

**City of Tipp City, Ohio**

**Emergency Medical Services Division**

Application for Employment

To: Applicants for:

First Responder, Emergency Medical Technician Basic, Intermediate and Paramedic

Supervisor, Assistant Chief, Chief

Full Time, Part Time and Volunteer

The application process consists of the following steps:

1. Meet the minimum requirements for the position listed in section II.
2. Complete the formal application attached to this packet.
3. Complete the Authorization for Background Check attached to this packet.
4. Provide copies of driver's license and other certification cards required of the position.
5. Complete the essential mental and physical function accommodation form
6. Complete an interview with the Officers of the Department.
7. Pass a drug screen and physical exam.

Contents:

- I. General information
- II. Position descriptions
- III. Essential mental and physical functions
- IV. Essential mental and physical functions accommodation and position description understanding form
- V. Application form
- VI. Authorization for Background Check form

## I. GENERAL INFORMATION

### A. All Employees

1. All applicants must be 18 years of age or older.
2. All applicants must be High School graduates or have a GED.
3. No applicant may have more than 4 points on the driving record.
4. No applicant may have a DUI, felony, domestic violence, child or drug related conviction.
5. No applicant may be delinquent with taxes, child support or alimony.
6. All applicants must attend an oral interview. The interview is intended to assess the applicant's ability to perform the duties of the position.
7. Background checks are conducted to determine the applicant's character and fitness for the position. The checks include, but are not limited to driving record, credit history, criminal and current and former employers.
8. A drug screen is performed to determine if the applicant has used controlled substances.
9. A physical exam is conducted to determine if the applicant can meet the

physical requirements of the position.

10. All employees must comply with the local, county, state and federal requirements that apply to their position.
11. All employees must complete a 120-day probation period.
12. All employees must take and pass periodic exams required of the position.
13. All employees are subject to performance review.
14. All employees are subject to periodic background check review.

#### B. Volunteer employees

1. All applicants for volunteer positions must live within 3 miles (six minutes driving time) of the station at Hyatt and Main in Tipp City.
2. All applicants for volunteer positions, not already certified, must pass, at the tenth grade level, an exam for reading comprehension and math before starting EMT school.

#### C. Part Time employees

1. Part time employees are expected to be available to work a minimum of 72 hours each month.
2. Part time hours are not regular.
3. Part time employees do not receive benefits other than workers compensation and PERS.
4. No is no guarantee of minimum hours

#### D. Full Time employees

1. Full Time employees are expected to work the hours listed in the position-opening announcement.
2. Full time employees receive the benefits listed in the position-opening announcement.

## II. POSITION DESCRIPTIONS

### A. Chief

#### Responsibilities:

This list is not inclusive of all duties. It illustrates the responsibilities expected of this position.

Under administrative direction of the City Manager, directs and coordinates emergency medical service operations and staff. Prepares annual budgets, confers with elected officials, medical personnel and other department heads. Develops and modifies department operating guidelines. Manages purchase, sale, and maintenance of equipment and stations. Reviews work assigned to crews, establishes training and administers the QI/QA program. Recommends major discipline. Conducts annual personnel evaluations. Participates in professional organizations as a representative of the City for professional development of the staff. Teaches and trains as necessary to maintain certifications. Manages the City disaster plan and the EOC. Coordinates EMS billing. Writes and maintains contracts between the EMS Division and other entities. Occasionally responds to emergencies while on duty. Performs other duties as requested by the Manager.

#### Chain of Command:

This position reports to the City Manager. Peers are the other Division Chiefs and Department Heads of the City Staff. Reporting to this position is the Assistant Chief, Supervisors and line personnel of the Division.

## Qualifications:

These are the minimum qualifications required.

Bachelors degree or higher post high school education in any field.

Five years of experience in a management position.

Seven years experience or equivalent as a full time paramedic, nurse, or public health official. Provider certification in PALS, BTLs/PHTLS, BLS and ACLS.

Trench, confined space and extrication rescue and HazMat technician.

State EMS Instructor. BLS, ACLS, PHTLS/BTLs and PALS Instructor. Must meet the requirements outlined in Section I part A.

## B. Assistant Chief

### Responsibilities:

This list is not inclusive of all duties. It illustrates the responsibilities expected of this position. The responsibilities are the same as the Chief but with more emphases on field operation than administrative duties. Performs other duties as requested by the Chief.

### Chain of Command:

This position reports to the Chief of EMS. Peers are other Assistant Chiefs and Superintendents of the City Staff. Reporting to this position are Supervisors and line staff of the EMS Division.

## Qualifications:

These are the minimum qualifications required.

Technical or Associate Degree or higher post high school education in any field.

Three years of experience in a management position.

Five years experience or equivalent as a full time paramedic, nurse, or public health official.

Provider certification in ACLS, BLS, PALS and BTLs/PHTLS.

Trench, confined space and extrication rescue and HazMat technician preferred

Must meet the requirements outlined in Section I part A.

## C. Supervisor

### Responsibilities:

This list is not inclusive of all duties. It illustrates the responsibilities expected of this position.

Provides direction to and manages shift employees. Ensures compliance with quality of service standards, first responds to emergencies and provides appropriate medical care. Assists the Chief and Assistant Chief with administrative duties. Performs special Duties such as scheduling staff assignments, maintenance of medical equipment and training. Ensures proper supply of equipment.

### Chain of Command:

This position reports to the Assistant Chief. Peers are Supervisory management personnel of the City staff. Reporting to this position are the line staff of the EMS division.

## Qualifications:

These are the minimum qualifications required.

Technical degree or higher post high school technical education in any field preferred. Three years experience or equivalent as a full time paramedic, EMT, nurse, or public health official. One year of experience in a management position preferred.

Provider certification in ACLS, BLS, PALS and BTLS/PHTLS.

Trench, confined space and extrication rescue and HazMat technician preferred

Must meet the requirements outlined in Section I part A.

## D. Emergency Medical Technician - Basic, Intermediate and Paramedic

### Responsibilities:

This list is not inclusive of all duties. It illustrates the responsibilities expected of this position.

Responds to all emergency requests in the community. Performs emergency medical care permitted by the level of certification held. Ensures apparatus and quarters are in efficient operating condition. Performs special duties such as community education and event standby as requested by Department Management

### Chain of Command:

These positions report to the Supervisor. Peers are other line employees of the City. There are no personnel who report to this position.

## Qualifications:

These are the minimum qualifications required.

Post high school technical education in any field.

State of Ohio EMT-B/I/P certification

Provider certification in BLS, ACLS (if paramedic), PALS (if paramedic), extrication rescue and HazMat awareness.

BTLS/PHTLS, trench and confined space rescue and HazMat operations preferred.

Must meet the requirements outlined in Section I part A.

## E. First Responder/Driver

### Responsibilities:

This list is not inclusive of all duties. It illustrates the responsibilities expected of this position

Responds to all emergency and rescue requests in the community primarily as a driver of ambulances. Performs emergency medical and rescue care permitted by the level of certification held. Ensures apparatus and quarters are in efficient operating condition. Performs special duties such as community education and event standby as requested by Department Management.

## Chain of Command:

This position reports to the Supervisor. Peers are other line employees of the City. There are no personnel who report to this position.

## Qualifications:

These are the minimum qualifications required.

Post high school technical education in any field.

State of Ohio First Responder certification

Provider certification in BLS, extrication rescue and HazMat awareness.

Must meet the requirements outlined in Section I part A.

## III. ESSENTIAL MENTAL and PHYSICAL FUNCTIONS

### A. Mental

1. Communicate orally and in writing using the English language.
2. Read and comprehend written communication at or above the 10<sup>th</sup> grade level.
3. Complete math calculations involving addition, multiplication, division and subtraction at or above the 10<sup>th</sup> grade level.
4. Understand and implement instructions and commands.
5. Understand the theory of rescue and medical training and apply them on a practical level.
6. Work cooperatively with peers, supervisory staff and the public under extremely stressful conditions, including those of a life threatening nature to self and the public.
7. Make spontaneous reasoned judgements concerning life and property under extremely stressful conditions, including those of a life threatening nature to self and the public.
8. Take reasonable risk with regard to one's safety.
9. Follow lawful orders even if those orders conflict with personal judgement or belief system.
10. Professionally work with persons of any race, religion, gender, age, political belief or background different from your own.

### B. Physical

1. Lift, carry and strength
  - a. Raise a 98lb cot with 30 lbs on your end the help of one other person on the opposite end.
  - b. With the help of two other persons: lift and carry a 112 lb. adult on an 98 lb. cot (210 lbs.) down stairs and inclines from an emergency scene while outfitted in personal protective gear weighing about 50 lbs.
  - c. Grip, lift, carry, load and unload equipment weighing up to 70 lbs.
2. Mobility, movement and motion
  - a. Bend, crouch, stoop, crawl, stretch, walk, run, jump and otherwise maneuver as necessary around obstacles found at emergencies with out stopping for a period of one and one half-hour.
  - b. Dress in personal protective gear in two minutes or less.
  - c. Perform the necessary movements to operate equipment.
  - d. Step two feet vertically.
  - e. Possess sufficient hand-eye coordination to perform delicate medical procedures.

### 3.Sensory function

- a.Detect smoke, hazardous conditions, movement, temperature, color, deformity and otherwise examine physical surroundings using the five senses.
- b.Possess normal night vision, near vision, distance vision and depth perception. Minimum visual acuity is 20/40 in one eye and 20/100 in the other, uncorrected and 20/20 in one eye and 20/40 in the other with correction.
- c.Hearing loss as measured by audiometric test is limited to 19 decibels or less in speech frequencies (500-2000 cycles) in either ear or loss of speech reception of phonetically balanced words at or below 90 percent normal reception for either ear.

### 4.Balance

- a.Balance on roof tops, ledges and berms or slick surfaces as may be encountered during the course of emergency rescue and medical activity.
- b.Maintain balance while carrying equipment or persons.

### 5.Stamina

- a.Remain physically and mentally alert during prolonged periods of intense physical activity in environmental extremes.
- b. Stand for one hour in personal protective gear.

### 6.Gear and Equipment

- a.Wear and use all protective gear including, boots, gloves, helmets, masks, self contained breathing apparatus, coats and pants while engaged in heavy physical activity.
- b.Demonstrate the ability to drive vehicles and operate equipment in emergent situations.

### 7.Environment

- a.Work at heights above ten feet.
- b.Work in confined spaces including underground.
- c.Work in proximity of hazardous materials.
- d.Work with and around blood and other bodily fluids.
- e.Work with persons who have communicable diseases.
- f.Work in extremes of weather.

### 8. Body weight

- a. Body weight should not exceed the age, height and weight requirements set forth by the United States Army.
- b. Body fat should not exceed the standards set for by the United States Army.
- c. Charts for the above are available at [www.usarc.army.mil/naad/height\\_and\\_weights\\_standards.htm](http://www.usarc.army.mil/naad/height_and_weights_standards.htm)

IV. ESSENTIAL FUNCTIONS ACCOMMODATION FORM

A. I have read and understand all of the required essential mental and physical functions for the positions in the EMS Division.

I have initialed the one (1) statement below that is true in my case.

\_\_\_\_\_ I am capable of performing all essential functions as listed in this application packet.

\_\_\_\_\_ I would require accommodations to perform the following essential functions:

Number and Letter Accommodation

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B. I have read and understand the description of the duties of the position for which I am submitting an application.

\_\_\_\_\_  
applicant's signature

\_\_\_\_\_  
date



City of Tipp City  
260 South Garber Drive  
Tipp City, Ohio 45371

# EMPLOYMENT APPLICATION

An equal opportunity employer. The City of Tipp City does not discriminate on the basis of race, color, religion, sex, national origin, age, marital or veteran status, or disability.

## PERSONAL

Name \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Telephone \_\_\_\_\_ Social Security Number \_\_\_\_\_  
(Area Code) Cell Phone Number

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No Explain Felony \_\_\_\_\_

Are you a citizen of the United States?  Yes  No \_\_\_\_\_

## JOB INTERESTS/SKILLS

Position(s) applied for \_\_\_\_\_ Salary Desired \_\_\_\_\_

Have you applied for a position here before?  Yes  No If yes, when? \_\_\_\_\_

Type of employment requested  Full Time  Part Time  Temporary  Seasonal

Date you could begin working \_\_\_\_\_

Summarize any special skills or qualifications you possess for this position

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EDUCATION

TYPE OF SCHOOL	NAME AND LOCATION	COURSE OF STUDY	# OF YEARS	GRADE AVERAGE	DEGREE, DIPLOMA, CERTIFICATE AND HONORS RECEIVED
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					
OTHER EDUCATION					
OTHER EDUCATION					

**EMPLOYMENT HISTORY (LIST MOST RECENT FIRST)**

1. Name of Employer \_\_\_\_\_  
 Address \_\_\_\_\_  
     (Street)                                      (City)                                      (State)                                      (Zip Code)  
 Supervisor and Title \_\_\_\_\_ Your Title \_\_\_\_\_  
 Employed From \_\_\_\_\_ To \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
 Work Performed \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

2. Name of Employer \_\_\_\_\_  
 Address \_\_\_\_\_  
     (Street)                                      (City)                                      (State)                                      (Zip Code)  
 Supervisor and Title \_\_\_\_\_ Your Title \_\_\_\_\_  
 Employed From \_\_\_\_\_ To \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
 Work Performed \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

3. Name of Employer \_\_\_\_\_  
 Address \_\_\_\_\_  
     (Street)                                      (City)                                      (State)                                      (Zip Code)  
 Supervisor and Title \_\_\_\_\_ Your Title \_\_\_\_\_  
 Employed From \_\_\_\_\_ To \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
 Work Performed \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

**REFERENCES**

Name	Relationship	Home Phone	Daytime Phone

**ACKNOWLEDGEMENT**

I certify that the answers given by me in this application are correct to the best of my knowledge. I understand that any falsification of this application, whether willingly or accidental, is grounds for disqualification of employment consideration, or dismissal from employment if I am hired. I authorize the company to contact any and all of the references I have listed above to obtain previous employment information or any other pertinent information that they may have. Further, I release the above mentioned references from any and all liability for any damages that may result from information collected by this company. Verification of eligibility to work in the United States must be satisfied for an offer to be made.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Questionnaire

Briefly, describe the worst conflict you had with a supervisor or co-worker. How was it resolved?

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If it was not resolved, what do think should have been done?

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Have co-workers ever hampered your productivity? How did you handle it?

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What did you accomplish in your last job that you are most proud of?

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Why did you leave your last two positions? If you left voluntarily, what could they have done to keep you?

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What was the greatest challenge you faced in your last position and how did you handle it?

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What volunteer activities outside work have participated in that would enhance your candidacy for this position?

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**ATTACH COPIES OF STATE CERTIFICATION, DRIVERS LICENSE, BLS AND OTHER CARDS INDICATING COMPLETION OF PROFESSIONAL TRAINING.**

AUTHORIZATION TO CONDUCT BACKGROUND CHECK	
Please read carefully	
I, _____, dob _____, ssn _____	
hereby authorize the release to Tipp City, of information held by any parties regarding my current employment, records of convictions for violations of any federal, state, local statutes or ordinances, credit history, education, workers compensation history, driving records and other information. I release any said person, company, government agency and law enforcement authorities from all liability for any damage whatsoever for issuing this information. I further understand this information may be reviewed initially and periodically by Tipp City. I understand Tipp City intends to utilize the investigation into my background for employment purposes only and will not disclose such information to any other party. I hereby acknowledge that Tipp City cannot vouch for or guarantee accuracy of information provided by third parties. Accordingly, I release Tipp City, its employees, agents and assigns from all liability arising out of any errors or omissions regarding my background information.	
Signature: _____	Date: _____
Notes: Information is requested through secure internet connections.	

I authorize investigation of all statements made in this application. I understand that misrepresentation or omission of facts is cause for dismissal. I understand that my employment is not for definite period and may regardless of the date of payment of wages/salary, be terminated at any time without previous notice and with or without cause.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_