894 DIAMOND PARK
MEADVILLE, PA 16335

PHONE 814-724-6000
FAX 814-333-3353

December 2024

City of Meadville
Pennsylvania

CIVIL SERVICE APPLICATION PACKET
FIREFIGHTER POSITION

INCLUDED IN THIS PACKET:

- City of Meadville Application Form
- Position Description
- Letter from Maryann Menanno, City Manager
- Full-time or Part-time sign-up sheet

REQUIREMENTS AT TIME OF APPLICATION:

- 21 years of age (Will be verified on driver's license)
- U.S. citizen
- Possess a high school diploma or GED (Provide copy of transcript or diploma)
- Possess a valid driver's license with no record of suspension or revocation (copy required)
- Possess a current EMT or Paramedic certification (copy required)
- Have successfully completed Fire Essentials Program (or equivalent) with Structural Burn documentation (copy required)
- Possess a Hazardous Materials Operations training certificate (copy required)

You agree to submit to a written exam, physical ability test, oral interview, background check, psychological evaluation and drug test.

INSTRUCTIONS:

1. Application must be completed in its entirety and notarized
2. Provide copy of DD-214 (if requesting Veteran's preference)
3. Provide copy of PA EMT-Paramedic License (if requesting preference points)
4. Provide copies of all required certifications listed above
5. Provide copy of current driver's license
6. Indicate choice of part-time or full-time, sign and return
7. Remit a $25 filing fee (nonrefundable), payable to "City of Meadville"
8. Return completed and notarized application, copies of certifications and driver's license, along with payment by certified mail or hand delivered to Civil Service Board, City of Meadville, 894 Diamond Park, Meadville, PA 16335. Deadline is February 12, 2025 at 4 p.m.
9. **Any applicant who fails to properly complete the application form or falsifies information will be denied the opportunity to take the agility and written exams.**

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Dear Firefighter Applicant: December 6 2024

I encourage you to consider a position with the City of Meadville's Fire Department, a department that is dedicated to the protection of the lives and property of our citizens. It is a job that is both exciting and rewarding in nature.

The Fire Department serves a population of just over 13,000, with a coverage area of 4.2 square miles that includes residential, industrial and commercial areas, along with a prominent small liberal arts college and an award-winning medical center. The department has an updated fleet to respond to nearly 3,000 emergencies a year.

The City budgets for a complement of 21 full-time firefighters, plus a Fire Chief, and 6 part-time firefighters. Meadville firefighters are represented by the International Association of Fire Fighters (IAFF), Local 515 and operate under a collective bargaining agreement with the City that dictates employment terms, wages and benefits. We anticipate that a full-time position will become available soon and intend to fill part-time positions as well.

Our Department is looking for qualified applicants who have a dedicated interest in fire protection and public safety. Please carefully read the information contained in this application packet. If you meet the requirements and have the desire to serve the City of Meadville, I encourage you to submit your application for the Civil Service examination process. The City of Meadville is an equal opportunity employer and we invite all eligible applicants to apply.

Sincerely,

Maryann Menanno
City Manager

CITY OF MEADVILLE
POSITION DESCRIPTION

Class Title: Firefighter/EMT
Division: Fire
Location: Central Station

FLSA Status: Non-exempt
Salary Range: Contract
Union: IAFF-515

GENERAL PURPOSE:
Protects life and property by performing fire fighting, emergency aid, hazardous materials, and fire prevention duties. Maintains fire equipment, apparatus, and facilities.

SUPERVISION RECEIVED:
Works under the general supervision of a Fire Chief, Captain and/or Lieutenant.

SUPERVISION EXERCISED:
May assist to coordinate, instruct, or supervise the work of volunteer firefighters, and new recruits as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs firefighting activities including driving fire apparatus and vehicles, operating pumps and related equipment, laying hose, and performing fire combat, containment and extinguishment tasks.
- Performs emergency aid activities including administering first aid and providing other assistance as required.
- Attends classes in firefighting, emergency medical, hazardous materials, and related subjects.
- Receives and relays fire calls and alarms. Operates radio and other communication equipment.
- Participates in the inspection of buildings, hydrants, and other structures in fire prevention programs.
- Maintains fire equipment, apparatus and facilities. Performs minor repairs to departmental equipment.
- Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.
- Assists in developing plans for special assignments such as emergency preparedness, training programs, firefighting, hazardous materials, and emergency aid activities.
- Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.

PERIPHERAL DUTIES:
Assists in supervising volunteer firefighters as required. Assists in training new employees, as assigned.

QUALIFICATIONS, SKILLS, KNOWLEDGE REQUIRED:

EDUCATION AND TRAINING:

a. High school diploma or GED equivalent
b. Successful completion of Emergency Vehicle Operation Course
c. Possession and maintenance of current PA or National Register EMT certificate
d. Possess Basic Vehicle Rescue Tech Certification
e. Successful completion of Essentials of Firefighting Training with documented structural burn

session

f. Possess Hazardous Materials Operations Certificate at time of employment.

SKILLS:

1. Ability to learn the operation of fire suppression and other emergency equipment
2. Ability to apply standard firefighting, emergency aid, hazardous materials and fire prevention techniques
3. Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke
4. Ability to act and react effectively in emergency and stressful situations
5. Must be able to read and write the English language
6. Ability to follow verbal and written instructions
7. Ability to communicate effectively orally and in writing
8. Ability to establish effective working relationships with employees, other agencies, and the general public.

ADDITIONAL REQUIREMENTS:

1. Must be 21 years or older at time of application
2. Must possess a valid Motor Vehicle Operator's License
3. Must be a U.S. citizen and successfully pass a background investigation
4. Working knowledge of first aid and resuscitation techniques
5. Working knowledge of fire suppression and prevention principles, procedures, technique and equipment
6. Must obtain all required clearances of the Pennsylvania Child Protective Services Law

TOOLS AND EQUIPMENT:

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

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 day-to-day physical demands of the position are reflected in the Civil Service physical agility tests. Candidate must possess the physical abilities to pass the Civil Service test in order to perform adequately as a firefighter.

Strenuous and prolonged peak effort under adverse conditions is often required while fighting fires and during emergency situations.

Employee must frequently move up to 50 pounds and occasionally move up to 175 pounds. Employee must have acute senses, quick reaction time, be able to move swiftly, be able to observe and record details, be able to ascend and descend ladders or other high precarious places.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee works near moving mechanical parts and in high, precarious places and is exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate, except during certain firefighting or EMT activities when noise levels may be loud.

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.

SELECTION GUIDELINES:
Formal application; physical fitness test; written exam; oral exam; medical exam, psychological exam; background verification and check; final selection.

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

Approval: _____ _____
Supervisor Date

Approval: _____ _____
City Manager Effective Date

Revision History: April 2019/February 2015/July 2013/July 2012

APPLICATION FOR EMPLOYMENT
CITY OF MEADVILLE, PA
We are an Equal Opportunity Employer
IF YOU ARE A PERSON WITH A DISABILITY AND NEED ASSISTANCE COMPLETING THIS APPLICATION FORM PLEASE CONTACT: Maryann Menanno, City Manager at 814-724-6000 – mmenanno@cityofmeadville.org

Please Print or Write Answers to all Questions in Your Own Handwriting, Submitted Application must have Original Signature. Do not leave blank spaces.

CIVIL SERVICE POSITION ____ YES ____ NO

NAME _____ **DATE** _____
Last Name *First Name* *Middle Initial*

ADDRESS _____

TELEPHONE (_____) _____
Area *Home* *Cell* *Email*

Type of Work Desired _____ **Lowest Acceptable Salary** _____
Will you Accept Temporary Work? ____ Yes ____ No Will you Accept Part time Work? ____ Yes ____ No
Are you 21 years of age or older? ____ Yes ____ No

Are you legally authorized to work in the U.S.? ____ Yes ____ No (If hired, you will be required to provide proof of work authorization)
Have you ever been convicted of a felony? ____ Yes ____ No
If yes, 1) nature of crime, 2) date of conviction, and 3) state in which convicted. (Convictions are not an automatic bar to employment)

EDUCATION

Type	Name/ Location	Course	Diploma
High School			
College/Business			
Technical or Other			

EMPLOYMENT RECORD

Company Name & Address	Kind Of Work	Date Started/Left	Rate Of Pay	Reason For Leaving
1.				
2.				
3.				

Is it OK to check with your current employer? ____ Yes ____ No

If required to drive a motor vehicle for the job applying for, do you have a valid motor vehicle operator's license?
____ Yes ____ No CDL _____

Please list any additional information that relates to your ability to perform the job for which you have applied - such as licenses, professional memberships, hobbies, certifications, etc.

_____ (**Attach EMT; Act 120 Certification, as required)**

EMPLOYMENT REFERENCES (Do Not Include Relatives)

Name	Address	Occupation	Years Known	Phone #
1.				
2.				
3.				

****U.S. MILITARY SERVICE****

Branch of Service _____ Rank _____ From _____ To _____

Type of Discharge _____ **(Attach DD-214)**

Are you claiming veteran's preference? ____ Yes ____ No

Note: (If claiming veteran's preference a certified copy of the DD-214 must be attached)

Are you currently a member of the U.S. Military Reserve? ____ Yes ____ No

If Yes, what branch? _____ Where? _____

CERTIFICATION

The City of Meadville is an Equal Opportunity Employer and vows not to discriminate on the basis of race, religion, age, color, sex, creed, national origin, ancestry, or disability when considering applicants for prospective employment.

APPLICANT'S STATEMENT

All information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentation or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired.

I understand that this application is not a contract of employment. I understand that unless I am covered by a collective bargaining agreement or otherwise contractually bound to my employer my employment is terminable at will, either by myself or the City of Meadville, regardless of the length of my employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand that if offered employment with the City of Meadville, I will be required to take a medical examination which may include drug testing.

I understand this application will be active for a period of ninety (90) days; after that time, if I wish to be considered for employment, I must update this application in the Personnel Office.

I authorize the company to investigate my work, criminal and personal history and verify all data given on this application, or related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employers if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

X SIGNATURE: _____ **DATE**: _____

The notary section below applies only to Civil Service Positions

Commonwealth of Pennsylvania, County of _____

SS:

Personally appeared _____ the above applicant, who, being duly _____deposes and says that each of the foregoing statements subscribed by him/her verily believes the same to be true.

_____and subscribed before me.

This _____ day of _____ A.D., _____

_____

Signature of Applicant

(to be made in presence of attesting officer)

_____

Signature of Attesting Officer (Seal)

Effective Date 9/24/2021

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From the Office of the Civil Service Board

FIREFIGHTER TESTING

APPLICANT:

Please indicate below if you wish to be considered for part-time, full-time, or type of employment with the City of Meadville Fire Department. Eligibility is subject to successful completion of the Civil Service application and testing process. The job description, application process, the physical agility test, and the written exam are identical for both part-time and full-time positions. Available full-time positions will be filled first. Part-time positions will be filled second. Please note, after initial hiring, future full-time positions will be filled by promotion from the ranks of part-time firefighters first.

Please check the appropriate box, print name, sign and date.

☐ Part-time only

☐ Full-time only

☐ I wish to be considered for either part-time or full-time

Name (Please Print)

Signature Date