CITY OF KENT, OHIO

CIVIL SERVICE

THE KENT CIVIL SERVICE COMMISSION ANNOUNCES
A COMPETETIVE EXAMINATION FOR THE POSITION OF

FIREFIGHTER/PARAMEDIC

WRITTEN EXAM DATE/TIME:	**Saturday, January 9, 2027** **9:00 am *(No admittance after 9:15)***
WRITTEN EXAM LOCATION:	**Kent Police Department Community Room** **301 S. Depeyster St., Kent, Ohio 44240**
SALARY RANGE:	**$69,512.76 - $92,385.42/annually**

Examination will be used to establish an eligible list for the classification of ***Firefighter/Paramedic***.

Proof of possession of Emergency Medical Technician-Paramedic (EMT-P) certification required at time of appointment. **If the applicant possesses EMT-P certification at time of application, a copy of such certificate must be submitted with the Civil Service application.**

Special Note: *Employees of the Kent Fire Department shall be required to reside within one of the following counties: Portage, Summit, Cuyahoga, Geauga, Trumbull, Mahoning, Lake, Ashtabula, Columbiana, Carroll, Tuscarawas, Holmes, Wayne, Medina or Lorain. (Ord. 2025-102, passed November 19, 2025).*

Application: Applications and information are available online at www.kentohio.gov/our-government/job-opportunities. Application, resume, and cover letter may be emailed to civilservice@kentohio.gov or returned via U.S. mail to Kent Civil Service, 319 S. Water St., Kent, Ohio 44240. ***Please note*** that in the event of tie scores on the examination, priority on the eligible list shall be determined by the date and time the application was filed with the Commission.

Deadline: A complete Civil Service application accompanied by a cover letter and resume, as well as any relevant documentation, must be received by **4:00pm on December 31, 2026.**

Examination Process: A written examination will measure an applicant's knowledge, skills, and abilities as exemplified in this posting. Only those candidates who successfully pass the written examination with a score of 70% or better will be placed on the eligible list.

Responsibility: The firefighter/paramedic is responsible for the preservation of life and property through the use of fire suppression, emergency medical, fire prevention and specialized rescue techniques. Work requires residence at the fire station 24 hours at a time. Works with or without the direct supervision of a captain or lieutenant. Performs other job-related duties as required.

Typical Tasks (Illustrative only): As a member of a fire suppression team, responds to alarms or accidents by truck, engine, or rescue vehicles. Forcible entry and/or ventilation may require the use of tools such as crow bars, sledgehammers, saws, torches, axes, hydraulic equipment, raising of ladders. Entry may be made at ground level, from roofs, through windows and/or from ladders or other means necessary to gain entry.

Extinguishes fire by advancing charged hose line and/or other extinguishing agents from ground level, from ladders, platforms, other buildings, or any other source. Operates or uses equipment and tools such as hammers, saws, sledgehammers, axes, generators, fans, cutting torches, picks, pry bars, couplings, hoses, hose tips, ladders, air masks, two-way radios, pumps, pike poles and ropes.

Performs salvage operations. Duties may require the firefighter/paramedic to walk or crawl on weakened structures, beams, roof tops, other precarious and difficult situations. Ventilates structures by chopping holes, breaking windows, or other forms of venting. Performs salvage operations such as throwing salvage covers and removing charred materials, water, and debris. May secure premises by boarding windows, doors, holes in roofs, and any other form of egress.

Is alert for arson conditions. Operates pumper and calculates pressure needed to supply water to nozzle tip. Is exposed to dangerous heat, flame, toxic smoke, chemicals, gas, explosions, and other risks.

May work as a member of a hazardous material team in hazardous environments and/or in encapsulated suits.

Searches for and rescues trapped victims at accident or other emergency incidents by carrying them up or down ladders, carrying, dragging or guiding through openings. Administers emergency medical treatment and transports to hospital. May be exposed to contagious disease.

Cleans and maintains apparatus, quarters, buildings, equipment, grounds, hydrants, and other relevant equipment.

Participates in training classes. Performs building inspection and hydrant inspection. Participates in fitness activities.

May be involved in a variety of special rescue situations including water rescue, ice rescue, high angle rope rescue, confined space rescue, trench rescue requiring the use of ropes, boats, shovels, life vests, harnesses, webbing, air shores, saws, hammers, tape measures, or other specialized rescue equipment.

Gives public tours. Teaches fire prevention classes to a variety of audiences. Speaks to public groups. Prepares reports.

Minimum Qualifications: High school graduation or GED. Possession of Emergency Medical Technician Paramedic (EMT-P) certification or ability to obtain EMT-P certification by time of appointment. Must maintain paramedic certification as condition of continued employment. Minimum age 21. Must become state-certified firefighter by completion of the probationary period, which is one year after date of hire. Must possess a driver's license and have and maintain a good driving record in keeping with the City's Motor Vehicle Safety and Usage Policy; free from felonious driving convictions or six (6) point BMV administrative actions within the past three (3) years; and eligible to obtain Ohio driver's license within thirty (30) days of appointment to position.

Residency Requirement: *Employees of the Kent Fire Department shall be required to reside within one of the following counties: Portage, Summit, Cuyahoga, Geauga, Trumbull, Mahoning, Lake, Ashtabula, Columbiana, Carroll, Tuscarawas, Holmes, Wayne, Medina or Lorain*.

Must be in good physical condition, free from fear of heights, water, and working in confined spaces; good medical condition; good vision including color perception; and good hearing.

Good judgement, mechanical aptitude, math ability, and reading comprehension. Ability to follow and carry out orders/instructions. Ability to adapt previous knowledge to atypical situations.

Ability to work in dangerous conditions and in inclement weather while wearing uniform or protective equipment in excess of 50 pounds; ability to work 24-hour shifts, ability to communicate orally and in writing; ability to learn street routes and locations; ability to work in smoke-filled areas, climb ladders, and work from considerable heights and in unsafe structures; ability to drive and operate large apparatus; ability to work well with others and with the public.

Essential Functions for Firefighter/Paramedic:

1. Responds to fire, emergency medical incidents, or other rescue incidents by driving or riding on fire engine, ladder truck, rescue truck, or other vehicles that are requested.
2. Forcibly enters structures by breaking windows, forcing doors using a variety of tools or other means necessary.
3. Rescues trapped or injured persons from vehicles or from burning or smoke-filled buildings by carrying, dragging, or guiding victims as the leave the structure.
4. Provides emergency medical treatment to inured or ill victims. Firefighter/paramedic provides emergency medical treatment by performing venipuncture, intubation, EKG interpretation, administers drugs using mathematical formulas or other treatment required by protocol. Carries and/or lifts victims to medical unit then transports them to hospital.
5. Carries fire hose and heavy equipment such as fans, tools, ladders, extinguishers to and from roof tops, basements, up and down ladders and steps, through windows to reach fire scene.
6. Extinguishes fire by advancing charged hose lines, ventilating structure and/or applying other extinguishing agents from the ground, ladders, roof tops, platforms, or other base of purchase.
7. Walks, climbs, and/or crawls on roof tops, beams, flooring in smoke-filled structures that may be unsafe, in highly dangerous, stressful, and physically demanding conditions, while wearing uniform or protective equipment weighing more than 50 pounds. Identifies odors, signs and sounds of danger, and colors of smoke.
8. Uses tools and equipment such as pumps, hammers, saws, sledgehammers, axes, generators, ropes, fans, cutting torches, wrenches, couplings, picks, pry bars, air masks, two-way radios, hoses, and ladders.
9. Overhauls structures by removing debris, funneling water, or chopping holes in walls, floors or other structural members to complete fire extinguishment.
10. Replaces equipment on vehicles after an emergency incident by loading hose, cleaning or repairing equipment, fills air bottles, washes and dries vehicles. Cleans and maintains apparatus, quarters, buildings, equipment, grounds, and hydrants.
11. Responds calmly and effectively with the public, doctors, nurses, police officers, and co-workers. Prepares written reports and gives oral reports.
12. Ties knots to secure equipment, vehicles, or themselves in rescue situations. Walks or crawls in confined spaces above or below ground in light or darkness.

Military Service: Twenty percent (20%) extra credit for an applicant who has completed service in the uniformed services, and has been honorably discharged, or has transferred to the reserve with evidence of satisfactory service, or is a member of the National Guard or a reserve component of the armed forces of the United States who, at the time of examination, has completed more than 180 days of active duty service pursuant to an executive order of the President of the United Staes or an act of the Congress of the United States

OR

Fifteen percent (15%) extra credit for any applicant who is a member in good standing of a reserve component of the armed forces of the United States, including the National Guard. The applicant must submit proof that the applicant successfully completed entry-level training.

Extra credit will be added to a composite score only after a passing score has been attained.
A copy of the applicant's honorable discharge, the DD-214, or certificate of service MUST BE SUBMITTED WITH THE CIVIL SERVICE APPLICATION at the time of applying.

Accommodations for Testing: Persons requesting an accommodation for testing must provide seventy-two (72) hours written notice to the Kent Civil Service Commission to have the request considered.

Special Note: In order to be admitted to the written examination, applicants must present valid photo identification (such as a driver's license). **Only those qualified applicants that have filed an application with the Civil Service Commission will be admitted to participate in the examination.** All reference materials needed for portion of the exam will be provided at the time of the examination.

Firearms, deadly weapons, and dangerous ordnances or not permitted at the testing site.

The duties listed above are intended only as illustration 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.

The City of Kent provides equal employment opportunities and does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in all employment practices in accordance with applicant federal, state, and local laws.

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

The City of Kent is committed to fostering a workforce that is just as diverse as our community. If you share in this commitment, have a desire to make a difference, and are interested in a meaningful career serving the public, please consider a career with us. Our commitment to diversity creates an atmosphere that is empathetic and understanding of our residents' needs and perspective. The City of Kent actively seeks and encourages applications from persons with diverse backgrounds and characteristics to join our team.