CIVIL SERVICE POSITION
FIREFIGHTER/PARAMEDIC III
CITY OF AURORA

WRITTEN EXAM: Saturday, February 15, 2025, 10:00 am at the Bertram Inn and Conference Center Amphitheater, 600 North Aurora Road Aurora, Ohio 44202. Photo ID is required. A minimum passing score of 70% is required.

PURPOSE: To establish an eligibility list for the full-time position of Firefighter/Paramedic III in the City of Aurora Fire Department.

MINIMUM REQUIREMENTS: To take the exam: high school diploma or equivalent, 18 years of age, a valid Ohio Driver's License, US citizen. Required prior to appointment but not required at the time of the exam: State of Ohio Firefighter II and Paramedic certificates.

APPLICATION PACKETS AVAILABLE: Email: civilservice@auroraoh.com Pick-up: Aurora City Hall, 130 S. Chillicothe Road, Aurora, Ohio 44202.

FILING DEADLINE: Friday, February 14, 2025 at 12:00 p.m. **NO EXCEPTIONS.** Completed application packets can be emailed to civilservice@auroraoh.com or dropped off in person at Aurora City Hall, 130 S. Chillicothe Road, Aurora, Ohio 44202.

PHYSICAL AGILITY: Prior to appointment the candidate must have a valid certificate of completion of the Firefighters Physical Agility Test issued by Cuyahoga Community College or Auburn Career Center with a passing time of 7 minutes or less.

STARTING SALARY: $82,160.23 annual, $29.81 hourly rate under the terms of the collective bargaining agreement. $1,700.00 uniform allowance with an additional $1,500.00 available for first year cadets. $2,250.00 Paramedic stipend. One-year probationary period.

ADDITIONAL CREDIT: Additional credit will be given to candidates with a minimum passing score of 70% on the written exam in an amount not to exceed 20%. Any documentation for additional credit must accompany the application.

10%	Minimum of twelve (12) consecutive months service as a part-time firefighter/paramedic with the City of Aurora
10%	Honorable Discharge from the US Armed Forces (minimum 6 months active duty)
10%	Bachelor degree in a Fire and/or EMS related field
5%	Associate degree in a Fire and/or EMS related field

Qualified Candidates: candidates who achieve eligible list status will be required to undergo a background check and personal interview with the appointing authority. Other testing (including psychological, physical, polygraph, EKG and drug screening) will be required if employment is offered.

All questions regarding testing requirements or procedures should be directed to the Commission Secretary, Angie Pereces at 330.995.9160 or email civilservice@auroraoh.com

By order of City of Aurora Civil Service Commission
AN EQUAL OPPORTUNITY EMPLOYER

AURORA CIVIL SERVICE COMMISSION
FIREFIGHTER/PARAMEDIC III
APPLICANT DOCUMENTS

REQUIRED DOCUMENTATION

Must be submitted with your application to be eligible to take the exam

- **HIGH SCHOOL GRADUATION OR EQUIVALENT**
  A copy of applicant's diploma, G.E.D. certificate or equivalent.
- **DRIVER'S LICENSE**
  A copy of applicant's valid Ohio Driver's License
- **CITIZENSHIP**
  A copy of applicant's birth certificate or naturalization papers.

ACCEPTABLE DOCUMENTATION FOR ADDITIONAL CREDIT

Must be submitted with your application to receive additional credit

- **MINIMUM OF TWELVE (12) CONSECUTIVE MONTHS PART-TIME SERVICE AS A FIREFIGHTER/PARAMEDIC WITH THE CITY OF AURORA (10%)**
  No documentation needed; civil service can confirm your employment with the city
- **HONORABLE DISCHARGE FROM THE U.S. ARMED FORCES – MINIMUM 6 MONTHS ACTIVE (10%)**
  A copy of applicant's Honorable Discharge Certificate or DD-214 (separation from Active Duty)
- **BACHELOR DEGREE (10%)**
  A copy of the original diploma or transcript showing degree
- **ASSOCIATE DEGREE (5%)**
  A copy of the original diploma or transcript showing degree

A MAXIMUM TOTAL OF 20% CREDIT WILL BE AWARDED

Applicants having additional questions should contact the Aurora Civil Service Commission Secretary, Angie M. Pereces at 330.995.9160 or via email at civilservice@auroraoh.com

FIREFIGHTER/Paramedic III
(Probationary)
Job Description

General Statement of Duties
This position performs firefighting and paramedic activities of the City of Aurora Fire Department and does related work as required.

Distinguishing Features of the Class:
The Firefighter/Paramedic III is responsible for the protection of lives and property in case of fire and/or rescue under the direct supervision of the Fire Lieutenant, Assistant Chief and Chief.

Examples of Work:
1. Responds to fire and rescue calls to extinguish fires, administer needed medical assistance and provide Mutual Aid in emergency situations to surrounding areas.
2. Performs responsible operation and maintenance of all fire equipment keeping equipment in readiness.
3. Conducts daily inspection and maintenance of equipment, conducts daily inventory of supplies, reports needed repairs of low supplies, lost or damaged equipment or looks to the Officer-in-Charge and completes inspection forms.
4. Performs daily maintenance and cleaning procedures in the Station House.
5. Escorts visitors through the Station House and schedules/conducts tours of the Station House.
6. Answers citizens' questions/complaints directed to the Department in person, by telephone, in correspondence or in conference.
7. Maintains good public relations with the Mayor, Council and the general public.
8. Assists citizens and businesses in fire prevention procedures.
9. Keeps, updates and enters into record-keeping system Fire Department activities, logs in daily duty and records of vehicle service and maintenance.

Requiring Knowledge, Skills and Abilities
This position requires the ability to obtain an acceptable score on a general intelligence-firefighter aptitude test, react in emergency situations, deal with the public in a variety of adverse conditions and situations, maintain objectivity, possess good psychomotor skills and maintain a good physical condition.

Acceptable Experience and Training
This position requires graduation from an accredited high school and/or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements
This position requires compulsory certification of State of Ohio Firefighter Training, Emergency Medical Training and Paramedic Certification and a valid Ohio Driver's License.

Additional Duties
The Firefighter/Paramedic III (Probationary) reviews and studies current changes in fire and rescue operations, local ordinance and state and federal laws, rules and regulations of the Fire Department, maintains a physical conditioning program, attends field-related seminars, conferences and training classes and is on call in case of emergency.

AURORA FIRE DEPARTMENT

APPLICANT INFORMATION
RELEASE AUTHORIZATION

I, _____, presenting residing at _____ have applied for employment with the Aurora Fire Department. I have been advised and am fully aware that a representative of the City of Aurora will be conducting a thorough investigation of my background to assist in determining my suitability for this employment. I realize that, in conducting this background investigation, officers will be making inquiries of past and persons with any knowledge of criminal records.

I do hereby give my permission and waive all provisions of law forbidding any court, police agency, employer, firm or person from disclosing any knowledge of information they have concerning me which is requested or desired by the City of Aurora concerning employment or criminal records. I further consent any request that the City of Aurora provided with a copy of any such record concerning me by which they may desire. I recognize the right of the City of Aurora to treat, at its discretion, certain sources as confidential, and its right to withhold from me or my agent the names of such confidential sources, and information obtained therefrom.

_____
Signature of Applicant

_____
Date

_____
Witness

_____
Witness

Signatures of two witnesses ***OR*** notarized by:

STATE OF OHIO, COUNTY OF _____.

Be it remembered, that on this _____ day of _____ in the year of _____
Before me, the subscriber, a Notary in and for said County, personally came _____, acknowledged the signing and sealing of the foregoing. In Testimony Whereof, I have hereunto subscribed my name and affixed by official seal, on the day and year last aforesaid.

_____
Notary Public

Employment Application

Date _____

☐ Full-Time ☐ Part-Time ☐ Seasonal

Position Applied for _____

Date Available to Start Work _____

PERSONAL INFORMATION

Name _____
(Last) (First) (Middle)

Mailing Address _____
(House Number) (Street) (Apt. No./P.O. Box)

_____
(City) (State) (Zip Code)

Length of Time at Address _____

Phone _____
(Home) (Cell) (Work)

Email _____

Previous Address _____
(House Number) (Street) (Apt. No./P.O. Box)

_____
(City) (State) (Zip Code)

Driver's License _____

(Number) (State) (Exp. Date)

Type _____

(CDL) (Class)

Have you ever been a member of the Armed Services?

☐ Yes ☐ No

If yes, please give date of discharge. _____

(Month) (Day) (Year)

A criminal record does not necessarily preclude an applicant from consideration for employment; an individual assessment of an applicant's criminal record will be made before excluding an applicant from consideration. However, Section 2961.02 of the Ohio Revised Code disqualifies individuals who pleaded guilty to, or were convicted of, certain felonies involving fraud, deceit or theft from holding a position that has substantial management or control over the property of the City.

Are you related to a City employee or is any member of your household employed by the City?

☐ Yes ☐ No

If yes, please share the following information:

_____

(Name) (Relationship to You) (Department)

EDUCATION

High School _____

(Name)

_____

(City) (State) (Zip Code)

Highest Level Completed

☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ GED

List any course work or specialized technical and/or vocational training relevant to this position. Only the course work and/or training listed will be considered in determining your eligibility.

Type of Training	Where Training was Received	Date of Completion

List all additional formal education you have received. Please be sure to provide complete information.

College or University - Undergraduate Studies

(Name)

(City) (State) (Zip Code)

Major(s) _____

Minor(s) _____

Degree(s) _____
(Name) (Year)

Quarter Hours Completed _____ Semester Hours Completed _____

College or University - Graduate Studies

(Name)

(City) (State) (Zip Code)

Major

Degree
(Name) (Year)

Quarter Hours Completed Semester Hours Completed

WORK HISTORY

List your most recent paid and volunteer jobs relevant to this position. Only those jobs listed will be considered in determining your eligibility.

1. Current or Most Recent Employer:

   Dates of Employment
   (From) (To)

   Title of Position

   Name and Address of Employer

   Phone Supervisor/Title

   Hours Worked Per Week

   Duties of Job

Starting Salary _____ Per _____ Last Salary _____ Per _____

Reason for Leaving _____

_____

_____

_____

2. Employer:

Dates of Employment _____
(From) (To)

Title of Position _____

Name and Address of Employer _____

_____

Phone _____ Supervisor/Title _____

Hours Worked Per Week _____

Duties of Job _____

_____

_____

_____

Starting Salary _____ Per _____ Last Salary _____ Per _____

Reason for Leaving _____

_____

_____

_____

3. Employer:

Dates of Employment _____
(From) (To)

Title of Position _____

Name and Address of Employer _____

_____

Phone _____ Supervisor/Title _____

Hours Worked Per Week _____

Duties of Job _____

_____

_____

_____

Starting Salary _____ Per _____ Last Salary _____ Per _____

Reason for Leaving _____

_____

_____

_____

Have you had any periods of unemployment during the last five (5) years? ☐ Yes ☐ No

If yes _____
(From) (To)

Have you ever worked for the City of Aurora? ☐ Yes ☐ No

If yes _____
(From) (To)

Department _____

Classification _____

Reason for Leaving _____

_____

_____

_____

List memberships in professional, job-related organizations

_____

_____

_____

_____

List any active professional, technical, occupational licenses or certificates and registrations you now hold

_____

_____

_____

_____

References: List three (3) personal references who are not relatives or former employers

Name _____
(Last) (First) (Middle)

Address _____
(House Number) (Street) (Apt. No./P.O. Box)

_____
(City) (State) (Zip Code)

Phone _____

Occupation _____ Years Known _____

Name _____
(Last) (First) (Middle)

Address _____
(House Number) (Street) (Apt. No./P.O. Box)

_____
(City) (State) (Zip Code)

Phone _____

Occupation _____ Years Known _____

Name _____
(Last) (First) (Middle)

Address _____
(House Number) (Street) (Apt. No./P.O. Box)

_____
(City) (State) (Zip Code)

Phone _____

Occupation _____ Years Known _____

IMPORTANT: Employment is subject to verification of an applicant's background. That background investigation may include testing for current usage of drugs and/or controlled substances. Additionally, the City is required by Federal Law to verify having seen documents, which the applicant must provide as part of later pre-employment processing that show: (1) the applicant's identity and (2) the applicant's right to work in the United States.

I hereby certify that I have read all information above, and that, to the best of my knowledge and belief, all statements made herein or attached are complete and accurate. In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature _____ Date _____

DISCLOSURE UNDER FAIR CREDIT REPORTING ACT AND CONSENT TO PROCUREMENT OF CONSUMER REPORT FOR EMPLOYMENT PURPOSES

I, the undersigned, hereby authorize the City of Aurora, its insurance agency or its assigns, to obtain copies of consumer reports including a motor vehicle report, pertaining to me for employment purposes and for use in rating and/or underwriting insurance for which the above-named employer may apply, and any renewal thereof. I understand that in obtaining such consumer reports, a consumer reporting agency may be used and I do hereby authorize such use.

Signature _____ Date _____

Printed Name _____

Please return with completed application.

WORKPLACE STATISTICS SURVEY (Completion is Voluntary)

The data requested on this sheet will be kept strictly confidential and will NOT be part of any personnel or job applicant records. The information will be accessible only to the Equal Employment Opportunity Officer/Human Resources Director and is being gathered in compliance with Federal Equal Employment Opportunity regulations (EEOC-www.eeoc.gov). It will assist us in evaluating the City's progress in providing equal job opportunities to all applicants. Thank you for your cooperation!

(PLEASE PRINT)

Name _____
(Last) (First) (Middle)

☐ Male ☐ Female

Age _____ Educational Level _____

Race/Ethnic Group ☐ Caucasian ☐ Black/African American ☐ Hispanic/Latino
☐ Native American ☐ Asian/Pacific Islander ☐ Other

Position Applied for _____

Do you have a condition or disability that precludes you from performing the position for which you have applied?

☐ Yes ☐ No

If yes, please explain:

_____

_____

_____

Referral Source ☐ Friend ☐ City Website ☐ Relative
☐ Internet – Website _____
☐ Advertisement-List _____
Source