



Updated: September 21, 2016

The City of Delaware is currently building an eligibility list to fill full-time and part-time firefighter positions. The same hiring steps are required for both positions. Those hired for part-time positions can apply for full-time vacancies as they arise.

HOW TO APPLY

1. Take the written exam. Schedule a date to take your written exam with the **National Testing Network (NTN)** at www.nationaltestingnetwork.com.
2. Obtain a minimum passing combined score of 75% on the written exam.
3. We will pull the top 60 passing scores from NTN on **October 10, 2016**. To be considered for this round of hiring, your test needs to be completed and your scores submitted to Delaware via NTN by this date.

Job Information

Classification: Full-time and Part-time Firefighter/EMT/Paramedic

Compensation & Schedule:

Title	Minimum Starting Pay	Work Schedule *All shifts begin at 8:00am
Full-time Firefighter/EMT	\$56,039/year	" 24 hour shift/48 hours off -OR- " 12 hour shift (2 days on, 3 off, 2 off, 3 on, and 2 off)
Full-time Firefighter/Paramedic	\$58,841/year	
Part-time Firefighter/EMT	\$12.00/hour	" 24 hour shift (1 day on, 5 days off) -OR- " 12 hour shift (on assigned days)
Part-time Firefighter/Paramedic	\$14.00/hour	

Benefits: Full-time employees are eligible for an excellent benefits package including medical, prescription, dental and life insurance in addition to vacation leave, holiday pay, sick leave, longevity compensation and tuition reimbursement. Part-time employees are eligible for life insurance, holiday pay (if scheduled), and OP&F retirement benefits.

Department: The department provides emergency and non-emergency services most noticeably as fire, medical treatment and transport at the paramedic level, hazardous materials and technical rescue response. Other services include training, public education, public relations, fire inspections, fire investigation, disaster response and preparedness, strategic planning and policy development. The Department responds to over 5,200 incidents annually from three fire stations. A 4th fire station is planned in the very near future. The Department is staffed with 61 full-time and the part-time firefighter program is starting this year.

Mission: Protection through preparedness and response, delivered by the highest trained professionals.

City: Delaware offers both history and modern vitality, and is home to Ohio Wesleyan University. Downtown is one of the city's most defining elements because it is a fairly intact historic business district, parts of which have been placed on the National Register of Historic Places. The City is located within an 11-county Central Ohio region that is one of the United States' most dynamic and diverse metropolitan areas. It is home to 2 million people, the state capital of Ohio, leaders in higher education and research, as well as a hotbed of entrepreneurs and high-growth companies. More Information at www.delawareohio.net.

Population: 38,000

Job Requirements

- **Age:** Minimum age of 18 at time of appointment; age limit of 40 at time of appointment.
- **US Citizen:** Must be a United States citizen or hold a permanent resident card.
- **High School Grad/GED:** Yes
- **Valid OHIO State Driver's License:** Yes. Valid Ohio Driver's License or ability to obtain an Ohio Driver's License prior to hire date.
- **Ability to Read/Speak English:** Yes
- **Academy Certification:** Ohio Firefighter I and II certification and Ohio EMT-B are required and must be in place (not in process) at the time of application with the City of Delaware for employment.
- **Prior Experience:** Preferred but not required
- **Minimum Scoring Requirements on National Testing Network (NTN) Firefighter Exam:**

Reading	Math	Mechanical	Human Relations	*Combined Score
70%	70%	65%	75%	75%

**Used to determine ranking for purposes of identifying top 60 highest scoring candidates. This is a weighted score of Human Relations (70%) and Mechanical Reasoning (30%).*

Disqualifiers

Candidates may be disqualified or removed from the recruitment process for, but not limited to the following, at any time:

- Inability to establish minimum requirements or qualifications
- Failure to pass any of the assessments, tests or oral review board required for the position

Felony and Criminal Activity

- Conviction of or admission to any crime classified as a felony under Ohio Revised Code or any other applicable state code.
- Conviction of a crime involving moral turpitude or an offense of violence.
- Deception or fraud on application or examination.
- Making false statements of material fact in the application, testing process or during any part of the hiring process.
- Use, threatened use or attempt in using political influence in securing employment.

Driving

- Conviction of, plea of “no contest,” participation in a diversion program in lieu of conviction of an OMVI or equivalent offense, or conviction which is the result of a plea bargain from an original charge of OMVI within the 36 months prior to the date of application.

Drug Use

- Illegally selling, distributing, or manufacturing drugs, marijuana or prescriptive drugs. When determining if candidates will be disqualified under this rule, consideration will be given to whether the substance was sold with/out profit to the applicant, the amount sold was de minimus, and if the sales occurred when the applicant was a juvenile or more than five (5) years ago.
- Using marijuana, including medically prescribed marijuana, within the previous 36 months.
- Using prescription drugs or a legally obtained substance in a manner for which it was not intended within the previous 36 months.
- Using a prescription drug (not including medically prescribed marijuana) in its original intended manner without the proper prescription or legal justification in the previous 12 months.
- Any use of cocaine, crack, heroin, LSD, methamphetamines or PCP.
- Using any other abused drug (not including the list in the previous bullet, marijuana, prescription drugs or legally obtained substances) within the last five (5) years.

Employment

- Dismissal from public employment for just cause.

Additional

- The individual cannot be located, fails to report for an interview or other step in the selection process as directed by the Commission or Appointing Authority and/or fails to report for duty as directed by the Appointing Authority.
- The individual has tested positive on a required drug test in that the test showed the presence of a drug of abuse as defined in Sections 3719.011 of the Ohio Revised Code in a body fluid unless such substance is identified as a prescribed medication (prescribed medication does not include medically prescribed marijuana). This provision is only applicable to entry level applicants.
- The individual has a documented pattern of poor work habits and performance with previous employers. This includes but is not limited to excessive absenteeism, poor quality of work, excessive tardiness, and inability to get along with others in a work environment or any thefts.
- Information showing that an applicant meets all of the minimum qualifications as stated in an examination announcement must appear on the application itself. No additional information will be accepted after the application filing deadline. Failure of an applicant to indicate on his application the qualifications as to education, certification, licensing, or any other requirement shall be sufficient cause to exclude an applicant from examination. A defective or incomplete application may be corrected by the applicant, and resubmitted by the filing deadline. Certification of an individual to an eligible list who has not met all of the requirements of these

rules shall not be considered a waiver of any requirements, and shall not bar removal of the applicant from an eligible list by the Appointing Authority or the Commission as a result of the failure.

Recruiting & Selection Process

While the City of Delaware continually accepts NTN scores, the remaining recruitment process is done pursuant to department hiring needs. The top 60 scorers, who have met the minimum 75% combined test score on the NTN exam, will be notified via e-mail how and when to complete the following steps:

- Employment Application
- Physical Agility Assessment—pass/fail
- Background Self Report
- Oral Panel Interview—70% minimum passing score
- Eligible List certified by Civil Service— the Eligible List is ranked on the combination of the written NTN test score (50%) and oral panel interview score (50%) plus additional points awarded for paramedic certification, college degree and military service. Candidates remain on the Eligible List for one-year from date of certification.
- Fire Chief may then select candidates from the top 10 rankings on the Eligible List to continue in the selections process.
- Post-certification steps include:
 - Background Assessment
 - BCI/FBI fingerprinting and background check
 - Firefighter Index and Emotional Intelligence Index
 - Polygraph
 - Interview with the Fire Chief and recommendation for hire
- Once a conditional for hire has been made, candidates must successfully complete a psychological evaluation, physical and drug screening.

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