

**BOARDMAN TOWNSHIP
CIVIL SERVICE COMMISSION
LEGAL NOTICE OF EXAMINATION**

Notice is hereby given that an open competitive examination will be conducted by the Boardman Township Civil Service Commission for the following position:

**FIREFIGHTER
BOARDMAN FIRE DEPARTMENT
SALARY: \$30,800.00**

QUALIFICATIONS:

For appointment all candidates must be between the ages of 18 and 36. Candidates must be able to analyze situations quickly and objectively and determine the proper course of action. Candidate must be able to respond quickly to changing situations under emergency conditions. Must have ability to climb ladders and work at considerable heights. Each candidate must successfully pass a medical examination, a rigorous physical agility exam, a psychological examination and any other tests deemed necessary by the Boardman Township Civil Service Commission. Those candidates who do not obtain a Certificate of Completion issued by the Cuyahoga Community College (Tri-C) will not be eligible to participate in the written exam. A passing score on the written examination will be one standard deviation below the mean.

All applicants must be able to follow written and oral instructions, and be able to read and write the English language. All applicants must be citizens of the United States (or provide proof of their intentions of receiving citizenship).

Applications will be available electronically via the Boardman Township Website www.boardmantwp.com or by email request to boardmancivilservice@gmail.com, from August 1, 2018 through October 12, 2018. Office hours are by appointment only, please call (330)726-4177 x 61701 during normal business hours or (330)540-8204 after 4pm, except Holidays.

Completed applications will be accepted beginning October 1, 2018 from 9-12pm and 2-4pm Monday- Friday until October 12, 2018, except weekends & holidays. The Boardman Civil Service Office is located at the Boardman Township Fire Department, 7440 Market Street, Boardman, Ohio. Due to the new office layout - sign-in where noted and wait until your name is called.

Veteran's Credit on Open Competitive Examination:

Any person who has completed service in the uniformed services who has been honorably discharged from the uniformed services or transferred to reserve with evidence of satisfactory service, and who is a resident of this state, may file with the Commission a certificate of service or honorable discharge and upon this filing shall receive an additional credit of twenty percent (20%) of the person's total grade given in the regular examination in which the person receives a passing grade.

A person who has been discharged from the uniformed services for medical reasons must submit written proof that said person was completely and honorably discharged from the uniformed services in order to receive Veteran's Credit.

A person is not eligible for Veteran's Credit following an honorable or a medical discharge, unless that person has served on active duty in the armed forces for at least one hundred eighty (180) days.

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Proof of satisfactory service or honorable discharge shall be submitted when the application for examination is filed with the Commission, or before the scheduled date of the examination. This deadline may be waived by the Commission in specific and unusual situations whereby the Commission believes an extended submission date is justified.

Form DD214 is the standard form, which proves honorable service or discharge from the Armed Forces of the United States.

Maximum Credit – The maximum credit available for any one candidate is 20%, regardless of the source. Credits from more than one source cannot be combined if they exceed 20%.

Licensure Credit- Fire Any applicant for original appointment as a firefighter, who at the time of certification of the list from the examination possesses certification as a State of Ohio Firefighter II level and/or certification from the State of Ohio as a First Responder from the State of Ohio, may file with the Commission such certificate. The Commission shall grant additional credit of five percent (5%) for each of the above certifications for a total possible additional credit of ten percent (10%) of the total grade given in the examination for holding both a certification as an Ohio Firefighter II and a certification as a First Responder who files for the extra credit and qualifies, provided that he or she first received a passing grade on the examination.

Requests for licensure service credit must be submitted to the Commission prior to the examination date and must, at that time, be accompanied by proof as described above.

Educational Credit- Fire - Any applicant for original appointment for fire fighter, who at the time of certification of the list from the examination possesses an Associate Degree from an accredited college or university, may file with the Commission acceptable certification of such degree. The Commission shall grant additional credit of five percent (5%) of the total grade given in the examination to any applicant who files for the extra credit and qualifies, provided that he or she has first received a passing grade on the examination.

Any applicant for original appointment as a police officer or fire fighter, who at the time of certification of the list from the examination possesses a Bachelor's Degree from an accredited college or university, may file with the Commission acceptable certification of such degree. The Commission shall grant additional credit of ten (10%) of the total grade given in the examination to any applicant who files for the extra credit and qualifies, provided that he or she has first received a passing grade on the examination.

Educational credit is non-cumulative in nature and cannot be compounded based on multiple degrees of any type. A candidate is only entitled to a single credit for highest degree recognized and submitted to the Commission prior to the examination date and must, at that time, be accompanied by proof as described above.

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PHYSICAL AGILITY TEST: Certificate of completion issued by the Cuyahoga Community College will be required, at the applicant's expense. **Certifications dated within two (2) years of the written exam date will be accepted.** Test dates are August 12, September 16, and October 21, 2018. **See attached Tri-C registration form for additional details.**

Proof of certificate can be submitted when the application for examination is filed with the Commission, or before the scheduled time of the examination. **Applicants will not be permitted to participate in written exam without an agility certificate.** This deadline may be waived by the Commission in specific and unusual situations whereby the Commission believes an extended submission date is justified. This request must be received by Commission in writing no later than one week prior to exam date.

WRITTEN EXAMINATION: October 23, 2018 (6-8:00 PM). To be eligible to receive credit the proper forms must be received prior to this date. A valid driver's license or photo id (a copy will not be accepted) will also be required. This date may be extended by the Commission in specific and unusual situations whereby the Commission believes an extended submission date is justified. This request must be received by Commission in writing no later than one week prior to exam date.

The written examination will be administered in the cafeteria of the Boardman Senior High School located at 7777 Glenwood Avenue, Boardman, Ohio, beginning at 6:00 PM and ending at approximately 8:00 PM. Enter through Door #9.

METHOD OF RATING: In an entry-level competitive examination, if two (2) or more applicants receive the same final score, the applicant who filed an application at an earlier date than the other applicants shall be placed higher on the eligible list. However, applicants eligible for veteran's preference under Rule 5, Section 7 of these Rules, shall receive priority in rank on the eligible list over non-veterans on the list with the same final score.

ELIGIBILITY LIST: A list of names of those candidates who attained a final score of one standard deviation below the mean arranged in a descending order of the final score attained. The eligibility list shall be in effect for one year after the first hire or two years from the date of certification by the Commission.

LAST DAY FOR FILING AN APPLICATION IS October 12, 2018 at 4PM.

All applications must be submitted in person along with, copies of certificates, a valid driver's license or photo id (a copy will not be accepted). All previous applications submitted to Boardman Township for the above position are hereby void and unacceptable for exam purposes.

**Richard A. Schafer, Chairman
Martha L. Bushey, Vice Chairman
Gary R. West, Secretary**

AN EQUAL OPPORTUNITY EMPLOYER