



# Valley City Fire Department Employment Application

Name: \_\_\_\_\_

Position: \_\_\_\_\_

All information will be treated confidentially. Please answer all questions as completely as possible.

# Valley City Fire Department On-Boarding Process

- 1. Fill out this application and attach copies of the following if you have them. (You can make copies at the station while turning in your application if needed)**
  - a. ODPS Fire/EMS Certification Card
  - b. BLS CPR
  - c. ACLS
  - d. ICS-100
  - e. ICS-200
  - f. ICS-300
  - g. ICS-400
  - h. ICS-700
  - i. ICS-800
  - j. Hazmat Awareness & Operations
  - k. EVOC or similar emergency vehicle driving course
  - l. Driver's License
- 2. Return the application to the station between 6am-10pm. If no one answers the door, try again later.**
- 3. Your application will be held until the next round of interviews. You will be called for an interview in front of the interview panel.**
- 4. If chosen, the chief will make a recommendation to the trustees for hiring.**
- 5. You will be required to pass a background check and physical exam**
- 6. You will be required to complete the onboarding training process which includes obtaining an EMT-Basic and Firefighter 1 certification within the first year of employment. You are also required to follow all requirements in the department's Rules & Regulations.**
- 7. If you have any questions contact the chief 330-483-1993**



**Education**

Including technical school, business school, professional school, college and universities

School Name and Location	Major Area(s) of Study	Type of Degree or Certificate

**Training and Other Qualifications**

Do not include coursework already described above

Subject of Title of Training	Organization	Length of Training

**Experience**

In the areas below, please list your past experience beginning with your most recent. Military experience and volunteer work may also be included. Please attach additional sheets if necessary.

From: (month/day/year)	To: (month/day/year)
Employer:	
Address:	
City, State, Zip:	
Reason for Leaving:	
Job Title:	
Job Duties:	
From: (month/day/year)	To: (month/day/year)
Employer:	
Address:	
City, State, Zip:	
Reason for Leaving:	
Job Title:	

Job Duties:	
From: (month/day/year)	To: (month/day/year)
Employer:	
Address:	
City, State, Zip:	
Reason for Leaving:	
Job Title:	
Job Duties:	
From: (month/day/year)	To: (month/ day/ year)
Employer:	
Address:	
City, State, Zip:	
Reason for Leaving:	
Job Title:	
Job Duties:	
From: (month/day/year)	To: (month/ day/ year)
Employer:	
Address:	
City, State, Zip:	
Reason for Leaving:	
Job Title:	
Job Duties:	

We are very interested in the areas in which you are skilled and knowledgeable.  
Please rate the skills that apply to you by placing a checkmark in the appropriate box.

<b>Skill</b>	<b>Minimal</b>	<b>Good/ Satisfactory</b>	<b>Above Average/ Expert</b>
Accounting			
Completing Forms 1 on 1 (registration)			
Communications (telephone, radios)			
Building Maintenance			
Computer Networking			
Data Entry/ Typing			
Digital Graphics (Acrobat, Photoshop)			
Directing People Traffic			
Directing Vehicle Traffic			
Event Planning			
Food Service Preparation (for groups)			
Foreign Language (please specify)			
Medical Training			
Organizational Skills			
Photography			
Public Speaking			
Receptionist/Clerical			
Scheduling			
Sign Language			
Supervision/Management/ Leadership			
Caregiving (Child, Older Adult)			
Television/Video Programming			
Volunteer Management			
Animal Handling			
Building Trades			
Agriculture			
Industry			
Job Training/ Instruction			
Logistics/ Distribution			

**1. What skills/ qualities do you have that will contribute to you being a firefighter?**

**2. Are there any skills, trainings, or certifications that you would like to obtain?**

**3. Is there any other information that would assist us with our hiring decision?**

CERTIFICATION

I understand that any misrepresentation, deception, or false statement made in this Employment Application may result in my not being considered, and if not discovered until after being accepted, is grounds for, and may result in, my immediate termination.

I understand that I will be required to complete a criminal records background check and physical exam as a condition of employment. By submitting this Application, I hereby consent to a criminal records background check.

**Liverpool Township is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## VCFD Rules & Regulations Regarding New Employees

### 1.) NEW EMPLOYEES

- A. Any person living or working within, or living in close proximity of Liverpool Township, being 18 years of age and holding a valid Ohio driver's license is eligible for employment on the Department without discrimination on ANY basis.
- B. Applicants must complete an application, to be furnished by the Department and be interviewed by the Chief or his designee. Once the applicant is found to be complying with minimum requirements, a formal hiring interview will be conducted by the Chief and at least one officer. The applicant will then be notified of acceptance or rejection, after presentation to the Liverpool Twp. Trustees.
- C. Applicants must consent to a background investigation, driving record check and pass a physical examination that will be arranged by the Chief or his designee. The cost of such checks and physical examination will be paid for by Liverpool Township. These checks must be accomplished during the applicant's probationary period.
- D. Each applicant must serve a probationary period of ONE (1) YEAR and be judged acceptable by the Chief, after consultation with their assigned officer, before being put on regular employee status by the Trustees.. This one-year probationary period may be extended or a portion waived at the discretion of the Chief.
- E. The equipment issued to each employee remains the property of the Department and shall be returned to the Chief upon request. Employees shall be responsible for the proper care and maintenance of all issued equipment. Malfunctioning or non-serviceable equipment shall be reported to the appropriate Officer. Equipment is to be used only for its intended function and in an appropriate manner.
- F. Probationary employees will be required to do firefighting or patient care functions only to their limit of training and under the direct supervision of the officer assigned to them or designated employees of the Department. Probationary employees are required to be checked off by their assigned officer in various skills associated with firefighting and hospital EMS protocols during their probationary period.
- G. During the probationary period, employees are required to take and pass the Ohio Firefighter Level 1 course and Ohio EMT course. These courses are a requirement for employment mandated by the Liverpool Twp. Trustees and the State of Ohio. The Chief may extend the probationary period based on the availability of firefighter and EMT courses. The extension and the revised expiration date of the probationary period shall be documented. If the employee is already certified in the State of Ohio, then attendance at these courses is not required. The failure to satisfy these training requirements when offered will result in dismissal.
- H. Probationary employees are required to follow the rules and regulations, SOP's, SOG's, Chiefs Orders, directives from officers/Officer-in-Charge, and any other correspondence regarding the safe and efficient operation of the fire department. Failure to comply can lead to disciplinary action up to and including termination of probationary period and dismissal from department.

## Job Description: Firefighter

### REPORTS TO: FIREFIGHTER OR HIGHER OFFICER

### EFFECTIVE DATE: JANUARY 2015

**JOB SUMMARY:** Under general direction of the Chain of Command, the Firefighter coordinates and performs Firefighter activities in fire suppression, prevention, EMS, all hazards and rescue incidents. The most qualified Firefighter shall assume the duties of the next higher ranking officers in their absences and function as the officer in charge. Under general direction, the Firefighter performs and coordinates daily Fire Department operations both in and out of the station. Firefighters will perform general maintenance and inspections, training and perform any other tasks as required to maintain effective readiness of the Valley City Fire Department as necessary and directed by superior officers. Performs various administrative, operational and public relations duties, as assigned.

### MAJOR TASKS AND DUTIES:

1. Responds to emergency calls with appropriate equipment in a timely manner, evaluates the situation, and performs the necessary tasks to effect the preservation of life and property providing the optimum customer service available.
2. Enters fire sites to perform firefighting activities, coordinate and supervise firefighting activities of interior work teams and reports events to superior using a portable two-way radio. Performs search/rescue duties, ventilation, fire suppression, salvage and overhaul as required.
3. Must become competent in all aspects of vehicle operation including driving, vehicle placement at emergency scenes, pump operation, effective radio communication, emergency procedures, equipment/appliance functions/location, and possess a basic understanding of MABAS procedures.
4. Follows orders, directives, policies, rules and regulations, procedures and SOGs from incident commanders, officers, and more senior/experienced personnel.
5. Assist and perform duties at all types of emergency scenes. Duties may involve rescue, hazardous materials, extrication, crowd or traffic control, security, establishment of landing zones, lift assists, searches and vehicle driving.
6. Answers telephone inquiries, facilitates and assists with resolution to community safety and emergency problems, as guided by Department SOGs.
7. Prepares, maintains, submits and enters records, reports and other documents as required. Enters reports into Firehouse or comparable software as assigned.
8. Performs vehicle checks, inventories and re-stocking of fire vehicles as required. Inspects, cleans and performs maintenance on fire or EMS equipment as necessary or as assigned.
9. Performs routine custodial and building maintenance as assigned.
10. Works as an effective team employee in all aspects of the position and duties.
11. Shall, when called upon to do so, supervise and coordinate the performance of those with lesser seniority, certification and/or experience while Officer in Charge.
12. Must maintain a current CPR certification as required by Department SOGs.
13. Maintain familiarity with all streets and addresses within Liverpool Township.
14. Performs patient lifting, extrication, carrying and handling. Must be certified as driver of the fire/EMS vehicles and be able to efficiently transport patients to assigned hospitals.
15. Conducts tours of the station with emphasis on the fire fighting and prevention functions.
16. Must represent Department in a professional manner at all times. Must address Officers, Department employees, mutual aid department employees, patients and the general public in a respectful, professional, courteous and considerate manner.
17. Assumes command of incidents in the absence of a superior officer and implements the Incident Command System.

18. Performs basic equipment maintenance. Prepares and maintains all required documentation. Reviews and recommends new equipment and modifications to existing equipment as assigned.
19. Assists in or with fire prevention, fire investigation, fire suppression and rescue activities; responds to fire, EMS, accident, and disaster alarms and performs various roles in each as necessary.
20. Investigates reports of potential fires or hazards, with the intent to provide the best customer service possible.
21. Applies efficient information management systems techniques, including but not limited to a working knowledge of Fire software.
22. Promotes and monitors safety in all facets of emergency and non-emergency activities.
23. Assists as needed in department planning, training and budgeting.
24. Assists wherever possible as Instructor/Coach/Mentor to aid department employees.
25. Attends Departmental scheduled trainings.
26. Fulfills night time duties on EMS schedule, as assigned.
27. Applicant must become and maintain current compliance with at least ninety (90) percent of Valley City Fire Department Skill Sheets.
28. Utilizes communications tools including verbal, paper, department email, messaging, and mass notification system.

**SPECIFIC GUIDELINES:** The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements, duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position. Appointment is considered probationary for one (1) year at which time a performance review will determine future of appointment or areas in need of improvement, if any.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

**MINIMUM QUALIFICATIONS:**

**EDUCATION/TRAINING:**

1. Must be certified by the State of Ohio as a Firefighter Level 1 as a minimum.
2. Must become current to Departmental minimum standards for NIMS training.
3. Must be a resident of Liverpool Township or close proximity of Liverpool Township..
4. Must be able to take and pass a written test.
5. Must have basic computer competency including Firehouse software.
6. Must be able to pass departmental physical prior to appointment.

**EXPERIENCE:** The Firefighter shall be an employee in good standing, have a good personnel history and good driving record.

**MENTAL FUNCTIONS:**

1. Must be able to work in stressful and hazardous situations.
2. Must demonstrate good judgment and problem solving skills.
3. Must communicate effectively both orally and in writing.
4. Must represent the Department in a positive manner with residents, businesses and clients.
5. Must possess good working knowledge of Fire Department apparatus and equipment; standard operating procedures, EMS protocol, Incident Command System, and related safety practices and procedures.

**PHYSICAL FUNCTIONS:**

1. The Firefighter shall meet the physical performance requirements as set forth by the Valley City Fire Department.
2. Must maintain the degree of fitness necessary to fulfill the job duties.
3. Must be able to function as a front line firefighter at a fire or EMS scene, required to wear full protective clothing and SCBA and be able to work inside the building alongside active firefighters.

**WORKING CONDITIONS:** The Firefighter shall be prepared to function in a wide variety of working conditions ranging from a quiet office environment to emergency response operations and the hazardous conditions inherent with that job.

The working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions.

## Job Description: EMT

**REPORTS TO: LIEUTENANT OR HIGHER OFFICER**

**EFFECTIVE DATE: JANUARY 2015**

**JOB SUMMARY:** Under general direction, the Emergency Medical Technician (EMT) coordinates and performs Emergency Medical Service (EMS) activities in EMS, all hazards and rescue incidents. The EMT will be current and competent in the Valley City EMS policies, procedures and SOGs as well as the CCF/Medina Hospital EMS protocols. EMT will maintain current certification as a State of Ohio Emergency Medical Technician. Under general direction, the EMT will perform work and any other task as required to maintain effective readiness of the Valley City Fire Department as necessary and directed by superior officers. She/he must perform various administrative, operational and public relations duties as assigned.

### **MAJOR TASKS AND DUTIES:**

1. Responds to emergency calls with appropriate equipment in a timely manner, evaluates the situation, and performs the necessary tasks to effect the preservation of life and property providing the optimum customer service and care available within the constraints of their certification level.
2. Follows orders, directives, policies, procedures and SOGs from incident commanders, officers, personnel with higher levels of certification, and more senior/experienced employees.
3. Answers telephone inquiries, facilitates and assists with resolution to community safety and emergency problems, as guided by Department SOGs.
4. Prepares, maintains, submits and enters records, reports and other documents as required. Enters reports into Fire and EMS software, as assigned.
5. Performs vehicle checks, inventories and re-stocking of EMS vehicles as required. Inspects, cleans and performs maintenance on EMS equipment as necessary or as assigned.
6. Performs routine custodial and building maintenance as assigned.
7. Works as an effective team employees in all aspects of the position and duties.
8. Performs rehab duties at fire scenes as directed. Must be competent in changing of SCBA tanks in an efficient and timely manner. Must document any rehab treatment provided.
9. Shall, when called upon to do so, supervise and coordinate the performance of those with lesser seniority, certification and/or experience, while Officer in Charge.
10. Maintain familiarity with all streets and addresses within Liverpool Township.
11. Performs patient lifting, extrication, carrying and handling. Must be certified as driver of the EMS vehicle and be able to efficiently transport patients to assigned hospitals.
12. Must maintain current compliance with specific Department SOG, CCF/Medina Hospital EMS protocols and directives
13. Conducts tours of the station with emphasis on the EMS functions.
14. Attends Departmental scheduled trainings.
15. Fulfills day and night time duties on EMS schedule, as assigned.
16. Must represent Department in a professional manner at all times. Must address Officers, Department employees, mutual aid department employees, patients and the general public in a respectful, professional, courteous and considerate manner.
17. Utilizes communications tools including verbal, paper, department email, messaging, and mass notification system.

**SPECIFIC GUIDELINES:** The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements, duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position. Appointment is considered

probationary for one (1) year at which time a performance review will determine future of appointment or areas in need of improvement, if any.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

**MINIMUM QUALIFICATIONS:**

**EDUCATION/TRAINING:**

1. Must currently be certified and practicing as a State of Ohio EMT.
2. Must be a resident of Liverpool Township or close proximity of Liverpool Township..
3. Must have basic computer competency and specific knowledge of EMS software.

**EXPERIENCE:** The EMT shall be an employee in good standing, have a good personnel history and good driving record.

**MENTAL FUNCTIONS:**

1. Must be able to work in stressful and hazardous situations.
2. Must demonstrate good judgment and problem solving skills.
3. Must communicate effectively both orally and in writing.
4. Must represent the Department in a positive manner with residents, businesses and clients.
5. Must possess good working knowledge of appropriate Fire Department apparatus and equipment; standard operating procedures, EMS protocol, Incident Command System, and related safety practices and procedures.

**PHYSICAL FUNCTIONS:**

1. The EMT shall meet the physical performance requirements as set forth by the Valley City Fire Department.
2. Must maintain the degree of fitness necessary to fulfill the job duties.

**WORKING CONDITIONS:** The EMT shall be prepared to function in a wide variety of working conditions ranging from a quiet office environment to emergency response operations and the hazardous conditions inherent with that job.

The working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions.

## Job Description: Paramedic

**REPORTS TO: LIEUTENANT OR HIGHER OFFICER**

**EFFECTIVE DATE: JANUARY 2015**

**JOB SUMMARY:** Under general direction, the PARAMEDIC performs activities in EMS and rescue incidents. The PARAMEDIC will be current and competent in the Valley City EMS policies, procedures and SOGs as well as the CCF/ Medina Hospital EMS protocols. The PARAMEDIC will maintain current certification as a State of Ohio Paramedic. Under general direction, the PARAMEDIC will perform work and any other task as required to maintain effective readiness of the Valley City Fire Department as necessary and directed by superior officers. The PARAMEDIC will perform various administrative, operational and public relations duties as assigned.

### **MAJOR TASKS AND DUTIES:**

1. Responds to emergency calls with appropriate equipment in a timely manner, evaluates the situation, and performs the necessary tasks to effect the preservation of life and property providing the optimum customer service and care available within the constraints of their certification level.
2. Follows orders, directives, policies, procedures and SOGs from superior officers.
3. Answers telephone inquiries, facilitates and assists with resolution to community safety and emergency problems, as guided by Department SOGs.
4. Prepares, maintains, submits and enters records, reports and other documents as required. May involve entering reports into Fire and EMS software
5. Performs vehicle checks, inventories and re-stocking of EMS vehicles as required. Inspects, cleans and performs maintenance on EMS equipment as necessary or as assigned.
6. Performs routine custodial and building maintenance as assigned.
7. Works as an effective team employee in all aspects of the position and duties. Follows directives from Senior Officers and directs EMS personnel with lower levels of certification, when necessary.
8. Performs rehab duties at fire scenes as directed. Must be competent in changing of SCBA tanks in an efficient and timely manner. Must document any rehab treatment provided.
9. Shall, when called upon to do so, supervise and coordinate the performance of those with lesser seniority, certification and/or experience, while Officer in Charge.
10. Must maintain a current CPR certification as required by Department SOGs.
11. Maintain familiarity with all streets and addresses within Liverpool Township.
12. Performs patient lifting, extrication, carrying and handling. Must be certified as driver of the EMS vehicle and be able to efficiently transport patients to assigned hospitals.
13. Must maintain current compliance with specific Department SOG, Medina Hospital EMS protocols and directives-
14. Conducts tours of the station with emphasis on the EMS functions.
15. Attends Departmental scheduled trainings.
16. Fulfills day and night time duties on EMS schedule, as assigned.
17. Must represent Department in a professional manner at all times. Must address Officers, other Department employees, mutual aid department employees, patients and the general public in a respectful, professional, courteous and considerate manner.
18. Utilizes communications tools including verbal, paper, department email, messaging, and mass notification system.

**SPECIFIC GUIDELINES:** The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements, duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position. Appointment is considered

probationary for one (1) year at which time a performance review will determine future of appointment or areas in need of improvement, if any.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

**MINIMUM QUALIFICATIONS:**

**EDUCATION/TRAINING:**

1. Must currently be certified and practicing as a State of Ohio PARAMEDIC.
2. Must be a resident of Liverpool Township or close proximity of Liverpool Township.
3. Must have basic computer competency and specific knowledge in EMS reporting software.
4. Must pass NFPA physical prior to appointment.

**EXPERIENCE:** The PARAMEDIC shall be a employee in good standing, have a good personnel history and good driving record.

**MENTAL FUNCTIONS:**

1. Must be able to work in stressful and hazardous situations.
2. Must demonstrate good judgment and problem solving skills.
3. Must communicate effectively both orally and in writing.
4. Must represent the Department in a positive manner with residents, businesses and clients.
5. Must possess good working knowledge of appropriate Fire Department apparatus and equipment; standard operating procedures, EMS protocol, Incident Command System, and related safety practices and procedures.

**PHYSICAL FUNCTIONS:**

1. The PARAMEDIC shall meet the physical performance requirements as set forth by the Valley City Fire Department. Must maintain the degree of fitness necessary to fulfill the job duties.

**WORKING CONDITIONS:** The PARAMEDIC shall be prepared to function in a wide variety of working conditions ranging from a quiet office environment to emergency response operations and the hazardous conditions inherent with that job.

The working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions.