

Vandalia Division of Fire
Applicant Information
Fire Captain

A challenging and rewarding career awaits you as a full-time employee with the City of Vandalia. The Vandalia Division of Fire is accepting applications for the position of Fire Captain. The Fire Division 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 over 15,000.

SALARY AND BENEFITS

The successful candidate will receive salary and benefits that compare favorably with those offered in business or industry. For 2017, the salary range of a Vandalia Fire Captain is \$62,400 to \$101,920 annually. Starting salary will be commensurate with experience and abilities.

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:

- ◆ Be at least 18 years old
- ◆ Be a United States Citizen
- ◆ Meet response-related residency requirements upon appointment
- ◆ Hold a bachelor's degree from a four-year college or university and/or five to ten years related experience and/or training that includes demonstrated, applicable experience as a Fire/EMS Officer/Supervisor
- ◆ State of Ohio Professional Firefighter Certification (Level II Firefighter)
- ◆ State of Ohio Emergency Medical Technician-Paramedic Certification
- ◆ State of Ohio Fire Safety Inspector Certification

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

Women and Minorities Are Encouraged to Apply.

- ◆ CPR Certification
- ◆ ACLS Certification
- ◆ EVOC (Emergency Vehicle Operator Course) and/or two years of fire apparatus driving experience.
- ◆ Valid Ohio Driver's License
- ◆ Ohio Fire and/or EMS Instructor Certification must be obtained within two years of appointment
- ◆ Successful completion of Montgomery County Paramedic Standing Orders
- ◆ Obtain satisfactory scores on oral interviews and practical assessment(s).
- ◆ Successfully pass other screening tests as required prior to appointment, including a background check, psychological and physical exams.

APPLICATION PROCESS

Applications are available at the Vandalia Municipal Building, 333 James E. Bohanan Memorial Drive, 8 a.m. to 5 p.m., Monday through Friday or on our website, www.vandaliaohio.org. All applicants **MUST** complete the application completely and accurately and return it to the Vandalia Municipal Building, 333 James E. Bohanan Memorial Drive, Vandalia, OH 45377 by Friday, March 31, 5 p.m. Applications may **NOT** be submitted at any Fire Station, nor may they be submitted electronically. If mailed, they must arrive at the City no later than the stated deadline of 5 p.m. Friday, March 31, 2017. Failure to complete the forms accurately and timely file them will constitute grounds for rejection. The failure to disclose truthfully all material and relevant information shall also constitute grounds for rejection or dismissal if discovered subsequent to appointment.

With their application, applicants **MUST** submit a personally-composed **handwritten** letter briefly describing their background, a short explanation as to why they consider themselves the best candidate for this position and why they have particular interest in employment with the City of Vandalia. Cover letter may be no more than two 8.5x11 pages in length, single sided.

TESTING PROCEDURES AND QUALIFICATION PROCESS-ELIGIBILITY LIST

The selection process for appointing a probationary Fire Captain has seven successive steps:

1. **Timely Submission of a Preliminary Application and Handwritten Cover Letter**
Deadline for submission of applications is Friday, March 31, 5 p.m.
2. **First Oral Interview**
As many as 10 applicants will receive notification to appear for a First Oral Interview. Candidates must score at least **80 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 80 percent on this first round oral review, an additional FIVE points will be added to the score of all current Vandalia Fire Division personnel.*

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

Women and Minorities Are Encouraged to Apply.

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 80 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 **80 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 80 percent will receive notification to appear for the Second Oral Interview. Participants in the Second Oral Interview must achieve a minimum passing score of **80 percent**. The results of this interview will constitute **33 percent** of the candidate's total score.

Following the Second Oral Interview, scores from all three phases of the selection process will be compiled and the City Manager will select one candidate to continue in the process. Should a candidate fail to pass any of the remaining phases, another candidate on the list may be selected to advance.

THE FOLLOWING PHASES ARE PASS/FAIL

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 complete personnel files.
- E. Review of the candidate's driving record.
- F. Review of the candidate's credit history.

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

Women and Minorities Are Encouraged to Apply.

The candidate 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 in your background could result in rejection of your 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.
- 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.

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

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

Women and Minorities Are Encouraged to Apply.

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:

▽	Recruit and Advertise	3 Weeks
▽	Schedule and Administer First Oral Review Board	2 Weeks
▽	Schedule and Administer Practical Assessment	2 Weeks
▽	Schedule and Administer Second Oral Review Board	2 Weeks
▽	Conduct Background Investigation	2 Weeks
▽	Schedule and Conduct Psychological and Medical Examinations	3 Weeks

Note: Schedule subject to change at any time.

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

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

Women and Minorities Are Encouraged to Apply.