

Firefighter

Civil Service Firefighter Test Information

Deadline to turn in applications is Wednesday, August 27th, 2025.

Examination will take place on August 28th, 2025, at 6:00PM in City Council Chambers located at 211 Lake Hope Drive, Nelsonville Ohio 45764

- You must have a photo I.D. to be admitted to the testing site.
- You must be at least 18 years of age to apply, and not yet reached your 41st birthday if testing for full-time firefighter.
- You must have a valid State of Ohio Firefighter 1 for entry level part-time or a Firefighter 2 Certificate for entry level full-time on or before the test date and provide a copy.
- If you have a DD (214) a copy of it must be provided.
- If you have a DD (214) with an honorable discharge and you initially score at least 70%, 10% of the passing score will be added.
- 10% of the passing score will be added for current Ohio EMR, EMT, AEMT or Paramedic certification.
- You must possess a valid Ohio's Driver's License.
- **Felony Convictions are prohibited.**
- The test will have 90 questions.
- You will have 2 hours (120 minutes) to take the test.
- If you are more than 15 minutes late for the test you will not be admitted to the testing site.
- A score of 70% or higher is needed to pass the test and before any other credit is added.
- You must be willing to submit to a background check and a credit check.
- The test is provided by PSHRA Services and is a basic knowledge civil service exam.
- An entry level firefighter candidate study guide is available at <https://www.publicsafetycompass.com/product/entry-level-firefighter-online-study-guide/>

CITY OF NELSONVILLE	Initial Effective Date:	January 26, 1999
DIVISION OF FIRE	Review Date:	April 22, 2021
JOB DESCRIPTION	Revision:	3
	Page: 1	of: 2
Approved by: _____ Date: 4-22-2021 Chief Division of Fire		
<u>This job description as written or revised becomes effective as of the above date and supersedes all other previous job descriptions.</u>		
POSITION: Full-Time Firefighter		

NATURE OF WORK:

A Full-Time firefighter is responsible for performing hazardous tasks under emergency conditions. Work involves extinguishment of fires; rescues; hazardous materials response and emergency medical response. A portion of a firefighter's work consists of the performance of various duties in the maintenance of the fire station and the preventive and corrective maintenance of trucks and equipment.

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES:

Drives and operates pumpers, ladder, and other equipment; makes openings in burning buildings for ventilation and entrance, using saws, axes, hydraulic rescue tools. Rescue persons from burning buildings; lays and connects hose lines and operates nozzles directing water streams for long periods of time; operate fire extinguishers; perform salvage and overhaul operations at the scene of a fire, such as covering furniture with tarpaulin, mopping floors, and clearing debris; cleans, maintains, and makes minor repairs to firefighting equipment; participates in periodic fire drills and individual and group training courses which include firefighting theory and practices; makes periodic inspections of buildings for fire hazards and makes recommendations for improvements; checks fire hydrants for operating and physical condition; perform a wide variety of routine tasks in connection with the maintenance of fire station quarters and grounds; keep records and make reports; operates radio and dispatches proper equipment; operates other fire department equipment; obtains incident briefing from Chief or prior incident commander; supervise operations; briefs and assigns all firefighters; perform other related duties. Respond to all emergency medical calls that the department is dispatched to. Provide fast and adequate patient care following the departments medical protocol.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

Some knowledge of elementary chemistry and physics; ability to learn technical firefighting principles and techniques; ability to work at heights not less than seventy-five feet; ability to climb ladders; ability to drive standard shift trucks; ability to remove and replace heavy equipment and ladders located on fire department apparatus; ability to work in confined space

while wearing a self-contained breathing apparatus; ability to work for sustained periods of time during emergency operations while wearing protective equipment and working at peak physical levels under severe environmental conditions; ability to clearly communicate using fire department radio equipment; knowledge of first-aid and the ability to administer first-aid treatment; ability to develop and maintain effective working relationships with associates and the general public; good physical condition; a minimum vision requirement of 40 / 20 corrected to 20 / 20; mechanical aptitude; knowledge of the geography of Nelsonville and surrounding areas; ability to take and follow orders; ability to give directions to subordinates and bystanders; ability to remain calm in highly stressful situations; good communications skills; good leadership abilities; ability for problem solving; ability to command and oversee large numbers of people.

DESIRABLE EDUCATION AND EXPERIENCE:

Completion of a high school education and/or the equivalent of an associate's degree in fire science training; or any other equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Possession of the following: State of Ohio firefighter level II certification, minimum of EMR EMS certification or higher. Must have and maintain a valid State of Ohio driver's' license as well as a driving record which is acceptable to the City's insurance carrier.

IMMEDIATE SUPERVISOR:

Lieutenant or Next Ranking Officer

POSITIONS SUPERVISED:

Part-Time Firefighters and Volunteer Firefighters, unless a higher-ranking officer is not on duty. In that case, the firefighter with the most seniority will assume the responsibilities of the Shift Commander.

I _____ have read the above job description for the job of regular firefighter and understand its content.

SIGNATURE

DATE

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	Page: 1	of: 2
Approved by: _____ Date: 4-22-2021 Chief Division of Fire		
<u>This job description as written or revised becomes effective as of the above date and supersedes all other previous job descriptions.</u>		
POSITION: Part-Time Firefighter		

NATURE OF WORK:

The Part-Time firefighter is responsible for performing hazardous tasks under emergency conditions. Work involves extinguishment of fires; rescues; hazardous materials response and emergency medical response. A portion of a firefighter's work consists of the performance of various duties in the maintenance of the fire station and the preventive and corrective maintenance of trucks and equipment.

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES:

Drives and operates pumpers, ladder, and other equipment; makes openings in burning buildings for ventilation and entrance, using saws, axes, hydraulic rescue tools. Rescue persons from burning buildings; lays and connects hose lines and operates nozzles directing water streams for long periods of time; operate fire extinguishers; perform salvage and overhaul operations at the scene of a fire, such as covering furniture with tarpaulin, mopping floors, and clearing debris; cleans, maintains, and makes minor repairs to firefighting equipment; participates in periodic fire drills and individual and group training courses which include firefighting theory and practices; makes periodic inspections of buildings for fire hazards and makes recommendations for improvements; checks fire hydrants for operating and physical condition; perform a wide variety of routine tasks in connection with the maintenance of fire station quarters and grounds; keep records and make reports; operates radio and dispatches proper equipment; operates other fire department equipment; obtains incident briefing from Chief or prior incident commander; supervise operations; briefs and assigns all firefighters; perform other related duties. Respond to all emergency medical calls that the department is dispatched to. Provide fast and adequate patient care following the departments medical protocol.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

Some knowledge of elementary chemistry and physics; ability to learn technical firefighting principles and techniques; ability to work at heights not less than seventy-five feet; ability to climb ladders; ability to drive standard shift trucks; ability to remove and replace heavy equipment and ladders located on fire department apparatus; ability to work in confined space

while wearing a self-contained breathing apparatus; ability to work for sustained periods of time during emergency operations while wearing protective equipment and working at peak physical levels under severe environmental conditions; ability to clearly communicate using fire department radio equipment; knowledge of first-aid and the ability to administer first-aid treatment; ability to develop and maintain effective working relationships with associates and the general public; good physical condition; a minimum vision requirement of 40 / 20 corrected to 20 / 20; mechanical aptitude; knowledge of the geography of Nelsonville and surrounding areas; ability to take and follow orders; ability to give directions to subordinates and bystanders; ability to remain calm in highly stressful situations; good communications skills; good leadership abilities; ability for problem solving; ability to command and oversee large numbers of people.

DESIRABLE EDUCATION AND EXPERIENCE:

Completion of a high school education and/or the equivalent of an associate's degree in fire science training; or any other equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Possession of the following: State of Ohio firefighter level I certification, minimum of EMR EMS certification or higher. Must have and maintain a valid State of Ohio driver's' license as well as a driving record which is acceptable to the City's insurance carrier.

IMMEDIATE SUPERVISOR:

Full-Time Firefighter or Next Ranking Officer

POSITIONS SUPERVISED:

Volunteer Firefighters, unless a higher-ranking officer is not on duty. In that case, the firefighter with the most seniority will assume the responsibilities of the Shift Commander.

I _____ have read the above job description for the job of extra duty firefighter and understand its content.

SIGNATURE

DATE

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application	
How Did You Learn About Us?			
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Relative	<input type="checkbox"/> Inquiry	
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend	<input type="checkbox"/> Other _____	
Last Name		First Name	Middle Name
Address		Number	Street
		City	State
		Zip Code	
Telephone Number(s)		Social Security Number	

Best time to contact you at home is: _____:_____ ^{AM}/_{PM}

If you are under 18 years of age, can you provide required proof of your eligibility to work? ☐ Yes ☐ No

Have you ever filed an application with us before? ☐ Yes ☐ No

If Yes, give date _____

Have you ever been employed with us before? ☐ Yes ☐ No

If Yes, give date _____

Do any of your friends or relatives, other than spouse, work here? ☐ Yes ☐ No

Are you currently employed? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status
Proof of citizenship or immigration status will be required upon employment. ☐ Yes ☐ No

Date available for work ____/____/____ What is your desired salary range? _____

Are you available to work: ☐ Full-Time (please indicate 1 2 3 shift)

☐ Part-Time (please indicate Mornings Afternoon Evenings)

☐ Temporary (please indicate dates available ____/____/____ - ____/____/____)

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

ADDITIONAL INFORMATION

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

SPECIALIZED SKILLS (CHECK SKILLS/EQUIPMENT OPERATED)

<input type="checkbox"/> Terminal	<input type="checkbox"/> Spreadsheet	Production/Mobile Machinery (list)	Other (list)
<input type="checkbox"/> PC/MAC	<input type="checkbox"/> Word Processing	<hr/>	<hr/>
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Shorthand	<hr/>	<hr/>
WPM <hr/>	WPM <hr/>	<hr/>	<hr/>
		<hr/>	<hr/>

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. ☐ YES ☐ NO

REFERENCES

1.	()	
	(Name)	Phone #
	(Address)	
2.	()	
	(Name)	Phone #
	(Address)	
3.	()	
	(Name)	Phone #
	(Address)	

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open: ☐ Yes ☐ No

Position(s) Considered For: _____

Date _____

NAME: _____ POSITION: _____ DATE: ____ / ____ / ____

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ☐ Yes ☐ No

Remarks _____

INTERVIEWER DATE

Employed ☐ Yes ☐ No Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____
NAME AND TITLE DATE

This Application For Employment is sold for general use throughout the United States. Amsterdam Printing and Litho assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.

Insurance

The Monthly employee contribution to the cost of all insurance shall be as follows:

The employer shall pay fifteen (\$15.00) per month for all full-time employees for the AFSCME Care Plan Prescription.

Effective January 1, 2021 full-time employees shall contribute fifteen (15%) towards the payment of all monthly health insurance premiums below.

The City agrees to provide a term life insurance plan in the amount of twenty thousand dollars (\$20,000) per employee to all full-time employees in the bargaining unit and ten thousand dollars (\$10,000) for the employee's wife and children.

The City agrees to continue to make available health insurance and surgical insurance, to all full-time employees in the bargaining unit as well as their respective family members, according to the specifications agreed to between the parties.

The City agrees to make available a dental program to all employees in the bargaining unit and their families.

The City agrees to make all insurance plans available to part-time employees at their option. However, part-time employees will be responsible for full payment of the premiums for all insurance coverage they may choose.

The City agrees to make available a prescription drug plan for all bargaining unit employees.

The City agrees to make available a vision program.

Employees shall be responsible for paying the required deductibles and co-payments set forth in the insurance policy.

The parties acknowledge that insurance premiums are a cost that must be contained. Therefore, the parties shall meet during the life of this agreement to explore cost containment which may include reductions or changes in coverage.

Bonus Pay

Bonus pay provisions for all city employees during the full term of the contract agreement is as follows:

- 4 to 5 Years of service — 2% of employee's total compensation
- 6 to 9 years of service — 3% of employee's total compensation
- 10 to 14 years of service — 4% of employee's total compensation
- 15 and over years of service — 5% of employee's total compensation

Employees may choose to receive payment of bonus pay in one lump sum in the pay period before Thanksgiving. Bonus pay is only paid to current employees at the time of payout, and employees who retired (prorated) within that year. The bonus is calculated on base pay multiplied by annual hours of 2920.

BACKGROUND CHECK DISCLOSURE AND AUTHORIZATION FORM

In the interest of maintaining the safety and security of our customers, employees and property, City of Nelsonville (the "Company") will order a "consumer report" (a background report) or "investigative consumer report" on you in connection with your employment application, and if you are hired, or if you already work for the Company, may order additional background reports on you for employment purposes.

The background check company, Hocking College PD (the "Background Check Company"), will prepare the background report for the Company. The Background Check Company is located at Hocking College, and can be reached by phone at _____ or at their Internet Web site address _____.

The background report may contain information concerning your character, general reputation, personal characteristics, mode of living, and credit standing. The types of information that may be ordered include but are not limited to: Social Security number verification; criminal, public, educational and, as appropriate, driving records checks; verification of prior employment; reference, licensing and certification checks; credit reports; drug testing results; and, if applicable, worker's compensation injuries. Workers' compensation information will only be requested in compliance with federal Americans with Disabilities Act and/or any other applicable federal, state or local laws and only after a conditional job offer is made. Credit history will only be requested when permitted by law and where such information is substantially related to the duties and responsibilities of the position for which you are applying. The information may be obtained from private and public record sources, including personal interviews with your associates, friends, and neighbors. (An "investigative consumer report" is a background report that includes information from such personal interviews, except in California where that term means any background report that is not a credit report.) The nature and scope of the most common form of investigative consumer report is an investigation into your education and/or employment history conducted by the Background Check Company or another outside organization.

You may request more information about the nature and scope of an investigative consumer report, if any, by telephoning the Company at _____. A summary of your rights under the Fair Credit Reporting Act is also being provided to you with this form.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will find these rights summarized on A Summary of Your Rights Under the Fair Credit Reporting Act and A Summary of Your Rights Under the Provisions of California Civil Code Section 1786.22 for California residents..

STATE LAW NOTICES

If you live or work for the Company in the states listed below, please note the following:

CALIFORNIA: You may view the file that the Background Check Company has for you, and order a copy of the file, upon submitting proper identification and paying copying costs, by coming to their offices, during normal business hours and on reasonable notice, or by certified mail or mail. You may also ask for a file-summary by telephone. The Background Check Company can answer questions about information in your file, including any coded information. If you come in person, another person can come with you, so long as that person can show proper identification.

MAINE: If you ask us, you have the right to know whether the Company ordered an investigative consumer report on you. You may request the name, address, and telephone number of the nearest office for the Background Check Company. You will get this information within 5 business days of our receipt of your request. You have the right to ask the Background Check Company for a free copy of the report.

MARYLAND: If the Company obtains credit history information on you, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.

MASSACHUSETTS/NEW JERSEY: If you submit a request to us in writing, you have the right to know whether the Company ordered an investigative consumer report from the Background Check Company. You may inspect and order a free copy of the report by contacting the Background Check Company.

MINNESOTA: If you submit a request to us in writing, you have the right to get from the Company a complete and accurate disclosure of the nature and scope of the consumer report or investigative consumer report ordered, if any.

NEW YORK: If you submit a request to us in writing, you have the right to know whether the Company ordered a consumer report or an investigative consumer report from the Background Check Company, and you will be provided with the name and address of the Background Check Company. You may inspect and order a free copy of the reports by contacting the Background Check Company. By signing below, you certify you have received a copy of Article 23A of the New York Correction Law is being provided with this form.

OREGON: If the Company obtains credit history information on you, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.

WASHINGTON STATE: If you submit a request to us in writing, you have the right to get from the Company a complete and accurate disclosure of the nature and scope of the investigative consumer report we ordered, if any. You also have the right to ask the Background Check Company for a written summary of your rights under the Washington Fair Credit Reporting Act. If the Company obtains information bearing on your credit worthiness, credit standing or credit capacity, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.

City of Nelsonville

Drug Testing Consent Form

As a prospective employee of the City of Nelsonville, I am aware that a drug test may be required as part of the hiring process. To ensure a smooth and efficient process, I hereby give my voluntary consent to provide a urine sample for this testing.

It is important to note that any positive test results for illegal drug usage, refusal to provide the necessary sample(s), tampering with or attempting to tamper with the sample, or adulterating the sample in any way will result in the rejection of my application for employment.

Furthermore, I understand that the results of the drug test may be used in conjunction with other information gathered during the employment process to determine my eligibility for the position I have applied for.

I take this opportunity to affirm my commitment to maintaining a drug-free workplace and to demonstrate my willingness to comply with the City of Nelsonville's policies and procedures.

Print Name

Applicant Signature

Date

Witness

Date

Witness

Date