APPLICATION AND DEADLINE

Applications are accepted on an ongoing basis and will be considered on a first come, first serve basis until positions are filled. Applications must be fully completed and all the required documentation must be attached for it be considered a valid application (this includes current employees). All applications must be completed online by visiting www.washingtontpw.org/government/employment.

Please review all the information on our website in addition to all application materials for complete details and eligibility. When completing your application, please complete all sections in full. If an area does not apply to you, type N/A. A resume may be attached as supplemental information only, but not in place of work history pages.

All applications submitted must include copies of your certifications (e.g. – Fire & EMS state cards, ACLS Provider, CPR, HazMat Operations, NIMS 100 & 700, Montgomery County, OH Standing Orders, Fire Safety Inspector), military discharge paperwork (full version) and CPAT or Kettering Sports Medicine (if applicable).

Once an application has been received, you will receive an email notification. While we understand that you are anxious to move forward in this process, please do not contact us to check on your application. All applicants will be notified of their status.

MINIMUM REQUIREMENTS

In-House Firefighters

- High school diploma or equivalent
- Ohio Firefighter I certification
- NIMS 100 and 700 (within one year of hire)
- HazMat Operations (within one year of hire date)
- Montgomery County, OH standing orders (within three months of hire date)
- Valid driver’s license
- Ohio EMT-Basic certification
- American Heart CPR

PAY

Hourly pay for a part-time In-House Firefighter/EMT is based on certifications that the Fire Department recognizes on a scale with steps. The pay range as of 12/30/20 is $13.91 to $22.27 per hour. Certifications that are recognized for pay increase include:

- Firefighter I
- Firefighter II
- EMT-Basic
- EMT-Paramedic
- Fire Safety Inspector
- Fire Apparatus Operator
- Crew Chief/Squad Leader
- Service Credit (Each continuous five years completed by 12/31 each year).

Starting pay examples:

<table>
<thead>
<tr>
<th>Certification Combination</th>
<th>Hourly Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firefighter I and EMT-Basic</td>
<td>$15.05</td>
</tr>
<tr>
<td>Firefighter II and EMT-Basic</td>
<td>$15.65</td>
</tr>
<tr>
<td>Firefighter I and EMT-Paramedic</td>
<td>$15.65</td>
</tr>
<tr>
<td>Firefighter II and EMT-Paramedic</td>
<td>$16.93</td>
</tr>
</tbody>
</table>
BENEFITS

Washington Township offers additional benefits to all regular part-time employees who have met eligibility requirements:

- Probationary period successfully completed (one year)
- Completed customer service training, as required
- Work a minimum of 1,040 hours from June 1 – May 31 (in 26 pay periods closest to those dates)

If these requirements have been met, part-time employees will receive information and an enrollment packet for the following benefits:

- A one-time payment at the first pay period in December of $650, provided they are in an active employee status.
- $15,000 life and AD&D insurance; tiered by age.
- Dental insurance (for self and dependents)

These benefits are subject to change and/or be discontinued.

WORK AND TRAINING SCHEDULES

Part-Time In-House Firefighters work every sixth day from 6 a.m. to 6 a.m. and may work no more than 1,470 hours a year.

Trainings are very important and we expect 100% attendance. A minimum attendance rate of 75% is expected before disciplinary action begins. Trainings are held multiple days and times throughout the week and the topic is the same for the entire week. Fire trainings are conducted the first and third week and EMS is conducted the fourth week. If you keep your training current, you will have enough continuing education credits to maintain your Fire and EMS certifications. You will have the ability to make-up trainings via recorded sessions or by submitting similar training from another fire department.

VIDEO/WRITTEN EXAM

This test assesses critical skills necessary to be a Firefighter/EMT and includes teamwork, human relations, reading ability and basic math skills. The examination is approximately two hours in length and a driver's license is required for admission to the test.

Applicants must be in the correct room and seated prior to the posted start time of the test. Late arrivals will not be admitted and there are no exceptions. All cell phones must be left in your car or at home. All telecommunications devices and watch alarms must be turned off. Calculators or dictionaries will not be allowed.

FINGERPRINT AND BACKGROUND PROCESS

Candidates will be fingerprinted and a valid driver's license with photo is required to complete this process. Fingerprints will be used for the purpose of having a criminal history report ordered for the background investigation process.

Candidates will be required to successfully complete a criminal background check and/or polygraph, a driver's license review and personal background investigation. The selection process may include: a review of application materials, written/video test, assessment center, oral board and additional interviews.
### INTERVIEW
Invited candidates will be interviewed for the position of Firefighter/EMT by an interview panel. Upon completion of the entire process, application materials will be forwarded to the Fire Chief for final review and a hiring decision.

### PHYSICAL ABILITY TEST
Candidates who are asked to move forward after the interview and background investigations, must pass a test measuring general physical ability prior to being hired. This portion of the process is approximately $100 - $125 and you are responsible for payment. We will accept the nationally recognized CPAT certification or you may take a similar test with Kettering Sports Medicine.

If you take and pass the Kettering Sports Medicine test and are hired, we will reimburse you for the cost of one physical ability test after you have successfully completed six months of service and receive a satisfactory evaluation with Washington Township. You will need to submit a request to us along with your receipt from Kettering Sports Medicine that shows the cost of the physical ability test.

### PHYSICAL EXAM AND DRUG SCREENING
As a part-time In-House Firefighter, each candidate is required to undergo and pass a thorough medical examination provided by Washington Township.

### EXPENSE REPAYMENT
Once an offer letter has been sent, you agree to continue employment with Washington Township and successfully complete your probation period. Probation is one year unless extended for performance issues. If you decide to leave prior to completing your probationary period, you are responsible for reimbursement of any expenses incurred by Washington Township during your hiring process.

### ORIENTATIONS
New employees will attend a paid orientation session. Orientations are divided into two parts. The first part of the orientation is spent reviewing Human Resources and Payroll. You will review and sign your new hire materials and this portion will generally last 1 to 1 ½ hours.

After you have finished with the first part of the orientation, you will have your picture taken for your employee ID and then you would move on to meet with the Fire Department. The last part of the orientation will last approximately four hours, where you will review work schedules, job expectation and obtain your gear. At this time, you may also have the opportunity to meet with the Chief, Deputy Fire Chief and Administrative Captain.