

*An employment opportunity for a career as a*

## ***Professional Firefighter/Paramedic***

**City of Bellbrook**

15 East Franklin Street  
Bellbrook, Ohio 45305

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[www.cityofbellbrook.org](http://www.cityofbellbrook.org)

### **WHO WE NEED:**

The City of Bellbrook requires persons of high character with intelligence, sound judgment and physical stamina who have an aptitude for firefighting and emergency medical service who can work together in a disciplined organization.

### **WHAT WE OFFER:**

- ⇒ This is a public servant job based on public trust, competency and credibility. It is a critical requirement of this position that the incumbent has the desire and the ability to perform and behave (on duty as well as off duty) in a manner that does not cause damage or endanger the loss of trust and credibility with the public, co-workers, or other public safety and medical agencies.
- ⇒ The incumbent performs duties directly related to firefighting, emergency medical services and other public safety services. These duties include but are not limited to: promoting and maintaining public image, responding to calls for service, preventing, detecting and investigating fires, providing advanced emergency medical services, conducting search and rescue activities, and a variety of other public safety services.
- ⇒ The incumbent must have the competency, initiative and willingness to work a majority of assigned hours without direct supervision. He or she must have a cognitive ability and desire to understand and interpret organizational rules, policies and practices in a manner that solves problems while at the same time promotes this organization's public image and mission.
- ⇒ Because the majority of duties in this position are responsive in nature, the incumbent, when not responding to calls for service or on assigned duties, must be willing to self-initiate public relations and safety initiatives to work in those areas designated by management as priorities for this job. This means, in many instances, the incumbent must be able and willing to know what to do before having to be told what to do.
- ⇒ The incumbent must also be able to interact comfortably, lawfully, efficiently and often quickly with a wide variety and diversity of citizens and citizen's groups who may have a multiplicity of problems and have need for safety related services.
- ⇒ Duties are frequently performed under a variety of known and unknown working conditions. Calls for service are often repetitive and sedentary in nature, punctuated with diversity. Sudden changes in service demands tax the extremes of the incumbent's physical and mental resources. For these reasons, it is imperative that the incumbent poses and maintain a physical and mental condition which will enable him or her to perform the expected duties and tasks of this job.

- ⇒ Personal and public safety consciousness, knowledge of and strict adherence to the observation of the safety and civil liberties of all persons and citizens, the ability and desire to demonstrate competent performance without direct supervision and the desire and ability to promote and project a positive public image are critical requirements of this position.
- ⇒ The incumbent reports directly to a first-line supervisor.
- ⇒ Current salary schedule provides \$49,765 during the first year of service, \$52,811 after one year service, \$56,035 after two years of service, \$59,030 after three years of service, \$62,108 after four years of service, \$65,083 after five years of service, and \$68,140 after six years of service in the position of Firefighter/Paramedic.
- ⇒ Benefits currently include
- 13 paid holidays each year
  - 3 personal days per year
  - Annual vacation accrual scale provides 2 weeks annually after first year of service, 3 weeks annually for 5-10 years of service, 3.5 weeks annually for 10-14 years of service, 4 weeks annually for 15-19 years of service, 5 weeks annually for 20-24 years of service and 6 weeks for 25 or more years of service.
  - Sick time is accrued at 6.5 hours per pay period.
- ⇒ Pension at age 52 and after 25 years of service, eligibility for enrollment in Deferred Compensation Plan, Group Accident and Life Insurance and coverage in medical, vision, dental and hospitalization plan.

### **MINIMUM QUALIFICATIONS:**

- Age: Minimum 18 years of age as of final date of filing the application
- Citizenship: Must be a citizen of the United States of America
- Physical: Applicant must be in good physical condition. Must pass the physical abilities test and the medical examination at time of appointment
- Certification: Must, at the time of appointment, be a qualified Firefighter Level II and certified Paramedic in the State of Ohio.
- Education: Must have a high school diploma or GED equivalent.

## **HOW TO APPLY:**

Applications: When applications are open, they may be obtained in person Monday through Friday from 8:00a.m. to 4:00 p.m. at the City of Bellbrook: 15 E. Franklin Street Bellbrook, OH 45305 (937) 848-4666.

Downloaded at [www.cityofbellbrook.org](http://www.cityofbellbrook.org)

Filing: Each person must file a hardcopy completed application form to the City of Bellbrook.

## **LATERAL SELECTION PROCESS:**

### Requisites, Credentials, and Qualifications Screening:

The Screening Committee is responsible for reviewing all appropriate materials from the application, resume, and all ancillary documentation submitted by the applicants. The Screening Committee is comprised of members appointed by the Fire Chief and will consist of at least two members.

Each committee member will review the information and data in each applicant's file as evidence of requisites, credentials and qualifications specified for the position of firefighter/paramedic. Those requisites, credentials and qualifications are developed for this purpose and thoroughly explained to each committee member.

Interview: Those applicants who meet the requisites and qualifications, and stand within at least the top ten (10) for each number of positions to be hired from the list may be scheduled for an interview with the Interview Board. The City may choose to interview additional candidates for the open position(s). The Interview Board may consist of employees of the City of Bellbrook, other fire and public safety or government agencies, members of the public, or any combination thereof. The interview will be structured and the applicant will be rated on their responses to the questions. A consensus rating of the candidates' interview/assessment results will be used to create the final list of candidates to progress through the selection process. This list is not ranked nor establishes an eligibility type list.

Chief's Review: Those candidates who successfully complete all previous steps will be forwarded to the Fire Chief for final review. This review will be based on the candidate's ability to meet the hiring needs of the agency as demonstrated through the screening and interview/assessment process. The final list of candidates forwarded to the Chief for review are not in order of eligibility; any candidate may be considered for final selection.

Candidates for the position are taken from the list of recommended applicants. All applicants on this list will be subject to an extensive background investigation that will be conducted by members of the Bellbrook Fire Department. The Fire Chief may invoke the “Rule of Three” for the final list. Applicants on this list will be considered for any vacancies in the position of firefighter/paramedic.

Appointment: An extensive background investigation, truth verification test, psychological examination and medical examination will be required of those persons in line for appointment to the position of firefighter/paramedic. Appointments will be made on a probationary basis for one year from the date of appointment.

The City of Bellbrook is and Equal Opportunity Employer.