



BOARDMAN FIRE DEPARTMENT

WE'RE HIRING!

FULL-TIME FIREFIGHTER / EMT-B (Medic trainee)

SALARY: \$47,644.20*

(* salary based upon current CBA)

Applicant Requirements

- **Between ages 18-36**
- **HS Diploma or GED**
- **Valid OH DL by date of hire**
- **FF2/EMT-B**

Full Benefits package to include:

- **Medical, Dental, Vision, OP&F Pension, Deferred Comp., Life Insurance, IOD Pay**
- **Vacation Time**
- **Sick Time w/ sick time buy back option**
- **Nonuse of Sick Time Bonus**
- **Personal Time**
- **Annual Clothing Allowance**
- **Performance Bonus**
- **EMT & Medic Bonus**
- **Longevity Pay**
- **Paid Training Opportunities**



APPLY NOW



www.boardmantwp.com/civil-service



**7440 Market Street
Boardman, OH 44512
(330) 726-4199 Fax (330) 726-4195**



Boardman Township

7440 Market St., Boardman, Ohio 44512 (330) 726-4199 FAX (330) 726-4195

FIRE DEPARTMENT

Mark A. Pitzer, Fire Chief

BOARDMAN TOWNSHIP TEST FOR ENTRY-LEVEL FIREFIGHTER/EMT-B (Medic trainee)

The Boardman Township Civil Service Commission will be administering an Entry Level Firefighter/EMT-B entry exam **from August 1, 2025 to midnight of September 5, 2025**. The testing for the exam will be administered through the National Testing Network (NTN) www.nationaltestingnetwork.com which offers a flexible testing schedule which allows candidates to take the exam in person or through an online proctor anytime during the three-week testing period. Additional information can be found at the Boardman Civil Service website www.boardmantwp.com/civil-service. Civil service bonus points will be added for military service and educational background with a passing score (65%). The top-ranked candidates may be scheduled for an extensive background check, drug screen testing, and psychological assessment.

EMT-B (Medic Trainee) & Paramedic Compensation:

The beginning for non-rank firefighters/EMT-B is \$47,677.20. Once Paramedic Certification is achieved the wage scale of non-rank FF/Paramedics is \$50,502.85 - \$68,543.59 with wage/step and cost of living increases based on the collective bargaining agreement.	Entry EMT-B (Medic trainee)	\$17.29	\$47,677.20
	Entry Paramedic	\$18.32	\$50,502.85
	After year 1	\$19.42	\$53,533.02
	After year 2	\$20.59	\$56,745.00
	After year 3	\$21.83	\$60,149.70
	After year 4	\$23.24	\$64,059.44
	After year 5	\$24.87	\$68,543.59

Full Benefits Package to include:

- Medical, Dental, Vision, OP&F Pension, Deferred Comp., Life Insurance, IOD Pay, Vacation Time
- Sick Time w/ sick time buy back option
- Nonuse of Sick Time Bonus \$450
- Personal Time Off (PTO)
- Annual Clothing Allowance \$825
- Performance Bonus \$500
- EMT & Medic Bonus \$1,200 / \$2,000
- Longevity Pay
- Paid Paramedic school & paid training opportunities
- Fair rotation between fire suppression and ambulance time

BOARDMAN FIRE DEPARTMENT

The mission of the Boardman Fire Department is to providing our community with the highest level of public safety services. We shall protect lives and property through fire suppression, emergency medical responses, disaster management, fire prevention and public education. The department consists of staffing positions for 39 sworn firefighters, which includes rank positions for 3 assistant chiefs, 3 captains, 2 lieutenants, along with 2 nonsworn professional staff.

ADDITIONAL INFORMATION:

Visit the Boardman Township Civil Service web page listed above for information and an application packet, or contact the Civil Service Commission at <mailto:boardmancivilservice@gmail.com>, or (330) 726-4177 ext. 61707. You may also contact Boardman Fire Chief, Mark Pitzer @ mpitzer@boardmantwp.com or via cell @ (330) 770-9478.

Boardman Township

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

CIVIL SERVICE COMMISSION

Aaron R. Franks, Atty. Martha L. Bushey and Richard A. Schafer

Application Steps

Meet all minimum requirements as outlined in the Boardman Civil Service FF/EMT-B (Medic trainee) Application.

Go to the Boardman Civil Service website at <https://www.boardmantwp.com/civil-service/> to obtain a FF/EMT-B (Medic trainee) application. You may also find the application at the Boardman Township FF/EMT-B (Medic trainee) NTN job posting below or pick one up at the Boardman Township Civil Service Commission (Boardman Fire Department building), 7440 Market Street, Boardman, OH 44512.

Go to the National Testing Network and create an account at www.nationaltestingnetwork.com. If you already have an NTN account and have taken their Firefighter test, request that your results be added to and submitted for the Boardman Township Firefighter/EMT-B (Medic trainee) test.

After creating an account, select 'Find Jobs', then select Firefighter' jobs and sign up for the Boardman Township Firefighter test to be taken **no later than midnight on September 5, 2025**. The Boardman Civil Service Firefighter entry test may be taken in-person or by online proctor through NTN.

When you visit the www.nationaltestingnetwork.com website:

- Complete the NTN registration process and schedule your test.
- Review all information related to the Agency Name (position title), including minimum requirements, salary, and benefits.
- Review detailed information about the testing process.
- Review the Frequently Asked Questions and take an online practice test (if desired).

The candidate must complete and submit the formal Boardman Civil Service Commission application for employment and the below forms if applicable to their NTN account or to the Boardman Civil Service Commission no later than September 5, 2025:

- If applicable, copy of DD-214 Member 4 Copy for Veteran's preference points.
- If applicable, copy of current FFII & EMT-B Certificate
- If applicable, copy of two-year (2) Associate's Degree.
- If applicable, copy of four-year (4) Bachelor's Degree.
- If applicable, copy of TRI-C physical fitness certificate (within 2yrs of Sept. 5, 2025).

The above items (Civil Service Application, DD214 Member 4 Copy, FFII and EMT-B Certificate, Educational Benefit, Physical Fitness Certificate) may be submitted using one of the following methods:

- Upload to your NTN account.
- Mail to: Boardman Township Civil Service Commission, 7440 Market Street, Boardman, OH 44512.
- Deliver the completed and signed documents in person to the Civil Service Commission located at the Boardman Fire Department, 7440 Market Street, Boardman, Ohio 44512
- Email packet items to boardmancivilservice@gmail.com

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Candidates achieving the minimum passing score (65%) on the NTN entry test will be eligible for bonus points if proper documentation is submitted **no later than midnight on September 5, 2025**. After reviewing the results of the written examination provided by the National Testing Network, and applying any applicable bonus points, the Boardman Township Civil Service Commission will then compile an eligibility list. The eligibility list will be in effect for one year after the first hire or two years from the date of certification by the Commission.

The top-ranked candidates may be scheduled for an extensive background check, drug screen testing, and psychological assessment.

What to expect at the National Testing Network, Inc. website:

- Review all information related to the Boardman Township Firefighter/EMT-B (Medic trainee) position, applicant process, minimum requirements, and all pertinent documents that need to be completed and submitted.
- Opportunity to take online practice tests at www.fireteamtest.com.
- Schedule your own convenient test time. Tests are offered multiple times a week at testing sites throughout the United States including for local area applicants.
- Individual online proctored tests are available with multiple appointment dates & times.
- Take high-quality job simulation tests in a standardized, fair testing environment.
- Upon completion of the entry-level exam, all candidate scores are automatically forwarded to the Boardman Township Civil Service Commission. Candidates who attain a passing score on the entry-level exam in each category will be placed on the Civil Service Commission's preliminary eligibility list.

For questions related to obtaining an NTN account or taking or scheduling a test contact the National testing Network at 206-428-3265 (Monday - Friday 6:00 am to 5:00 pm Pacific Time, or Saturday to Sunday 7:00 am to 3:00 pm PT). Or at their contact/help drop-down tab

https://nationaltestingnetwork.com/publicsafetyjobs/contact_candidate.cfm

For questions on the application process contact the Civil Service Commission at boardmancivilservice@gmail.com or (330)726-4177 extension 61701 or after hours call or text (330) 540-8204.

A Nice Place to Call Home

Boardman Township

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The National Testing Network is a service provided to conduct our entry-level testing in a standardized, accessible, and professional environment. The National Testing Network does not replace the Boardman Township Civil Service Commission's responsibility and decision-making in the testing process. Upon completion of your scheduled exam, scores are automatically forwarded to the Commission. Candidates who attain a passing score on the entry-level exam will be placed on the Boardman Township's Civil Service Firefighter/EMT-B (Medic trainee) eligibility list at the conclusion of the open testing period (September 5, 2025).

A representative from the Boardman Township Fire Department will contact candidates on the list and will invite them to participate in further stages of the selection process. The final hiring authority for the position of Firefighter/EMT-B (Medic trainee) is the Boardman Township Board of Trustees.

To be considered, candidates are required to take the NTN test and file all documents as outlined above **no later than midnight on September 5, 2025**. Candidates who have not met this deadline will not receive consideration for employment.

AN EQUAL OPPORTUNITY EMPLOYER

FILING No. _____ Filing Date _____ Filing Time _____

**CIVIL SERVICE COMMISSION
BOARDMAN TOWNSHIP, OHIO**

APPLICATION FOR EXAMINATION

JOB TITLE _____ **Boardman Fire Firefighter/EMT-B (Medic trainee)**_____

Potential applicants must be 18 years of age at the time of hire, with a maximum age cut-off of 36. You must be a U.S. citizen (or provide intent). High School Diploma/GED is required, and you must possess a valid Ohio Driver's License (before start date). Must have the ability to read and speak English. Must have certification by the State of Ohio as a Firefighter Level II and EMT-Basic.

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 previous applications submitted to Boardman Township for this position are hereby void and unacceptable for exam purposes.

Last Name	First Name	Middle Name
Address Number & Street	City	State Zip Code
Primary Telephone # _____	Are you a U.S. Citizen? Yes ____ No ____	
Date of Birth _____	Age _____	Social Security # _____
Email Address _____		

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.

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 Member 4 Copy is the standard form, which proves honorable service or discharge from the Armed Forces of the United States.

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 _____

Currently in FF or Medic School (circle one) YES NO

If yes, which one _____

Tentative Graduation Date(s) _____

Educational Credit- Fire - Any applicant for original appointment for firefighter, 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 for firefighter, 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.

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 _____

In case of emergency notify:

Name _____	Relationship _____
Address _____	Phone _____

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 _____

An Equal Opportunity Employer

BOARDMAN TOWNSHIP

An Equal Opportunity Employer

POSITION DESCRIPTION

Page 1 of 4

Position Title:	Fire-Medic Trainee (Firefighter/EMT-B)	Name of Incumbent:	
Office/Division:	Fire Department	Employment Status:	Full Time
Reports To:	Captain	FLSA Status:	Non-Exempt

QUALIFICATIONS:

High school diploma or GED equivalent. Completion of state mandated Firefighter level II course, NIMS (100, 200, 700, 800) and state EMT-Basic certification.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must have certification by the State of Ohio as a Firefighter level II and EMT-Basic; NIMS (100, 200, 700, 800); valid Ohio driver's license and remain insurable under the Township's vehicle insurance policy.

Any employee hired as a Fire-Medic Trainee after September 3, 2023, shall be required to obtain Paramedic certification within two (2) years of the date of hire. Failure to obtain the Paramedic certification within that time shall be considered a violation of a condition of employment and shall constitute just cause for termination. Said person shall have no right to appeal termination for that reason. The Township may, in its sole discretion, extend the two (2) year period up to an additional one (1) year.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates Developed After Employment)

Knowledge of: Township policies and procedures; department goals and objectives;* Standard Operating Procedures and Guidelines;* 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: Operating/ utilizing firefighting tools and equipment, operating/utilizing emergency medical services tools and equipment, operating/utilizing HAZMAT response tools and equipment, operating/utilizing tools and equipment used in emergency rescue situations, operating / utilizing mobile and portable radio equipment, operating / utilizing mobile and desktop computer equipment and software including data entry programs.

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

Date Adopted: _____
Date Revised: _____

Developed by:
Clemans Nelson & Associates, Inc.

{1/14/2013 PDBRMTW 00112035.DOCX}

BOARDMAN TOWNSHIP

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POSITION DESCRIPTION

Page 2 of 4

Position Title:	Fire-Medic Trainee (Firefighter/EMT-B)	Name of Incumbent:
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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.

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.); complete emergency medical reports; responds to fire alarms and assists with controlling and extinguishing fires; reports suspicious facts surrounding fires to superior officer; performs equipment checks and general maintenance (e.g. check fluids and cleaning of equipment); remains on-call within area.
2. Responds to calls for emergency medical treatment and provides any and all basic EMT services which the firefighter is certified to perform as defined in the protocol, in the scope of practice approved by the State Board of Emergency Medical Fire and Transportation Services, and the Ohio Department of Public Safety - Division of EMS (e.g., electrical intervention to support or correct cardiac dysfunction; airway procedures; patient documentation and reporting; etc.).
3. 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; completes documentation on preplans.
4. 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 adjustments to equipment as necessary; performs other related general station custodial work if necessary.
5. Participates in training drills and studies materials in order to enhance skills and improve response readiness.

Date Adopted: _____
Date Revised: _____

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BOARDMAN TOWNSHIP

An Equal Opportunity Employer

POSITION DESCRIPTION

Page 3 of 4

Position Title:	Fire-Medic Trainee (Firefighter/EMT-B)	Name of Incumbent:
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6. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
7. Demonstrates regular and predictable attendance.
8. Maintains required Firefighter and EMT-Basic licensure until completion of medic school.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other related duties as assigned.
2. Provides mentoring to assist with the orientation of new employees.

EQUIPMENT OPERATED:

Personnel 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, firefighting 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 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.

Date Adopted: _____
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BOARDMAN TOWNSHIP

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POSITION DESCRIPTION

Page 4 of 4

Position Title:	Fire-Medic Trainee (Firefighter/EMT-B)	Name of Incumbent:
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SUPERVISION RECEIVED: Under general supervision from the Captain.

POSITIONS DIRECTLY SUPERVISED: None.

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.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

Date Adopted: _____
Date Revised: _____

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