



CITY OF | **UPPER  
ARLINGTON**

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TO: Firefighter/Paramedic Candidate  
FROM: Mark A. Zambito, Deputy Fire Chief  
RE: City of Upper Arlington Firefighter/Paramedic Position  
DATE: November 1, 2016

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Thank you for considering a career as a Firefighter/Paramedic with the City of Upper Arlington. The Fire Division provides fire-fighting, emergency medical, rescue, and hazardous materials response for the community. There are also a variety of non-emergency programs available to assist the public, including fire prevention, smoke detector service, blood pressure screening, carbon monoxide testing, fire inspections, station and truck tours, and public speaking requests.

The City of Upper Arlington's testing period is open 1/2/17 – 2/28/17 for those interested in an excellent career in emergency services.

**Civil Service Tests for Firefighter/Paramedic are scheduled through National Testing Network at [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com) during select dates in January and February 2017. The Upper Arlington testing period will open on the National Testing Website on 1/2/17.**

### Qualifications

Those interested in the position of City of Upper Arlington Firefighter/Paramedic must meet a number of basic requirements. These include, but are not limited to the following. The applicant must:

- Be eighteen (18) years of age at the time of appointment
- Have a high school diploma or equivalent
- Possess a valid Ohio driver's license at time of appointment
- Possess a valid State of Ohio EMT-Paramedic certification at time of appointment
- Have an acceptable driving record. Charges of Driving Under Suspension (DUS), Driving Under the Influence (DUI), and/or Hit-Skip may disqualify the candidate from consideration
- Not have been convicted of or admitted to the commission of a felony
- Not have been convicted of or admitted to domestic related crime of violence
- Successfully pass the written Civil Service Examination
- Meet stringent physical requirements that include, but are not limited to: vision correctable to 20/20; the ability to pass a thorough physical examination which includes but is not limited to a stress test, hearing test, and a drug screening test; and possess the physical ability and agility to perform the duties of a Firefighter/Paramedic, including passing a physical agility test for admittance to the Ohio Fire Academy.

Once the Civil Service Commission Secretary receives the results of the written tests, all candidates will be notified of their written test score and rank. The Civil Service Secretary will notify the top group of candidates that they have been selected to take part in the physical agility test, and will send information regarding the physical agility test and practice opportunities. The physical agility test is administered by the Upper Arlington Fire Division. This is a pass/fail test, and candidates are required to successfully pass it in order to proceed to the background investigation phase.

Applicants with prior military experience who achieve the minimum score on the written test may be eligible for additional points when applying as a candidate to take the entry level written exam. **A copy of the applicant's DD-214 verifying military service will be required. Please email a copy of your DD214 to Julie Williams, Civil Service Secretary, at [uacivilservice@gmail.com](mailto:uacivilservice@gmail.com) before the testing period closes on 2/28/17.**

### **Background Investigation**

Those Firefighter/Paramedic candidates who are numerically ranked 1-15 following the written entrance exam and the physical agility test will undergo a thorough background investigation to ensure they are qualified to become a Firefighter/Paramedic for the City of Upper Arlington.

This process (which takes up to two months) includes, but is not limited to the steps listed below:

1. The candidate will complete a comprehensive personal history questionnaire.
2. Each candidate will complete and sign a personal inquiry waiver granting permission for the investigator to request personal and professional information deemed important to the selection process.
3. The investigator will conduct a review of the candidate's prior employment history, military service, financial records, educational records, and other information contained within the questionnaire to ensure that all information is complete, accurate, and that there are no misunderstandings between the applicant and the investigator.
4. The candidate's criminal history will be researched.
5. Once all required forms and preliminary information has been obtained, the investigator will conduct an in-depth background investigation. This will include contacting friends, family, business associates, past and present employers, and any other resources necessary to establish the credibility of the applicant.
6. When the initial phase of the background investigation is completed, a Licensed Certified Examiner selected by the Fire Division will administer a polygraph examination to the candidate. This exam will verify the truthfulness of the information the candidate provided to the background investigator.

**Please be advised, under Ohio Revised Code, Chapter 149, ALL material contained within a background investigation is public information and therefore must be released to any person making a public records request.**

### **Oral Review Board and Fire Chief's Interview Phase**

The top ranked candidates who have successfully completed all previous phases will participate in an Oral Review Board. The Fire Chief will determine the number of candidates invited to participate in the Oral Review Board. This is typically ten, in accordance with Civil Service Rule 9, B-1 (known as the Rule of 10).

Each candidate will be advised when and where he/she is scheduled to appear in front of the Oral Review Board. An invitation to appear in front of the Oral Review Board will be based upon the candidate's ranking on the Eligibility List. After receiving an invitation, the candidate MUST successfully complete the Oral Review Board in order to be considered for a position as an Upper Arlington Firefighter/Paramedic.

The Fire Chief selects the members of the Oral Review Board. Those serving on the Oral Review Board are not limited to sworn members of the Fire Division. The results of the Oral Review Board will be forwarded to the Fire Chief, along with the completed background investigation packet. Persons who fail the Oral Review Board will not proceed to the Fire Chief's Interview, and will be removed from the Civil Service List.

Each candidate MUST participate in an interview with the Fire Chief to be eligible for employment.

The Fire Chief will use Civil Service Rule 9, B-1 (known as the Rule of 10) to select a candidate(s) to be given a Conditional Offer of Employment.

### **Conditional Offer of Employment**

Following this Conditional Offer of Employment, the selected individual will:

1. Undergo an examination to determine if the applicant is psychologically and emotionally suitable to perform the duties and accept the responsibilities of a Firefighter/Paramedic.
2. Undergo a rigorous medical/physical examination, which includes, but is not limited to a stress test, hearing test, and drug screen results. This examination will also confirm that the selected individual has eyesight, or corrected eyesight, that meets the standards set by the Fire Division. The physical will establish that the candidate is medically able to safely perform the fundamental duties of a Firefighter/Paramedic.

If the selected candidate passes the psychological and physical examinations, he/she will be given a date to begin his/her first day of employment as a Firefighter/Paramedic with the City of Upper Arlington.

## Basic Training

The candidate MUST successfully complete, or have completed, a basic firefighter training course approved by the Fire Chief. This process is as follows:

**All applicants not currently certified as a firefighter** will be required to attend and successfully complete the Firefighter level II course, as designated by the Fire Chief. Should the candidate fail to graduate from the academy with all required certifications for any reason, to include but not limited to, academic standards, physical fitness standards, or any violation of honor, his/her employment with the Fire Division will be terminated.

**All applicants currently certified as a State of Ohio firefighter level II** may request to have the required basic training waived by the Fire Chief. This waiver of training will be considered on a case-by-case basis. The Fire Chief will consider, but not be limited by, the candidate's credentials, past work history, recommendations by the background investigator, comments from the Oral Review Board, information obtained during the hiring process, and the interview between the candidate and the Fire Chief. The decision of the Fire Chief is final.

## General Information

Once the Civil Service Commission establishes a Firefighter/Paramedic List, the List will remain active for one year. The list can be extended any length of time up to a maximum of one additional year, if requested by the Fire Chief and approved by the Civil Service Commission.

Additional reasons for disqualification of the applicant during any phase of the hiring process or background investigation are listed within the Civil Service Rules [Rule 6-D-1 (a) thru (q)]. Any candidate not selected for appointment may reapply for future positions six months from the date last examined.

The application process and written testing procedure fall under the explicit control of the Civil Service Commission. All questions concerning the written testing process should be directed to the Human Resources Office of the City of Upper Arlington at 614-583-5290.

All questions concerning the Fire Division, policies, and/or procedures of operations, benefits, salaries, job positions, and any other related topics should be directed to the Upper Arlington Fire Division Deputy Fire Chief at 614-583-5102. Applications containing minor omissions will be routinely processed if such deficiencies can be corrected before the interview process.

I hope this material will provide you with the information you need to pursue a career with the Upper Arlington Fire Division. Good luck on your application, and thank you for your interest in becoming a member of one of the finest fire divisions in the country.

The City of Upper Arlington is an equal opportunity employer.