

*A Nice Place to Call Home*

# **Boardman Township**

8299 MARKET STREET • BOARDMAN, OHIO 44512 • (330)726-4177 • FAX: (330)726-4195

## **CIVIL SERVICE COMMISSION**

**Richard A. Schafer, Martha L. Bushey and Gordon L. Johnson**

### **INSTRUCTION SHEET** **FIRE FIGHTER EXAMINATION**

This package contains an instruction sheet (1 page), legal notice (3 pages), application (7 pages), and the job description (3 pages). Any questions concerning this application should be directed only to the Civil Service Commission or designated authority. Any questions may be directed to (330) 726-4177 x 61701 during normal business hours or (330) 540-8204 (after 4:00 PM). All forms must be printed in ink or typed and filled in completely.

Answer all questions. Where not applicable, indicate by N/A. To be eligible to receive extra bonus points, a passing grade of one standard deviation below the mean must be obtained and proper forms should be attached to the application at the time of filing.

**PHYSICAL AGILITY TEST: Not needed prior to exam.**

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.

**WRITTEN EXAMINATION:** January 25, 2022 (6-8:00 PM). To be eligible to receive credit the proper forms must be received prior to the start of the exam. A valid driver's license 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 at the Avion on the Water Banquet Center, Canfield, Ohio, beginning at 6:00 PM and ending at approximately 8:00 PM.

**AN EQUAL OPPORTUNITY EMPLOYER**

**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: \$34,998.94\***

(\*salary based upon the collective bargaining agreement).

**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 December 3, 2021 through January 21, 2022.

**Completed applications** will be accepted in person or via email beginning January 5, 2022 from 9-12pm and 2-4pm Monday- Friday until January 21, 2022, except weekends & holidays. The Boardman Civil Service Office is located at the Boardman Township Fire Department, 7440 Market Street, Boardman, Ohio.

If you chose to drop off your packet, 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. (Do not sign page 6 & do not include page 7).

If you chose to submit an application via email you must include a photocopy of picture identification with a notarized signature (see page 7 of application packet) to [boardmancivilservice@gmail.com](mailto:boardmancivilservice@gmail.com).

**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.

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

FIRE FIGHTER  
ENTRY LEVEL EXAMINATION  
LEGAL NOTICE  
PAGE 2 of 3

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 start of the exam 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.

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

FIRE FIGHTER  
ENTRY LEVEL EXAMINATION  
LEGAL NOTICE  
PAGE 3 of 3

**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.

**WRITTEN EXAMINATION:** January 25, 2022 (6-8:00 PM). To be eligible to receive credit the proper forms must be received prior to the start of the exam. 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 at the Avion on the Water Banquet Center, Canfield, Ohio, beginning at 6:00 PM and ending at approximately 8:00 PM.

**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 JANUARY 21, 2022 at 4PM.**

Applications can 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**

FILING No. \_\_\_\_\_ Filing Date \_\_\_\_\_ Filing Time \_\_\_\_\_

**CIVIL SERVICE COMMISSION  
BOARDMAN TOWNSHIP, OHIO**

**APPLICATION FOR EXAMINATION**

TITLE OF EXAMINATION: \_\_\_\_\_

**HOW TO FILE THIS APPLICATION:** This application must be filled out completely and received by the Boardman Township Civil Service Commission no later than the last day for applications indicated on the announcement of the examination. **All applications must either be submitted in person along with a valid driver's license or photo id or must be notarized with a photocopy of a valid driver's license or photo id.** All previous applications submitted to Boardman Township for this position are hereby void and unacceptable for exam purposes.

\_\_\_\_\_

Last Name	First Name	Middle Name
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Address Number & Street	City	State	Zip Code
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Primary Telephone # \_\_\_\_\_ Are you a U.S. Citizen? Yes \_\_\_ No \_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Social Security # \_\_\_\_\_

**U.S. MILITARY SERVICE**

Have you served in the U.S. Armed Forces? Yes \_\_\_ No \_\_\_

Branch of Service \_\_\_\_\_ Division of Discharge \_\_\_\_\_

Rank at Discharge \_\_\_\_\_ Date of Discharge \_\_\_\_\_

Type of Discharge \_\_\_\_\_ Any Special Training \_\_\_\_\_

**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%.

**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.

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**EDUCATIONAL BACKGROUND**

High School (Name & Address) \_\_\_\_\_  
(GED)

Degree Earned \_\_\_\_\_

College (Name & Address) \_\_\_\_\_

Degree Earned \_\_\_\_\_

Business or Trade School (Name & Address) \_\_\_\_\_

Credit Hours Earned \_\_\_\_\_ Semester Hours Earned \_\_\_\_\_

**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.

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**EMPLOYMENT**

List last position first and account for all periods of unemployment, (i.e. Military Service, etc.)

Name of Company \_\_\_\_\_ Address \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Dates Employed – From \_\_\_\_\_ to \_\_\_\_\_

Position \_\_\_\_\_ Salary \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Name of Company \_\_\_\_\_ Address \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Dates Employed – From \_\_\_\_\_ to \_\_\_\_\_

Position \_\_\_\_\_ Salary \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Name of Company \_\_\_\_\_ Address \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Dates Employed – From \_\_\_\_\_ to \_\_\_\_\_

Position \_\_\_\_\_ Salary \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_

Reason for Leaving \_\_\_\_\_



**REFERENCES**

List three (3) persons or business references, not related to you.

Name \_\_\_\_\_ Address \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Occupation \_\_\_\_\_ Years Known \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Occupation \_\_\_\_\_ Years Known \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Occupation \_\_\_\_\_ Years Known \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Occupation \_\_\_\_\_ Years Known \_\_\_\_\_

In case of emergency notify:

_____	_____
Name	Relationship
_____	_____
Address	Phone

**IF SIGNED IN THE PRESENCE OF A COMMISSION MEMBER OR PERSON WORKING ON BEHALF OF THE CIVIL SERVICE COMMISSION AT THE TIME OF FILING.**

CERTIFICATE OF APPLICATION: Hereby certify that all information given in this application is true and agree and understand any misstatement of material facts contained in this application may cause forfeiture of all my rights to employment with Boardman Township, Ohio.

*It shall be the responsibility of all applicants with passing scores on an eligibility list to promptly notify the Commission of any change in the applicant's name or address. Failure to do so may result in an improper certification and subsequent removal from the eligibility list. Boardman Township Civil Service Rules and Regulations Article VI, Section 4.*

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF WITNESS \_\_\_\_\_ DATE \_\_\_\_\_  
(Commission member only)

TIME \_\_\_\_\_

**An Equal Opportunity Employer**

**IF SUBMITTED VIA MAIL UNDER SEAL OF STATE OF OHIO NOTARY PUBLIC**

OATH/AFFIRMATION OF APPLICANT: I hereby swear or affirm that all information given in this application is true and agree and understand any misstatement of material facts contained in this application may cause forfeiture of all my rights to employment with Boardman Township, Ohio.

*It shall be the responsibility of all applicants with passing scores on an eligibility list to promptly notify the Commission of any change in the applicant's name or address. Failure to do so may result in an improper certification and subsequent removal from the eligibility list. Boardman Township Civil Service Rules and Regulations Article VI, Section 4.*

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**OHIO NOTARY JURATE CERTIFICATION**

State of \_\_\_\_\_

County of \_\_\_\_\_

Sworn to or affirmed and subscribed before me by \_\_\_\_\_  
(signature of person making jurat)

this \_\_\_\_\_ date of \_\_\_\_\_ (date).

(Affix Seal here)

\_\_\_\_\_  
Signature of Notarial Officer administering jurat

\_\_\_\_\_  
Printed Name of Notary

My Commission expires \_\_\_\_\_  
date

**An Equal Opportunity Employer**

**BOARDMAN TOWNSHIP**  
 An Equal Opportunity Employer  
**POSITION DESCRIPTION**

<b>Position Title:</b>	Firefighter	<b>Name of Incumbent:</b>	
<b>Office/Division:</b>	Fire Department	<b>Employment Status:</b>	Full Time
<b>Reports To:</b>	Captain	<b>FLSA Status:</b>	Non-Exempt

**QUALIFICATIONS (An Example of Acceptable Qualifications):**

High school or GED equivalent. Completion of State mandated full-time Firefighter II course, NIMS, and State First Responder certification preferred.

**LICENSURE OR CERTIFICATION REQUIREMENTS**

Must have certification by the state of Ohio as a Fire Firefighter II and EMS First Responder; NIMS; valid Ohio driver's license and remain insurable under the Township's vehicle insurance policy.

**MINIMUM ACCEPTABLE CHARACTERISTICS (\*Indicates Developed After Employment)**

**Knowledge of:** Township policies and procedures; department goals and objectives;\* Standard Operating Guidelines (SOG's);\* department policies and procedures;\* geographic layout of fire jurisdiction; Incident Command System; modern fire suppression and prevention techniques; fire/emergency rescue techniques; fire prevention laws, codes, rules, and regulations; emergency medical care procedures; first aid practices, cardiopulmonary resuscitation; medical terminology; safety practices and procedures; public relations; occupational hazards.

**Skill in:** fire equipment operation; rescue equipment; emergency medical equipment; two-way radio.

**Ability to:** interpret policies, procedures, and regulations; carry out detailed but basic written or oral instructions; read and interpret trauma victims' vital signs and determine appropriate emergency care including life support and/or proper care techniques; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment; understand, interpret, and apply laws, rules, or regulations to specific situations; communicate effectively; develop and maintain effective working relationships; perform heavy manual labor for extended periods of time in often adverse conditions; travel to and gain access to work site; lift, position, and move disabled or bedridden clients/patients; operate heavy equipment, rescue tools, ladders, and hand tools; lift and move up to 80 pounds, 30 yards; work safely; exhibit and maintain satisfactory work ethics and public relations; work in adverse weather conditions.

**BOARDMAN TOWNSHIP**  
An Equal Opportunity Employer  
**POSITION DESCRIPTION**

Page 2 of 3

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**Position Title:** Firefighter

**Name of Incumbent:**

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**ESSENTIAL FUNCTIONS OF THE POSITION (For purposes of 42 USC 12101)**

1. Responds to life threatening situations and provides firefighting services, emergency medical treatment as per level of training, and public assistance; performs various medical treatment at the scene as required (e.g. basic life support techniques and medical care, etc.); responds to fire alarms and assists with controlling and extinguishing fires; reports suspicious facts surrounding fires to superior officer; performs equipment checks and maintenance; remains on-call within area.
2. Assists the public with fire safety prevention, CPR, etc.; maintains positive public relations; contacts the general public (e.g., vendors, repair shops) and government agencies in order to obtain or disseminate information related to the essential position functions; participates in regular fire prevention training; conducts routine preplans of buildings to ensure compliance with Township fire safety codes; completes documentation on preplans.
3. Inspects and ensures proper operation of medical and firefighting equipment (e.g., trucks, pumps, hoses, self contained breathing apparatus (SCBA), foam generating equipment, etc.); makes repairs or other adjustments to equipment as necessary; performs other related station/equipment maintenance duties when required; performs general custodial work if necessary.
4. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
5. Demonstrates regular and predictable attendance.
6. Maintains required licensure and certification.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other related duties as assigned.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive:

Personal computer, printer, copy machine, fax machine, and other standard business office equipment (includes software), department vehicles (e.g., fire trucks, aerial ladder, pumper, etc), ground ladders, generators, fire fighting tools and equipment, emergency medical services instruments and equipment, rescue tools and equipment, HAZMAT equipment, power tools, SCBA's, etc.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in an area in which means of egress is or can be obstructed; works

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Date Adopted: \_\_\_\_\_  
Date Revised: \_\_\_\_\_

Developed by:  
Clemans Nelson & Associates, Inc.

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# BOARDMAN TOWNSHIP

An Equal Opportunity Employer

## POSITION DESCRIPTION

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**Position Title:** Firefighter

**Name of Incumbent:**

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on and around powered platforms and/or vehicle mounted platforms; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; exposed to possible injury from extremely noisy conditions above 85db; exposed to possible injury from radiation, hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; exposed to possible injury from explosions and/or falling from high places; works in or around crowds; has contact with potentially violent or emotionally distraught persons or vicious animals or life threatening situations; has exposure to fire, hot cold, wet, humid, or windy weather conditions; has exposure to extreme non-weather related heat or cold; works second or third shift; works rotating shift; has exposure to shaking objects or surfaces; has exposure to second-hand smoke; occasionally lifts objects 200 lbs or more; occasionally carries objects 100 lbs or more; occasionally pushes objects 100 lbs or more occasionally pulls objects 100 lbs or more.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered very heavy work.

**SUPERVISION RECEIVED:** Under general direction from Captain.

**POSITIONS DIRECTLY SUPERVISED:** None.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (*employee*) signature below signifies that I have reviewed and understand the contents of my position description.

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**(Approval of Appointing Authority)**

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**(Date)**

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**(Employee Signature)**

---

**(Date)**

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Date Adopted: \_\_\_\_\_  
Date Revised: \_\_\_\_\_

Developed by:  
Clemans Nelson & Associates, Inc.

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