

Vandalia Division of Fire
Applicant Information
Firefighter/Paramedic/Fire Inspector

A challenging and rewarding career awaits you as a full-time employee with the Vandalia Division of Fire. The City of Vandalia is accepting applications for the position of entry level Firefighter/Paramedic/Fire Inspector, seeking to fill three new positions, budgeted for 2018. The Vandalia Division of Fire emphasizes a tradition of service excellence. We serve a growing, progressive community situated in the northeastern portion of Montgomery County. The community has a diverse commercial and industrial base, with a residential population of approximately 15,000.

SALARY AND BENEFITS

The successful candidate will receive salary and benefits that compare favorably with those offered in business or industry. Currently, the 40-hour base salary of an entry-level full time Vandalia paramedic/inspector/firefighter is \$48,438 annually.

Benefits Include:

- Group Hospitalization and Medical Insurance
- Prescription Program
- Dental Coverage
- Vision Care
- Group Life Insurance
- Workers Compensation Protection
- Occupational Injury Leave
- Tuition Reimbursement Program
- Deferred Compensation Program
- Recreational Benefits

MINIMUM QUALIFICATIONS

Applicants for the position must meet the following minimum qualifications:

By January 8, 2018:

- ◆ Be at least 18 years old
- ◆ Be a United States Citizen.
- ◆ Possess and maintain a valid State of Ohio vehicle operator's license.
- ◆ State of Ohio Level II Firefighting certification
- ◆ Possess an EVOC (Emergency Vehicle Operator Course) and/or two years of fire apparatus driving experience.

By March 1, 2018:

- ◆ State of Ohio Paramedic certification

*The City of Vandalia is an Equal Opportunity Employer and ADA
Compliant*

Women and Minorities Are Encouraged to Apply.

Candidates Must Also:

- ◆ Obtain satisfactory scores on assessment of credentials, oral interviews and practical assessment.
- ◆ Successfully pass other screening tests as required prior to appointment, including a background check, psychological and physical exams.
- ◆ The following qualifications are PREFERRED but not required:
 - ◆ An Associate's Degree or two years of credit from an accredited university or college
 - ◆ At least one year of recent, successful service as a full or part time firefighter/paramedic.
 - ◆ State of Ohio Fire Safety Inspector certification. (REQUIRED within one year of appointment, if appointed.)
- ◆ Additionally, the successful candidate must meet response-related residency requirements upon appointment.
- ◆ **NOTE: Current Part Time Employees of the Vandalia Division of Fire with at least 12 months of satisfactory service will receive preference.**

APPLICATION PROCESS

Applicants must complete Vandalia's Employment Application, available on the city website at www.vandaliaohio.org or at the receptionist's desk at the Vandalia Municipal Building, 333 James E. Bohanan Memorial Drive. **They must also submit a one-page, personally-composed and handwritten letter explaining their interest in joining the Vandalia Division of Fire.** In the letter, they should describe their professional background and provide a short explanation of their goals and specific desire for a position with the City of Vandalia. Letter may be no more than one 8.5x11-inch page in length, single sided. All applicants MUST complete the application thoroughly and accurately and submit it, along with the letter as instructed, no later than 5 p.m., Monday, January 8, 2017 to the City of Vandalia, 333 James E. Bohanan Memorial Drive, Vandalia, OH 45377. Applications may NOT be submitted at any Fire Station, nor may they be submitted electronically. Failure to complete the application form accurately and timely file it along with the one-page, handwritten letter will constitute grounds for rejection. ***The failure to truthfully disclose all material and relevant information shall also constitute grounds for rejection or, if discovered subsequent to appointment, dismissal.***

TESTING PROCEDURES AND QUALIFICATION PROCESS-ELIGIBILITY LIST

The process for establishing a provisional eligibility register and appointing Full Time Vandalia Firefighter/Paramedic/Fire Inspectors has seven successive steps:

1. **Timely Submission of Application and Letter of Interest –
Deadline is 5 p.m., Monday, January 8, 2018**
Proof of relevant certifications are mandatory upon application. Certifications MUST be attached to the application.

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Candidates' credentials and letters of interest will be assessed and scored and a provisional eligibility register will be established, containing the names of all applicants scoring at least **70 percent**. The provisional eligibility register shall have a term of twelve months, unless otherwise specified by the Vandalia Civil Service Commission.

2. **First Oral Interview**

As many as 10 applicants will receive notification to appear for a First Oral Interview. The review board will be made up of two Fire Division employees, one local fire/EMS service professional, and the Assistant to the City Manager. Candidates must score at least **75 percent** on the First Oral Interview to continue in the qualification process. The results of the First Oral Interview will constitute **33 percent** of the candidate's total score. Upon attainment of a minimum passing score of 75 percent on this first round oral review, an additional FIVE points will be added to the score of all current Part Time Vandalia Fire Division personnel.

On this interview, as well as on the second interview, all candidates will be asked a uniform set of questions that seek to measure specific attributes. All answers will be uniformly rated and recorded on a standardized form by each member of the oral interview boards.

3. **Practical Assessment**

Applicants who achieve a minimum passing score of 75 percent and finish in the top 5 positions after the First Oral Interview will receive notification to attend a Practical Assessment Pre-Meeting and subsequently take part in the Practical Assessment. The Assessment will be scored by fire service professionals from the Vandalia Division of Fire and other fire departments. At least three assessors will evaluate each assessment station, with Vandalia Fire Chief Chad Follick serving as the facilitator. Participants must achieve a minimum passing score of **75 percent** and the results of the Assessment will constitute **33 percent** of the candidate's total score.

4. **Second Oral Interview**

Applicants who achieve a minimum passing score of 75 percent in the Practical Assessment will receive notification to appear for the Second Oral Interview. The interview board will be comprised of the City Manager or his designee, the Fire Chief and/or Full Time Fire Captain and/or others as appointed. Participants in the Second Oral Interview must achieve a minimum passing score of **75 percent**. The results of this interview will constitute **33 percent** of the candidate's total score.

The scores of the two oral interviews and practical assessment will then be computed and an overall score compiled.

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THE FOLLOWING PHASES ARE PASS/FAIL

From as many as 8 candidates, the City Manager may select up to three to continue in the qualification process.

5. **A Thorough Background Investigation**

A background investigation of each candidate will be conducted. At a minimum, the investigation will include:

- A. Verification of a candidate's qualifying credentials.
- B. A review of the candidate's criminal record, if any.
- C. An interview with at least three professional references.
- D. Review of the candidate's previous employment history and personnel files.
- E. Review of the candidate's driving record.
- F. Review of the candidate's credit history.

The chosen candidate(s) will receive a conditional offer of employment prior to participation in the last two phases of qualification—the Psychological and Medical Exams.

6. **A Psychological Examination**

A psychological examination designed to assess the emotional stability and psychological fitness of each candidate will be conducted after a conditional offer of employment, but prior to actual appointment to probationary status.

7. **A Medical Examination**

A combined medical and physical fitness examination of each candidate will be conducted after a conditional offer of employment, but prior to actual appointment to probationary status. This examination is to identify any medical problems that might inhibit work performance, shorten a career or contribute to work-related disabilities. **A drug screen will be included in this examination.**

APPLICANT DISQUALIFICATION AND RE-APPLICATION

The following occurrences ---revealed at any time throughout the qualification process--could result in rejection of an applicant's candidacy:

- Lacks any of the minimum requirements established for the position.
- Makes a false or misleading statement or omission of any information or fact.
- Practiced or attempted to practice any deliberate deception or fraud in their application or in their examination, in establishing their eligibility, or securing their appointment.
- Uses, threatens or attempts to use political influence in securing employment.
- Is unable to perform the essential functions of the job with or without reasonable accommodation.

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- Is addicted to the habitual use of intoxicating liquors or drugs or uses them to excess.
- Has a pattern of poor work habits and performance with previous employers.
- Has failed to submit their application correctly or within the prescribed time limit.
- Has a poor driving record.
- Has numerous debts.
- Has been convicted of a felony, a serious misdemeanor, or infamous or notoriously disgraceful conduct.
- Has been dismissed from public service or other employment for delinquency or misconduct.
- Has unsatisfactory report of character investigation or personal habits.
- Does not possess or cannot obtain necessary license, certification, bonding, or other requirements.

**It is IMPERATIVE that candidates provide honest information
in EVERY phase of the qualification process.**

Candidates not eligible for appointment to probationary status or not appointed to probationary status as a result of any portion of the qualification process shall be informed, in writing, of the specific reason within 30 days.

Re-application, re-testing and re-evaluation of candidates not appointed to probationary status shall be governed by procedures provided in the City of Vandalia's Personnel Policies and Procedures Manual. Generally, due to the infrequency of recruiting efforts, there are no limitations on re-application.

DURATION OF PROCESS

The anticipated duration of each portion of the selection process is as follows:

▽	Advertise and Recruit	5 Weeks
▽	Schedule and Administer First Oral Review Board	2 Weeks
▽	Schedule and Administer Practical Assessment	1 Week
▽	Schedule and Administer Second Oral Review Board	1 Week
▽	Conduct Background Investigation	2 Weeks
▽	Schedule and Conduct Psychological and Medical Examinations	2 Weeks
	Approximate Time Required 13 Weeks	

The appointment of a new employee shall not be complete until successful completion of a twelve-month probationary period of actual service.

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