

Monroe Township Fire Department Licking County, OH

Job Posting:

The Monroe Township Fire Department is accepting applications for the position of full-time firefighter/paramedic. Applicants must possess both Ohio Firefighter II and Ohio EMT-Paramedic certifications prior to appointment unless granted an exemption to obtain Ohio Paramedic certification within one year of appointment. Applications are accepted on a rolling basis and Monroe Township accepts the National Testing Network test. The testing requirement may be waived by for candidates with fire service experience.

The Monroe Township Fire Department is also accepting applications for the position of lateral transfer full-time firefighter/paramedic. Applicants must possess both Ohio Firefighter II and Ohio EMT-Paramedic certifications prior to appointment and two years of employment as a full-time firefighter with a government agency. See attached document for additional information.

Current pay range for fulltime personnel which are adjusted annually are:

Entry level: \$84,438

Top level: \$95,765 (effective May 2024)

Applicants may be subject to interviews, a background check, drug testing, and a physical prior to hire. All applicants must also possess and maintain a valid Ohio driver's license.

The Monroe Township Fire Department is a rapidly growing fire department located in western Licking County along the Delaware and Franklin County borders. It serves Monroe Township, the City of Johnstown, and parts of the City of New Albany, Jersey Township, Liberty Township, and McKean Township. The service area encompasses 68 square miles and the department responds to more than 2700 calls for emergency service each year. The department staffs two stations with 8 firefighters on duty 24/7. The MTFD is the fire department that serves the new Intel Ohio site.

Priority may be given to applications received by January 31, 2024

Monroe Township Fire Department
186 E. Coshocton Street
Johnstown, Ohio 43031
740-967-2976

EMPLOYMENT APPLICATION

Date Completed by Applicant: _____

INDICATE POSITION(S) SOUGHT: ___ FULL-TIME ___ INTERMITTENT ___ VOLUNTEER

IMPORTANT! Please read the following before completing this form:

This application and supplemental application (if any) must be completed in your own handwriting (or Printed) in ink. A resume may be attached if you desire but only as additional information to this application. Answer all questions. If a question is not applicable to you, enter either "none" or "N/A" as appropriate. Any misrepresentation, falsification or omission is cause for disqualification. If additional space is needed to answer any of the following questions, use a separate sheet of paper and list information in order shown below.

PERSONAL INFORMATION

Name _____
Last First Middle

Have you been known under any other name? **Yes / No** If yes, list other names: _____

Address _____
(Include number, street, city, state, ZIP, and apartment number if applicable)

Cellular telephone number: _____

Are you a citizen of the United States? **Yes / No** Email address: _____

EDUCATION

Have you graduated from High School or obtained a GED? **Yes / No**

A copy of your High School Diploma or Certificate must be submitted prior to completion of application process.

College / University attended _____ From _____ To _____

Year Degree received _____ Type of Degree _____

IDENTIFICATION

Driver's License: State of Issue: _____ License # _____ Expiration Date: _____

A copy of your Driver's license must be submitted with this application.

Social Security #: _____

EMPLOYMENT HISTORY

List all full, part-time, and volunteer employers for the past ten years in reverse order (most recent employer first). **Do not omit any employers. Include volunteer fire department positions as well. Use extra pages if needed.**

Employer _____ Job Title / Position _____

Mailing Address _____ City _____ State _____ ZIP _____

Briefly describe your duties _____

Immediate Supervisor(s) _____ Telephone #: _____

Reason for leaving if not currently employed _____ Dates: _____

EMPLOYMENT HISTORY (CONT.)

Employer _____ Job Title / Position _____

Mailing Address _____ City _____ State _____ ZIP _____

Briefly describe your duties _____

Immediate Supervisor(s) _____ Telephone #: _____

Reason for leaving _____ Dates: _____

Employer _____ Job Title / Position _____

Mailing Address _____ City _____ State _____ ZIP _____

Briefly describe your duties _____

Immediate Supervisor(s) _____ Telephone #: _____

Reason for leaving _____ Dates: _____

Employer _____ Job Title / Position _____

Mailing Address _____ City _____ State _____ ZIP _____

Briefly describe your duties _____

Immediate Supervisor(s) _____ Telephone #: _____

Reason for leaving _____ Dates: _____

REFERENCES

In the area below, please list the names and other requested information for three people (other than relatives or past employers) whom we may contact for a recommendation. These individuals should be able to speak to your qualifications for this position. (Must include complete mailing address.)

Name _____ Address _____

City _____ State _____ ZIP _____ Telephone _____

Name _____ Address _____

City _____ State _____ ZIP _____ Telephone _____

Name _____ Address _____

City _____ State _____ ZIP _____ Telephone _____

CRIMINAL HISTORY

Have you ever been convicted of any violation of Federal, State, County, Township, Municipal, or other governmental law, regulation, resolution, or ordinance? Do you have any pending charges or indictments? **This includes traffic violations. Yes / No**

If yes, explain. _____

Is there any condition that you are aware of which would prevent you from performing the essential functions of the job for which you are applying?

CERTIFICATIONS (Ohio Recognized and attach copies if available)

Type of Certification	Certification Number	Expiration Date	Copy Submitted Y/N
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMERGENCY CONTACT

Name _____ Relationship _____

Address _____

Telephone (home) number _____ Pager number _____

Cellular number _____ Telephone (work) number _____

If you were referred by a current Monroe Township Fire Dept employee, please list the employee here: _____

I solemnly swear or affirm that the answers I have made to each and every question in this application, and supplemental application, if applicable, are complete and true to the best of my knowledge and belief. I hereby waive all provisions of law forbidding my physician or other person who has attended or examined me, employed me or who has information concerning me from disclosing any knowledge or information which they thereby acquired relevant to my employment and I hereby consent that they may disclose such information to the authorized representative or agent of the Monroe Township Fire Department.

Applicant's Signature _____ Date _____

Subscribed and duly sworn before me according to law, by the above named applicant this _____ day of _____, 20__ at _____ Licking County, State of Ohio.

This application must be notarized prior to acceptance by the Monroe Township Fire Department

FOR OFFICE USE ONLY:

Date: _____ Time: _____ Received by _____

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Monroe Township Fire Department
186 East Coshocton Street, Johnstown Ohio
740-967-2976
www.monroetownship.org

GENERAL INFORMATION

Position: Lateral Transfer Full-Time Firefighter
Supervisor: Station Officer
Starting Wage: \$74,068 to \$84,236* (\$95,765 in May 2024)
Application Deadline: Rolling

An employee application may be obtained at our headquarters station located at 186 East Coshocton Street, Johnstown, Ohio 43031 or by downloading from our website, www.monroetownship.org/fire-department/fire-department-employment/

Direct applications to the above address or FireChief@monroetownship.org

BACKGROUND

The Monroe Township Fire Department is a fast growing organization located in western Licking County along the Delaware and Franklin County borders. It serves Monroe Township, the City of Johnstown, and parts of the City of New Albany, Jersey Township, Liberty Township, and McKean Township. The service area encompasses 68 square miles and the department responds to more than 2700 calls for emergency service each year. The MTFD is the fire department serving the new Intel project. The department staffs two stations with 8 firefighters on duty 24/7.

MINIMUM QUALIFICATIONS FOR LATERAL TRANSFER ELIGIBILITY

- High school diploma, GED or equivalent required
 - Valid State of Ohio driver's license with good driving record
 - State of Ohio Firefighter level II (240-hour card)
 - State of Ohio Paramedic certification
 - Two (2) years of paid full-time municipal/government firefighting experience
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SELECTION PROCESS

Interested candidates must submit, by the posted deadline, their completed application, resume, copies of all certifications, driver's license, and background consent form to the Fire Chief or via email to firechief@monroetownship.org

Based on qualifications, candidates may be invited for at least one (1) but not more than three (3) interviews. Monroe Township Fire Department will determine the interview structure and interview questions.

Candidates must successfully pass or complete the following prior to being appointed the position:

- Physical Examination
- Drug Screen
- Background check (reference, work history, education, driver's abstract check)

ONBOARDING PROCESS

Once appointed by the Monroe Township Board of Trustees, all newly appointed firefighters are on probation for at least one (1) year. Probation period can be extended based on employee performance and behavior. Lateral transferred firefighters must complete a 10 shift orientation period and the MTFD mentorship program. Monroe Township considers lateral transfers as new hires and they may not carry over seniority from another department.

PAY AND COMPENSATION

- Starting pay step is based upon complete years of full-time service elsewhere (1 year of service is equal to 1 step of pay)
- 3% Pension Pickup
- Garcia Day
- Vacation accrual based upon years of total full-time service
- Possible incentives include:
 - \$5,000 paramedic incentive* (has been added to the above listed salary)
 - \$3,000 Physical fitness incentive
 - \$700 longevity after one (1) full calendar year, \$1,000 longevity after two (2) years, increased by \$100 each year after to a maximum of \$2,800
 - 3% for non-related associate's degree, 5% for non-related bachelor's degree
 - 5% for fire/ems/government associate's degree related to employee's job title
 - 8% for fire/ems/government bachelor's degree related to employee's (officers only) job title
 - Annual tuition reimbursement
 - 4:1 Sick Time sell back

The lateral transfers may transfer portions of unused sick leave and/or vacation time from previous full-time employment based upon Monroe Township policies. Vacation accrual and starting pay will be based on years of previous full-time service in accordance with the Monroe Township Employee Manual.
