and life threatening situations.

- Ability to stand, sit, walk, run, climb, balance, kneel, crouch, stoop, or crawl for long periods of time.
- Ability to use hands and fingers to reach, grasp, and to handle or operate objects, tools, or controls.
- Must meet firefighter physical requirements as prescribed by the Fire Chief.
- Ability to communicate both orally and in writing.
- Reaching, pulling, pushing, and throwing.
- Lifting of moderately heavy (20-25 pound) items and occasionally very heavy (100 pounds or over) items.

**SENSORY REQUIREMENTS**

- Task requires color perception and discrimination.
- Task requires sound perception and discrimination.
- Task requires taste perception and discrimination.
- Task requires odor perception and discrimination.
- Task requires depth perception and discrimination.
- Task requires texture perception and discrimination.
- Task requires visual perception and discrimination.
- Task requires oral communications ability

**ENVIRONMENTAL REQUIREMENTS**

- Hazardous conditions: flames, fire, chemicals, smoke, heat, gases, moving vehicles, falling structures and debris, electricity, poor ventilation, poor lighting and related hazards, heights.
- Some stressful situations.

Brunswick Hills Township is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, Brunswick Hills Township provides reasonable accommodation to otherwise qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation. I further certify that I understand that it is my continuing obligation to be able to meet the requirements defined in this job description.**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
H.R. Representative/Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
H.R. Representative/Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**BRUNSWICK HILLS TOWNSHIP, OHIO**

**Application for Employment**

1918 Pearl Road

Brunswick, OH 44212

(330) 220-8182

*Committed to Diversity in the Workplace*

Position Applied For: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

Street City State Zip Code

Phone: Home (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

Note: All prospective employees must submit proof and identity and eligibility for employment in the U.S. prior to appointment. A social security card and driver's license are preferred.

Are you legally eligible to work in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_

If you are not a U.S. citizen, are there any restrictions on your eligibility for employment?

If employed and under 18, can you furnish a work permit? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever worked for Brunswick Hills Township? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, which Department? \_\_\_\_\_ When? \_\_\_\_\_

EDUCATION: Circle the highest grade that you completed: 1 2 3 4 5 6 7 8 9 10 11 12 Name and location of the last high school that you attended? \_\_\_\_\_ Did you graduate? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, have you passed a G.E.D. Test? Yes \_\_\_\_\_ No \_\_\_\_\_

Circle the number of years of post high school education completed: 1 2 3 4 5 6 7

School Name/Location	Date Graduated	Degree	Major Area of Study
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_____	_____	_____	_____
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_____	_____	_____	_____
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_____	_____	_____	_____
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Special Qualifications and Skills: (typing, shorthand, foreign languages, professional licenses and certificates, etc.)

Do you have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_

Commercial Driver's License? Yes \_\_\_\_\_ No \_\_\_\_\_

List the types of vehicles you can operate and the amount of experience with each (for driving positions only)

Have you ever been fired or asked to resign from a job? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give the name and address of the employer and describe the reason. \_\_\_\_\_

A firing or forced resignation does not automatically exclude you from employment. The circumstances, time elapsed and recent employment record will be considered.

Complete for Police or Fire position:

U.S. Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_

Birthdate: \_\_\_\_\_

**EXPERIENCE:** The selection process for most positions involves an evaluation of relevant education and experience. It is important, therefore, that you provide enough details so that your qualifications can be properly evaluated. Start with your present job and work back. Include military service and volunteer experience. Additional experience should be listed by attaching sheets of paper or a personal resume. Be sure to include all requested information.

Present Employer: \_\_\_\_\_ Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Avg. Hrs. per Week: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary Starting:\$ \_\_\_\_\_ Ending:\$ \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Describe your work: \_\_\_\_\_

Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone \_\_\_\_\_ Avg. Hrs. \_\_\_\_\_  
Number: \_\_\_\_\_ per Week: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Salary \_\_\_\_\_  
Starting:\$ \_\_\_\_\_ Ending:\$ \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Describe your work: \_\_\_\_\_

Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone \_\_\_\_\_ Avg. Hrs. \_\_\_\_\_  
Number: \_\_\_\_\_ per Week: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Salary \_\_\_\_\_  
Starting:\$ \_\_\_\_\_ Ending:\$ \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Describe your work: \_\_\_\_\_

On what date would you be available for work? \_\_\_\_\_

Have you ever served in the military service? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, Branch: \_\_\_\_\_ Date Entered: \_\_\_\_\_ Date Discharged: \_\_\_\_\_

May we conduct a background check of your qualifications, character, and record of employment? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, please explain: \_\_\_\_\_

**CERTIFICATION:** This statement must be signed.

I certify that all of the statements made in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not employing me, or for dismissing me after I have begun work. I waive all rights I might have against a previous employer who provides references and/or records concerning my employment history. I understand that for certain positions I may be required

**to successfully complete a physical examination and/or alcohol and drug test. I understand that my driving record may be checked as well as my fingerprints and police record if I am employed in a sensitive job.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**