

**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:

**Effective March 27, 2020**

# Addendum

**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.

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](http://www.boardmantwp.com) or by email request to [boardmancivilservice@gmail.com](mailto:boardmancivilservice@gmail.com), from February 6, 2020 through April 17, 2020. 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 March 31, 2020 from 9-12pm and 2-4pm Monday- Friday until April 17, 2020, except weekends & holidays. The Boardman Civil Service Office is located at the Boardman Township Fire Department, 7440 Market Street, Boardman, Ohio. **In the alternative, an applicant may submit an application with a photocopy of picture identification with a notarized signature to [boardmancivilservice@gmail.com](mailto:boardmancivilservice@gmail.com).**

**\* If you chose to drop off your packet at the Boardman Fire Department, please text (330) 540-8204 your name & that you are in the parking lot. A representative from the Boardman Civil Service Commission will provide you with additional instructions.**

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

FIRE FIGHTER  
ENTRY LEVEL EXAMINATION  
LEGAL NOTICE  
PAGE 2 of 3

**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.

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.

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

FIRE FIGHTER  
ENTRY LEVEL EXAMINATION  
LEGAL NOTICE  
PAGE 3 of 3

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.

**ONLINE EXAMINATION:** April 28, 2020 (6-8:00 PM EST). An online entry level exam will be unproctored. An internet connection and a windows based laptop or desktop are required. Tablets will not be acceptable.

A number of safeguards to mitigate the nuances associated with unproctored testing will be in place. The Boardman Township Civil Service Commission or the Boardman Township Fire Department may elect to retest the candidate(s), at a later time, using the paper-and-pencil test version to ensure authenticity of the test score.

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.

**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.

**PRIOR TO HIRE:** Requirements for those candidates on a certified eligible list who are given a conditional offer of hire will include the successful passage of a rigorous physical agility test (certifications dated within two (2) years of the online exam date will be accepted), a polygraph, medical examination, a psychological examination and any other tests deemed necessary by the Boardman Township Board of Trustees

**LAST DAY FOR FILING AN APPLICATION IS APRIL 17, 2020 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). In the alternative, an applicant may submit an application with a photocopy of picture identification with a notarized signature. All previous applications submitted to Boardman Township for the above position are hereby void and unacceptable for exam purposes.

**Gordon L. Johnson, Chairman  
Martha L. Bushey, Vice Chairman  
Richard A. Schafer, Secretary**

**AN EQUAL OPPORTUNITY EMPLOYER**