



## MUNICIPAL CIVIL SERVICE COMMISSION

# NOTICE OF EXAMINATION

## FIREFIGHTER

### ELIGIBILITY REQUIREMENTS

1. Qualifications and duties performed by this classification are listed in the job description posted under EMPLOYMENT at [www.stowohio.org](http://www.stowohio.org).
2. Applicants are not required to be a resident of the City of Stow to be eligible for appointment to the position of Firefighter.
3. Age requirements, per City of Stow Codified Ordinance 139.02 and Rule V(2) of the Rules of the Municipal Civil Service Commission, are as follows:
  - a. Minimum: All applicants shall have reached the minimum age of nineteen (19) on or prior to the date of March 4, 2024 and attained the age of twenty-one (21) to be appointed.
  - b. Maximum: No person shall be eligible to receive an original appointment on or after his/her thirty-sixth (36) birthday.
4. Must be an "Emergency Medical Technician-Paramedic" with current State of Ohio certification or National Registered Paramedic certification at the time of hire and must maintain certification thereafter.
5. Must obtain Ohio Firefighter Level 2 certification within one (1) year of hire and must maintain certification thereafter.
6. Must possess and maintain a valid Ohio Driver's License at the time of hire. After hire, must possess and maintain a good driving record as detailed in the job description.
7. Must be a U.S. citizen or have legally declared his/her intention of becoming a U.S. citizen and be eligible for employment in the United States.
8. Prior to appointment, applicants qualifying under this examination given by the Civil Service Commission will be required to furnish a personal history statement and:
  - a. Successfully complete a thorough background investigation including, but not limited to, military service (if applicable), individual, family, education, credit, and employment histories, and criminal record;
  - b. Successfully complete a polygraph examination;
  - c. Successfully complete an interview process; and
  - d. Meet medical, physical, psychological, and special requirements.

Medical examination will be in accordance with Ohio Revised Code (ORC) 124.42 and current National Fire Protection Association (NFPA) standards. Information on NFPA standards may be reviewed in the Human Resources Office located on the second floor of City Hall. Standards used shall be those in effect at the time of examination.

Successful applicants shall be required to perform duties substantially similar to those listed in the current City of Stow Firefighter job description.

9. All original appointments to the Stow Fire Department as a Firefighter shall be for a probationary period of one (1) year, and no appointment is final until the appointee has satisfactorily served his/her probationary period as fixed by the Stow Municipal Civil Service Commission.

### **HOW TO APPLY**

1. Application

Complete a digital application via [www.FirefighterApp.com/StowOhioFire](http://www.FirefighterApp.com/StowOhioFire) between March 4, 2024 and March 29, 2024. There is no fee to apply.

2. Written Examination (On-Line)

Register and schedule the written examination through National Testing Network (NTN) at [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com). Deadline to complete testing is March 29, 2024.

- a. An examination fee of \$55.00 is due to NTN at the time of registration. Applicants who have previously tested with NTN within the past 12 months may pay \$12.00 to NTN to have their results sent to the City of Stow.
- b. Any individual who is unable to pay the testing fee may apply for a hardship waiver. Go to [www.nationaltestingnetwork.com/publicsafetyjobs/faqs.cfm](http://www.nationaltestingnetwork.com/publicsafetyjobs/faqs.cfm) to review the process and download the Fee Waiver Form.
- c. Any individual with a disability who requires reasonable accommodation in order to compete effectively on this examination should go to [www.nationaltestingnetwork.com/publicsafetyjobs/faqs.cfm](http://www.nationaltestingnetwork.com/publicsafetyjobs/faqs.cfm) to read what NTN requires from the individual taking one of its tests who is requesting an accommodation.
- d. Contact NTN at (855) 821-3761 with questions regarding the written examination.

### **COMPENSATION**

1. Pay for an entry-level Firefighter in the Stow Fire Department is \$33.10 per hour.

### **ADDITIONAL CREDIT**

1. Applicants receiving a passing score of seventy percent (70%) on the written examination and who qualify for bonus points will receive them as follows:

a. Education

The following criteria must be met in order to secure additional credit for education:

- An Associate's, Bachelor's, or Master's Degree must be completed and diploma earned at the time of application.
- The college or university must be accredited by the North Central Association of Colleges and Schools or another affiliated region of the same organization.
- Bonus credit will be granted for one (1) degree, the highest achieved.
- A copy of the diploma must be uploaded with the application.

***Bonus credit for COLLEGE EDUCATION will be given as follows to a maximum of five (5) points:***

- ***5 Points for a Master's Degree***
- ***4 Points for a Bachelor's Degree***
- ***2 Points for an Associate's Degree***

b. State of Ohio Firefighter Level 2 Course

In order to secure additional credit for State of Ohio Firefighter Level 2 Certification, applicants must upload with their application a copy of their State of Ohio Firefighter 2 Certification Card or notarized evidence from the agency conducting the Firefighter Level 2 Course (240 hours) that the course has been successfully completed.

***Bonus credit for STATE OF OHIO CERTIFICATION will be five (5) points***

c. Firefighter Experience

In order to secure additional credit for full-time or part-time Firefighter experience of one (1) year or more, applicants must possess current State of Ohio Firefighter Level 2 Certification. A completed Full-Time and/or Part-Time Firefighter verification form must be uploaded with the application.

***Bonus credit for FIREFIGHTER EXPERIENCE will be given as follows, to a maximum of five (5) points:***

- ***1 Point per year for Full-Time Experience***
- ***1/2 Point per full year for Part-Time Experience***

d. Military Service

In order to secure additional credit for military service, applicants must file with their application the following document(s):

1) Active Service

Copy of DD-4 and current military ID.

2) Discharged

Copy of DD-214 Member-4 or NGB Form 22 showing dates of active service and listing such service as honorable. The applicable form for each and every discharge is required.

Identification of “Military Service” and submission of proof is **VOLUNTARY**; however, credit cannot be awarded without self-identification of “military service” and submission of proof.

“Military Service” means any person who:

- 1) Has completed service and been honorably discharged from the uniformed services;
- 2) Has transferred to the reserves with evidence of satisfactory service; or
- 3) Is a member of the National Guard or a reserve component of the armed forces of the United States who has completed more than one hundred and eighty (180) days of active duty service pursuant to an executive order of the President of the United States or an act of the Congress of the United States.

“Military Service”, as defined above, is distinguished from “Military Status” as defined in Ohio Revised Code Sections 4112.01(A)(22) and 5923.05(e).

The City of Stow does not discriminate in employment or the provision of services on the basis of military status. This extends to discharge without just cause, refusal to hire, or otherwise to discriminate against a person with respect to hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment.

***Bonus credit for MILITARY SERVICE will be five (5) points***

2. No applicant shall receive bonus credits in excess of twenty (20) points.

**ELIGIBILITY LIST**

1. The Civil Service Commission shall prepare an Eligibility List in accordance with Rule VI(1) of the Rules of the Municipal Civil Service Commission.
2. The Civil Service Commission shall prepare a Certified Eligible List in accordance with Rule VI(2) of the Rules of the Municipal Civil Service Commission.

Note: Even though you can apply at the age of nineteen (19), you will not be placed on the Certified Eligible List until you turn twenty-one (21).

**ADDITIONAL INFORMATION**

Contact Breanna Turley, Civil Service Clerk, at (330) 689-2824 with questions regarding this posting.

Questions relating to the Fire Department should be directed Jen Straka at (330) 689-3287.

**POSTING**

It is mandatory that this notice be posted in a conspicuous place at the following Stow municipal buildings:

City Hall  
Safety Building (Fire Station #1)  
Fire Station #2  
Fire Station #3  
Service Center  
Fox Den Golf Course

Posted: March 1, 2024, 12:00 p.m.

THE CITY OF STOW IS AN EQUAL OPPORTUNITY EMPLOYER