Steubenville Fire Department

Certified Firefighter/EMS List

Applications are being accepted for certified Firefighter/EMS candidates. A candidate can apply to be put on the Certified FF/EMS list at any time.

To apply, candidates must have a current Ohio FF II certification and an Ohio/National Registry EMT or above.

This list will be used along with the tested Civil Service entry level FF list to fill vacancies within the Fire Department as they occur.

To apply, send the application packet with all required documents to:

City of Steubenville Civil Service Office
c/o Certified FF/EMS List
115 S. Third St.
Steubenville, Ohio 43952

Required Documents:

- Application
- All waivers
- Copy of Ohio FF II and EMT (Ohio or National Registry) Certification
- Copy of valid driver's license

Certified Firefighter / EMS – Eligibility Requirements

To be eligible to apply to be put on the certified FF/EMS list and to qualify for the position, APPLICANTS MUST MEET THE FOLLOWING REQUIREMENTS:

1. Applicant must possess current certifications of Ohio FF II and Ohio/National Registry EMS of EMT or above.
2. Must be 21 years of age at the time of appointment. 20 years old to apply to be put on the certified FF/EMS list.
3. The maximum age of appointment to a FF/EMS position shall be 40 years of age.
4. Shall be a citizen and resident of the United States.
5. Shall be a high school graduate or hold a G.E.D. equivalent certificate.
6. Possession of a valid driver's license. Applicants must present a driver's license at the time of application.

Physical Requirements: All applicants must be physically fit and be able to perform all required tasks of the position.

In the event that the Applicant is a candidate for employment, said Applicant then must satisfactorily complete the following:

A. A background / security review.
B. A medical examination / pre-employment alcohol and drug screening.
C. A psychological examination.

Current Beginning Salary 2026:

$46,595.71	0-120 days
$49,923.98	120 days to 1 year
$53,917.89	1- 5 year

EMS stipends are paid in addition to base salary and are based on the level of Ohio EMS certification: Paramedic - $4,800 per year; Advanced EMT - $3,600 per year; EMT - $2,400 per year

Equal Opportunity Employer **Male/Female**

Approved in Civil Service Commission Minutes of November 16, 2022.

Job Description: Steubenville Fire Department

Firefighter:

Responsibility:

Working under the supervision of a Fire Captain or higher ranking fire personnel, the firefighter is responsible for performing duties in both emergency and non-emergency situations, related to fire protection, emergency medical services, hazardous materials response, and emergency management delivery. Firefighters protect life and property by responding to fire alarms, emergency medical calls, traffic accidents, rescue and other emergency calls. A firefighter is responsible for participating in training and independent study activities, public safety education programs, and is responsible for maintaining fire department apparatus, equipment and facilities. Responsibilities also include performing other related tasks as required and/or assigned.

Typical Tasks:

The tasks listed 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 or related to the position. Firefighters are responsible for performing all tasks as assigned.

- Responsible for following orders and directives from supervising officers.
- Responds to emergency and non-emergency incidents; provides appropriate services as required including emergency rescue and fire suppression; performs search and rescue for trapped or injured persons; performs emergency medical and first aid services as needed.
- Fight fires under departmental procedures and as directed by a fire company officer or higher ranking department officer; connects and lays hose lines, sets ladders and operates fire streams; uses hand and power tools to ventilate and enter burning structures for the purpose of extinguishing fires and to perform search and rescue operations; raises, lowers and climbs ladders to enter structures; performs salvage, clean up and overhaul operations during and after fires to remove hazards and protect property.
- Provides EMS response according to their individual level of certification. Tasks may include but are not limited to: initial patient assessment, cardiopulmonary resuscitation and trauma emergency medical care; prepares patients and assists in packaging and loading patients for transport. Now that the Department provides EMS transport services, newly hired firefighters will be required to work shifts on the Department Ambulances as part of their job responsibilities.
- Responds to a variety of hazardous materials incidents; to perform defensive or offensive activities which will be dependent upon levels of certification in accordance with state and federal regulations; maintains knowledge and training about hazardous materials.
- Participates in specialized rescue operations, including aerial and confined space situations involving the use of rigging and shoring; operates specialized hand and power tools and equipment to rescue victims of vehicle and other accident types.

- Acquires and retains a thorough knowledge of the City, including streets, buildings, water supply, unusual hazards and related items. Studies street and occupancy locations in assigned territory; studies building plans and fire prevention systems in assigned territory.

- Drives fire apparatus and/or operates fire apparatus on emergency calls and at the scene of incidents.

- Cleans and inspects equipment and apparatus after returning from a fire or other emergency incidents.

- Inspects equipment and apparatus daily and notifies superior officer of any maintenance issues.

- Operates numerous types of rescue and fire suppression equipment, and apparatus as necessary; operates, inspects and performs other technical tasks related to maintaining the apparatus, equipment, and facilities.

- Receives and relays fire alarms and calls. Operates radio and other communication equipment. Effectively communicates by voice or by radio with other firefighters and other emergency personnel to relay observations, equipment needs and other relevant information. Communicates with the general public and other City employees during emergency operations, performing community service and public education activities, and answering general questions.

- Under the supervision of a Company officer or a Fire Inspector participates in pre-fire and post-fire analysis; inspection of businesses, buildings, hydrants, and other structures in suppression pre-plan programs.

- Participates in cleaning and maintaining facilities, grounds, equipment and apparatus; ensures that appropriate conditions are maintained at assigned stations; ensures that all equipment and apparatus are in a constant state of readiness for emergency calls.

- Attends training courses; reads and studies assigned materials related to firefighting, fire prevention, and related subjects; participates in drills, demonstrations, and other hands on instructional sessions. Participates in training classes or drills conducted by Department Officers or other assigned personnel. May assists in training new employees as assigned.

- Gives tours of assigned stations, demonstrates fire equipment and apparatus functions, and participates in other educational programs for various groups and the general public pertaining to a variety of life safety topics.

- Participates in periodic fire drills, critiques drill participants on emergency procedures and instructs groups on such procedures.

- Uses department computer equipment to input, review and access records, information and other data. Participates in on-line training activities.

- Maintains required certifications in Firefighting and EMS as required by the Steubenville Fire Department and the State of Ohio, and maintains all other operational skills as trained.

- Maintains a positive working relationship with the public, other City employees, the City administration, and other Fire Department employees.

- May be required to give testimony in legal proceedings and in court.

- May be required to respond to major incidents while off duty; subject to the Department emergency call-out procedure.

- Performs other related job duties and related job tasks as assigned.

Necessary Knowledge, Skills and Abilities:

- Ability to understand and follow written and oral instructions.
- Ability to work well with others.
- Ability to maintain physical condition to the level required to perform assigned duties and responsibilities.
- Ability to perform effectively under stressful and adverse conditions.
- Ability to establish and maintain cooperative working relationships with those contacted during the course of completing assigned duties; including Fire department officers, co-workers, City and other government officials, community groups, and the general public.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to keep simple records and prepare reports.
- Possess an aptitude for mechanical work.
- Ability to engage in moderate to strenuous physical activity and work long hours under emotional stress and adverse conditions.
- Willingness to work in outside weather conditions subject to exposure to extremely hazardous conditions and materials.
- Ability to learn and apply standard firefighting, emergency aid, hazardous materials, and fire prevention techniques.
- Ability to climb ladders and work at considerable heights.
- Ability to obtain required certifications in firefighting, emergency care, and other related topics.

Training, Experience, and Requirements:

- Must have met eligibility requirements approved by the Steubenville Civil Service Commission in order to participate for the entry level firefighter exam.
- Must have been selected from the eligibility list for the position of Firefighter with the Steubenville Fire Department.
- Any equivalent combination of experience and training which provides the knowledge, skills, and ability to perform the required tasks.
- Firefighter I and II certification recognized by the State of Ohio.
- EMS certification at the EMT Level or higher recognized by the State of Ohio. Emergency Responder level for those hired prior to January 1, 2012.
- Active CPR certification, AHA Healthcare provider level.
- Any other certification required by the Department to perform the duties of Firefighter.
- Possession of a valid Driver's license.

CITY OF STEUBENVILLE – CIVIL SERVICE COMMISSION

115 S. Third St., Ste. 111
Steubenville, OH 43952
PHONE: (740) 283-6000, Ext. 1903
EMAIL – civil.service@cityofsteubenville.us

Employment Application

APPLICANT INFORMATION												
Last Name			First			M.I.		Date				
Street Address						Apartment/Unit #						
City			State			ZIP						
Phone			Social Security No.									
EMAIL			Position Applied For									
Are you a citizen of the United States?	YES ☐	NO ☐	If no, are you authorized to work in the U.S.?	YES ☐	NO ☐							
Have you ever worked for the City of Steubenville?	YES ☐	NO ☐	If so, when?									
Have you ever been convicted of a felony?	YES ☐	NO ☐	If yes, explain.									

EDUCATION								
High School				Address				
From		To		Did you graduate?	YES ☐	NO ☐	Degree	
College				Address				
From		To		Did you graduate?	YES ☐	NO ☐	Degree	
Other				Address				
From		To		Did you graduate?	YES ☐	NO ☐	Degree	

REFERENCES			
Please list three professional references.			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

PREVIOUS EMPLOYMENT

Company		Phone
Address		Supervisor
Job Title	Starting Salary $	Ending Salary $
Responsibilities		
From To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES ☐ NO ☐		
Company		Phone
Address		Supervisor
Job Title	Starting Salary $	Ending Salary $
Responsibilities		
From To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES ☐ NO ☐		
Company		Phone
Address		Supervisor
Job Title	Starting Salary $	Ending Salary $
Responsibilities		
From To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES ☐ NO ☐		

MILITARY SERVICE

Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

WAIVER AND SIGNATURE (PLEASE READ THIS STATEMENT CAREFULLY BEFORE SIGNING THIS APPLICATION)

A COPY OF YOUR CURRENT STATE ID/DRIVER'S LICENSE IS REQUESTED WITH THIS APPLICATION.

I have made application for employment with the City of Steubenville and hereby give permission to Steubenville to conduct an investigation for the purposes of determining my eligibility for employment. I authorize the City of Steubenville to conduct a thorough background investigation of my work and personal history, and verify all data given on this application and during interviews. I hereby release the City of Steubenville, and its representatives or agents, from any liability that might result from such an investigation. I authorize all individuals, schools, and firms named to provide any requested information and release them from all liability for providing the requested information. I request and authorize the City, County, State or Federal agency to furnish any information contained in their files under my name. I agree to hold any source of information blameless for any error in reporting this information, and I release all persons whomever from any damage as a result of furnishing said information. I further understand this completed form will become public record when submitted to the City of Steubenville.

I hereby waive all provisions of law forbidding my physician or other person who has attended or examined me for my employment and hereby consent that he or she may disclose such knowledge or information to the City of Steubenville. This investigation is for the purpose of determining eligibility for employment with the City of Steubenville and the information will be held in strict confidence. I understand an offer of employment is conditional upon proof of legal authorization to work in the United States as required by the Immigration Reform and Control Act.

I certify that the statements in this completed application are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal to hire.

Signature	Date

CITY OF STEUBENVILLE

AUTHORIZATION AND RELEASE FOR RECORDS AND SECURITY CHECK

The undersigned, who is a candidate for a position with the City of Steubenville, hereby gives and grants to the City of Steubenville, together with its Civil Service Commission and its relevant department, the right to inspect, examine and obtain the records of any Police Department, Court of Law, Branch of the Military or Security Service, for any citations, arrests, arraignments, or prosecutions issued or pursued against me by any law enforcement agency or authority.

The undersigned further releases and discharges the City of Steubenville, together with its Officers, Employees, Agents or Representatives, from any and all liability that may arise from or relate to conducting the within security check and/or examination of records.

Date: _____

_____
Signature

_____
Print Name