

To qualify for the position of Firefighter with the City of Columbus Ohio, candidates must complete the following steps in the testing and selection process.

### Making the Decision

When considering a career in the Fire Service, many people immediately focus on the risks involved. However, a career in the Fire Service is both challenging and rewarding. The City of Columbus, Division of Fire has an extensive three-year Journeymen Firefighter program that prepares men and women for the challenges an emergency situation involves. The Division of Fire has a strong focus on the initial training as well as continuing education of fire personnel, which gives the City of Columbus one of the best fire divisions in the country. This training, the teamwork, and trust in other firefighters are tools necessary for this level of responsibility. Focus should be placed on protecting the health and safety of others, which provides personal rewards that are immeasurable. In addition, the typical work schedule allows for quality time with friends and family, and other interests.

Prior fire experience is NOT required, so if you are ready for a rewarding career that will provide life-long skills and challenges, please consider this career! For questions in this step, please call Fire Recruiting at (614) 645-6387.

### YES!! I want to be a Firefighter!!

Applications are accepted for a limited time before the Civil Service Examination is offered. To be notified of this time period, complete a Job Alert request. Notifications will be sent to those who have expressed interest with Civil Service. To submit the Job Alert request for Firefighter please visit our website at <https://www.columbus.gov/civilservice/> to “log in” and “create an account.” You may then select “Fire & EMS” OR select the “Job Class Info” tab, search for Firefighter (3090) and select “Subscribe.” Be sure to include any other positions you may be interested in with the City of Columbus. We generally accept applications for a limited number of weeks, so be sure you have expressed interest so that you do not miss this time period! If you have any questions please call Civil Service Commission staff at (614) 645-0879, or email [PoliceFireTesting@columbus.gov](mailto:PoliceFireTesting@columbus.gov)

## Application

An application must be submitted to the Columbus Civil Service Commission during the approved application filing periods. Completion of the job interest form does not substitute for an application (see YES!! I want to be a Firefighter!!). The application requirements are:

- at least 17½ years of age at the time of application and 18 years old at time of hire;
- Possession of a valid driver's license at time of appointment;
- high school diploma or GED at time of appointment;
- U. S. citizen at time of application.

See also Background Removal Standards provided online.

## Civil Service Exam

If the application is approved, the Civil Service Commission will notify the applicant of the time and place to report for the examination. Prior to the test, preparation materials will be provided and information sessions will be offered. Candidates are strongly advised to utilize these materials and attend these sessions. The examination will include a multiple-choice test, an oral exam and a physical capabilities test. Candidates who pass all three phases of the exam will be placed on an eligible list based on their final score.

## Background Investigation

Candidates who score well enough on the Civil Service examination(s) to begin the background process will be sent a personal history statement (PHS) by email. At a later date, candidates will be required to attend a pre-interview with a background investigator at the background office. Pictures, fingerprints, and waivers will be completed to assist in an extensive background investigation. Candidates' PHS will be reviewed to ensure compliance with the background removal standards prior to scheduling of the polygraph examination.

Candidates will then complete a pre-polygraph questionnaire and the polygraph examination will be conducted to verify the accuracy and completeness of all the information provided. The Civil Service Commission will review the polygraph summary and PHS to ensure there are no violations of the background removal standards for employment with the Division of Fire.

The background investigative summary is sent to the Oral Review Board, which consists of Columbus Division of Fire personnel. Candidates are required to be interviewed by this board and questions will be asked regarding the background investigation.

## Safety Director Review

Oral Review Board recommendations and background investigations will be reviewed by the chain of command and a summary will be forwarded to the Director of Public Safety. The Director will make the final decision regarding conditional offers of employment. Candidates not selected will be notified of this decision by email. Candidates who receive conditional offers will be notified by email and mail by the Safety Director's office.

## Post-Offer Medical and Background

After being given a conditional offer of employment, additional background investigation steps will be conducted including completion of a supplemental questionnaire and a second polygraph to address drug use questions. A rigorous medical examination will also be administered, including vision, cardiovascular stress test, and a psychological screening. These tests must be passed before you can be appointed to the position of Firefighter. The vision requirements state that vision must be correctable to 20/30 and no more than 20/100 uncorrected binocular. There is currently no color vision requirement for Firefighter.

## Appointment

Candidates selected for employment will be notified by letter of an appointment date to the Fire Training Academy.

Upon completion of the training academy, candidates must maintain valid Firefighter II, Emergency Medical Technician Basic (EMT-B) AND Fire Safety Inspector certifications issued by the State of Ohio.

## **SPECIAL NOTE**

The Division of Fire must maintain a required number of Firefighters who possess an Emergency Medical Technician-Paramedic certificate. Some Firefighters may be required to obtain and retain this certificate after becoming a Journeyman Firefighter.

## **FREQUENTLY ASKED QUESTIONS**

*How many people will be hired?*

The number of individuals hired will depend upon several factors such as the budget, the number of retirements, and the overall need of the Division of Fire. Since these factors vary annually, it is difficult to identify the number that will be hired in any given year.

*When will the next class start?*

This question is similar to the previous one in that it is determined by the needs of the Division.

*What are my chances of becoming a Firefighter?*

Many individuals express interest in employment with the City of Columbus, Division of Fire. Since the selection process is competitive, with a limited number of individuals that will be successful, those numbers can be overwhelming. However, the number of individuals who are truly committed to becoming a Firefighter drops dramatically. There are a great number of individuals who do not commit themselves to what is required for this process. It is an extremely important position with great responsibility that must include a rigorous selection process. When you consider this position, you should also consider the many rewards that come with this position. We encourage you to commit yourself to this process.

*How will I be contacted about the test?*

Our primary form of communication is email. Be sure to check your email frequently. Keep your email address and home address current with us!!! You will miss important information unless your address is kept current with the Civil Service Commission and the Division of Fire. Should your information need to be updated; you can do this anytime by updating your City of Columbus job profile online at:

<https://www.columbus.gov/civilservice/>