



# CITY OF BRUNSWICK

## CIVIL SERVICE COMMISSION

Dear Applicant:

Thank you for your interest in the position of Lateral Entry Firefighter/Paramedic. Attached you will find the following documents:

- Minimum Requirements
- City of Brunswick Application for Employment
- Job Description for Firefighter/Paramedic

Should you wish to submit an application for this position, please complete the attached Employment Application and return one of three ways:

1. Mail to:           Civil Service Commission  
                          City of Brunswick  
                          4095 Center Road  
                          Brunswick, OH 44212
2. Email to: [civilservice@brunswick.oh.us](mailto:civilservice@brunswick.oh.us)
3. Hand deliver to: Brunswick City Hall at 4095 Center Road between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday, excluding Holidays.

Please be sure to include a copy of your State of Ohio Paramedic license, or out of state equivalent, Firefighter II certificate and physical agility exam certificate if you possess a current one. Extra credit shall be given for education and military experience; a copy of your diploma and DD214 must be included.

After it is ensured that you meet all minimum requirements, you will be sent a pre-employment background questionnaire and an interview will be set. A panel will assign each candidate an interview score and then any applicable extra credit will be added. Your total score will determine your rank on the lateral transfer eligibility list that is certified by the Civil Service Commission.

The lateral entry process is open year-round; however, candidates are required to re-apply one (1) year from the date their name is first certified by the Civil Service Commission on the lateral entry list. Any name that appears on the list for longer than one (1) year will automatically be removed.



Candidates appointed through this process shall be appointed to the rank of Fire Medic. Seniority for lateral entry Fire Medics shall be based on the date of hire with the City of Brunswick.

**Current Benefits:**

The City will pay the employee's contribution to the Ohio Police and Fire Disability and Pension Fund up to a maximum of 12.25%.

Medical, prescription, dental, vision and life insurance are offered after 90 days of employment.

Employees accumulate 5.52 hours of sick time for every 96 hours worked and are entitled to 2 weeks of vacation after one year of employment, as well as 144 holiday hours.

Longevity pay is received after 4 full years of employment with the City, and an annual professional pay is earned for certain accreditations and certifications.

Should you have any questions, please feel free to call 330-558-6860 or email [civilservice@brunswick.oh.us](mailto:civilservice@brunswick.oh.us).

Sincerely,

Civil Service Commission  
City of Brunswick

**CITY OF BRUNSWICK**  
**LATERAL ENTRY FIREFIGHTER/PARAMEDIC MINIMUM REQUIREMENTS**

Candidates must:

1. Be a citizen of the United States.
2. Be between the ages of 18 and 45.
3. Be a resident of Medina County, or any County adjacent, at the time of appointment and during tenure.
4. Hold a valid Ohio Driver License at the time of appointment, as well as be, and remain, insurable under the City's vehicle insurance.
5. Possess a high school diploma or GED.
6. Have no criminal record and be of good moral character.
7. Hold a State of Ohio Paramedic license, or state equivalent, and Firefighter II certificate. ***(please submit a copy)***
8. Possess a valid and current certificate from the Cuyahoga County Community College firefighter physical agility exam (PAT) or equivalency. [Preferred upon application, but must be acquired at least seven (7) days prior to appointment.] ***(please submit a copy)***
9. Currently be employed, or previously employed within the last twelve (12) months, as a full-time firefighter/paramedic, or part-time working a minimum of twenty (20) hours per week, for a jurisdiction in the State of Ohio, or out of state equivalent.
10. Have a minimum of one (1) year of FireMedic experience in the State of Ohio, or out of state equivalent.

# CITY OF BRUNSWICK

4095 CENTER ROAD • BRUNSWICK, OHIO 44212

## APPLICATION FOR EMPLOYMENT



**PERSONAL**

Name (please print)				Date
Street Address				Social Security No. 
City	State	County	Zip Code	Telephone No.
E-Mail Address			Alternate Phone No.	

Type of employment desired: \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying for with or without reasonable accommodations?       Yes       No

Can you, after employment, submit verification of your legal right to work in the US?       Yes       No

**EDUCATION**

<i>Circle No. of Years Attended</i>	1   2   3   4				1   2   3   4				1   2   3   4			
	HIGH SCHOOL				COLLEGE OR TRADE SCHOOL				COLLEGE OR GRADUATE SCHOOL			
Name of School & Location												
Dates of Attendance												
Degree Earned												
Approximate Grade or Class Standing												
Major Studies												

**Affiliations, Awards, Extracurricular Activities/Additional Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**List all pertinent skills and/or equipment you can operate:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Prior municipal service?**       Yes       No      Title: \_\_\_\_\_  
 Location: \_\_\_\_\_      Employment Dates: \_\_\_\_\_  
**Do you have any relatives currently working for the City?**       Yes       No  
 Name of Relative : \_\_\_\_\_

**UNITED STATES MILITARY RECORD**

Branch of U.S. Service	Date Entered	Date Discharged	Final Rank
Duties While in Service			
Present Draft Status			

**PREVIOUS WORK EXPERIENCE**

*Most Recent First--*

COMPANY NAME			PHONE NO. (WITH AREA CODE)	TYPE OF BUSINESS
STREET ADDRESS			MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No	
CITY, STATE, ZIP			NAME OF LAST IMMEDIATE SUPERVISOR	HIS/HER TITLE
	DATE-MONTH & YEAR	HOURLY SALARY	YOUR TITLE OR JOB NAME	DEPARTMENT
STARTING				
FINAL				

REASON FOR SEPARATION \_\_\_\_\_  
 DUTIES \_\_\_\_\_

COMPANY NAME			PHONE NO. (WITH AREA CODE)	TYPE OF BUSINESS
STREET ADDRESS			MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No	
CITY, STATE, ZIP			NAME OF LAST IMMEDIATE SUPERVISOR	HIS/HER TITLE
	DATE-MONTH & YEAR	HOURLY SALARY	YOUR TITLE OR JOB NAME	DEPARTMENT
STARTING				
FINAL				

REASON FOR SEPARATION \_\_\_\_\_  
 DUTIES \_\_\_\_\_

COMPANY NAME			PHONE NO. (WITH AREA CODE)	TYPE OF BUSINESS
STREET ADDRESS			MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No	
CITY, STATE, ZIP			NAME OF LAST IMMEDIATE SUPERVISOR	HIS/HER TITLE
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STARTING				
FINAL				

REASON FOR SEPARATION \_\_\_\_\_  
 DUTIES \_\_\_\_\_

# **CIVIL SERVICE COMMISSION**

CITY OF BRUNSWICK

4095 CENTER ROAD  
BRUNSWICK, OH 44212  
PHONE: 330-558-6805

## **PRE-EMPLOYMENT STATEMENT**

I voluntarily give the City of Brunswick the right to make a thorough investigation of past employment and activities, agree to cooperate in such investigation and release from all liability all persons, companies or corporations supplying such information.

Public Law 91-508 requires we advise you that a routine inquiry may be made which will provide applicable information concerning character, general reputation, personal characteristics and mode of living. Upon written request, additional information as to nature and scope of the report, if one is made, will be provided.

I understand the City of Brunswick reserves the right to change, amend or terminate its existing policies.

I further understand that if I am employed by the City of Brunswick, any false answers or statements made by me on this application or any supplement thereto, will be grounds to my immediate discharge for such employment.

I consent to taking physical examinations as may be required by the City of Brunswick. I agree to participate in a drug test at a City designated site and recognize that if the test shows the presence of illegal drugs, I will no longer be considered for employment with the City of Brunswick. I also understand the results of the physical examination and drug test will be released to the City of Brunswick.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Driver's License

For EEOC Purposes (optional):

- White
- Black or African American
- Hispanic
- Asian or Pacific Islander
- American Indian or Alaskan Native



### Job Overview

<b>Job Title:</b> Fire Medic	<b>Full Time or Part Time:</b> Full Time
<b>Original Date:</b> Undated	<b>Civil Service:</b> Classified
<b>Revised Date:</b> 2/14/2005; 4/16/2010; 4/16/2012; 8/20/2014; 2/1/2015; 4/1/2017; 7/16/2018; 12/17/2020	<b>FLSA:</b> Non Exempt

### General Purpose

Responsible for the protection of life and property from fire and disaster. Assistance of sick and injured persons to the best of their ability and level of training. Individuals shall work to attack, extinguish and prevent fires. Work requires performance of hazardous tasks under extreme emergency conditions and extreme exertion.

### Supervision Received

Works under the direction of the shift Lieutenant or Officer in Charge.

### Supervision Exercised

May assist to coordinate, instruct, or supervise the work of new recruits, or other personnel as assigned.

### Essential Duties and Responsibilities

Performs emergency response activities including driving emergency response vehicles; responsible for response to locations and traffic control devices while providing for the safety of other vehicles, pedestrians and fire personnel.

Performs emergency aid and paramedic activities including administering first aid, basic life support, advanced life support and other related assistance as required; provides medical care to sick or injured, including patient history, physical examination, and implementation of appropriate treatment plans in accordance with established patient care protocols.

Provides emergency ambulance transportation to area hospitals when necessary.

Participates in drills, attends classes and provides training in assigned area of responsibility, including emergency medical, multiple casualty incidents, first-responder, paramedical, and related subjects.

Assist in the development and delivery of public education programs for CPR, basic first aid, and general emergency assistance awareness.



Receives and relays calls and alarms. Operates radio and other communication equipment.

Communicates effectively with hospital emergency staff and private physicians concerning patient treatment and disposition.

Communicates effectively with police personnel and other safety forces.

Properly collects and disposes of infectious waste generated at emergency scenes.

Participates in the inspection of buildings, hydrants, and other structures in fire prevention programs.

Performs general maintenance work in the upkeep of fire facilities and equipment; cares for grounds around stations; makes minor repairs; maintains and tests apparatus and equipment.

Maintains contact with the general public, Division Officers, and other City Officials as required as well as assisting with working relationships with all City Divisions and Departments.

### **Peripheral Duties**

Employee may be asked to perform other duties based on the business needs of the city. The employee shall be asked to work holidays.

### **Desired Minimum Qualifications**

#### **EDUCATION AND EXPERIENCE:**

High School diploma or GED equivalent. State of Ohio Firefighter II Certificate, Paramedic (EMT-P) Certification.

#### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of modern fire prevention, suppression, hazardous materials, and emergency medical principles, procedures, techniques and equipment; Considerable knowledge of building, electrical, mechanical and fire codes.

Skill in the operation of the tools and equipment listed.

Ability to apply standard firefighting, emergency medical aid, hazardous materials, and fire prevention techniques; Ability to perform strenuous or peak physical effort during



## Job Description

emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke; Ability to act effectively in

emergency and stressful situations; Ability to communicate effectively orally and in writing; Ability to establish effective working relationships with employees, other agencies, and the general public; Ability to meet special requirements; Ability to read and write the English language; Ability to speak clear and concise language; Ability to understand and carry out complex oral and written instructions.

## Special Requirements

Must be 18 years of age or older. Must possess a valid State of Ohio driver's license with no current suspensions. No felony convictions or disqualifying criminal histories within the past seven (7) years. United States Citizen.

## Tools and Equipment Used

Emergency medical aid unit; fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, faxes and telephone.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands of this position are consistent with demands required per NFPA 1582, Section 5.1 attached.

## Work Environment

The work environment characteristics are consistent with those stated in NFPA 1582, Section 5.1 attached.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

City of Brunswick, Ohio  
Job Description

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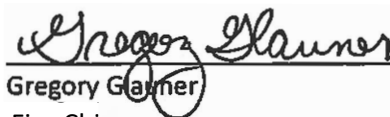
The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

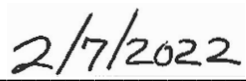
The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

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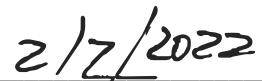
Approval:

Date:

  
\_\_\_\_\_  
Gregory Glauner  
Fire Chief

  
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Carl S. DeForest  
City Manager/Safety Director

  
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