



**ENTRANCE LEVEL EXAMINATION FOR
ENTRY-LEVEL FIREFIGHTER
CITY OF BOWLING GREEN, OHIO
APPLICATIONS WILL BE TAKEN FROM MARCH 19 – MAY 11, 2007**

The Bowling Green Civil Service Commission has scheduled a physical agility test as a prerequisite to the written exam for the position of Firefighter with the Bowling Green Fire Division. Each candidate will be scheduled to take the test on one of the following dates: **May 22, 23, and 24, and, if necessary, May 25**, beginning at 7:30 A.M. on those dates.

Applicants must apply in the Personnel Department, which is located on the upper floor of the City Administrative Services Building at 304 North Church Street. The building is open between the hours of 8:00 A.M. and 4:30 P.M., Monday through Friday. Specific information relevant to the entire Civil Service examination process will be provided to candidates upon application. Applications will be taken commencing **Monday, March 19, 2007**. The deadline for applying is **Friday, May 11, 2007**.

Candidates passing the physical agility test will take a written examination at 8:00 a.m. on **June 9, 2007**. Location to be announced.

Age Requirement: In accordance with Section 124.42 of the Ohio Revised Code (ORC) and City Ordinance no person shall be eligible to receive an original appointment to a fire department, as a firefighter, unless the person has reached the age of eighteen (18) and has not exceeded the age of thirty-six (36). (This age maximum is permitted by the Public Safety Exemption to the Age Discrimination in Employment Act restored in the Omnibus Appropriations Act (P.L. 104-208).)

Credit For Military Service: (ORC 124.23) Applicants, who are current Ohio residents and who have been honorably discharged from active duty in the armed forces of the United States or transferred to the reserve with evidence of satisfactory service, are eligible to receive an additional credit of 20% of the score of their written examination; however, a passing score must first be obtained. Proof (copy of the DD-214, which must show the type of discharge or a certificate of service) must be submitted with the application. **No credit is given if proof is submitted after the application has been submitted.**

New employees must serve a one-year probationary period and must, within three (3) months after completion of the probationary period, reside within Wood County. However, as a result of action taken by the legislature of the State of Ohio in 2006, the City's Residency Rule is currently being held in abeyance. Information about the Residency Rule will be supplied to applicants.

Effective May 1, 2007 the entry-level salary will be \$ 39,153.92 per year with liberal fringe benefits. Specific information relevant to the Civil Service examination process will be provided to candidates upon application. Applicants must apply in person at the Personnel Department, City of Bowling Green, 304 N. Church Street, M-F, 8:00 A.M. - 4:30 P.M. from March 19 through May 11, 2007. Telephone: (419) 354-6200. For more information go to: www.bgohio.org. AA/EEO

**CITY OF BOWLING GREEN
CIVIL SERVICE COMMISSION**

Albert Newlove
Vice Chair

John Cheetwood
Chair

Colleen Smith
Recording Secretary

POSITION TITLE: **FIREFIGHTER/EMT**
DEPARTMENT: **SAFETY**
DIVISION: **FIRE**

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Fire Lieutenant

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

None

DIRECT: 0

INDIRECT: 0

POSITION FUNCTION

This position is responsible for providing fire protection and emergency medical care to the City of Bowling Green and its citizens.

JOB RESPONSIBILITIES

- Responds to fire alarms and suppresses fires
- Responds to Emergency Medical Services calls
- Presents fire safety education
- Preplans City buildings and industries
- Performs housekeeping
- Maintains station, equipment, grounds and vehicles
- Operates fire and Emergency Medical Services dispatch system
- Participates in fire and E.M.S. training
- Prepares and submits accurate reports and documentation
- Performs fire safety inspections
- Stabilizes hazardous material incidents
- Occasionally supervises less senior firefighters
- Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to stand, walk, sit, talk/hear, use hands to finger/handle/feel, and lift more than 100 pounds.

REQUIRED SKILL SETS

Occupational/Technical Skills

Knowledge of procedures for fire suppression, hazardous materials incident stabilization and emergency medical response

Ability to use EMS related equipment, firefighting equipment and Haz-mat equipment

Ability to use spreadsheet, database, word processing and selected job-specific software

Must maintain a valid Ohio Driver's License and have the ability to drive

Administrative Skills

Ability to handle multiple priorities and projects

Ability to keep clear and accurate records and reports

Cognitive Skills

Ability to deal with a variety of concrete variables in situations where only limited standardization exists

Ability to interpret a variety of technical information with abstract and/or concrete variables

Ability to identify problems, recognizing symptoms, causes and alternative solutions

Ability to make timely, sound decisions

Ability to interpret a variety of instructions in written, oral, diagram or schedule form

Ability to interpret documents such as safety rules, opera-

tions and maintenance instructions, and procedure manuals

Ability to interpret professional periodicals and journals, technical procedures, and government regulations

Ability to interpret complicated policies, procedures and protocols

Communications Skills

Ability to let people know of decisions, changes, and other relevant information in a timely fashion

Ability to speak effectively one-to-one

Ability to speak effectively before groups and to respond to questions

Ability to deliver effective presentations

Ability to demonstrate attention to and convey understanding of the comments or questions of others

Interpersonal Skills

Ability to use tact and discretion

Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors

Ability to deal courteously and diplomatically with the general public

Ability to maintain issue confidentiality

Leadership Skills

Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently

Ability to instruct and train staff

DESCRIPTION OF WORKING CONDITIONS

Work is performed in conditions of fumes, odors, poor ventilation, sudden temperature change, around mechanical hazards and moving objects. The activity schedule is irregular and onsite stress can be high.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

High school diploma or equivalent; Firefighter I & II certifications, Emergency Medical Technician certification; one to three years of relevant experience; valid Ohio Driver' License; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.