



Massillon Civil Service Commission

NOTICE OF EXAMINATION **April 21, 2025**

The Massillon Civil Service Commission will conduct a competitive promotional examination for the position of **Fire Captain** in the Massillon Fire Department.

APPLICATION

Please complete an online application at

<https://massillonohio.gov/city-services/city-services/job-opportunities/>

Upon completion of the application you will receive an email from Civil Service detailing what documentation to send in to sit for the exam.

Deadline: Thursday May 15, 2025 by 4:00 PM

Late applications will not be accepted.

ELIGIBILITY

At this time, eligible participants include the rank of FIREFIGHTER (as restricted below):

To apply you **MUST** have completed not less than forty-eight (48) months of service, not including the probationary period, before the date of the written examination in the rank of Firefighter/Paramedic or Firefighter. **(ORC 124.45)**

Lateral transfer Firefighter/Paramedics or Firefighters must also have completed thirty (30) months of service, not including the probationary period, with the Massillon Fire Department.

WRITTEN EXAMINATION (60% of score)

Wednesday May 21, 2025

LOCATION: Massillon Recreation Center

CHECK-IN TIME: 8:30 – 8:55 AM **EXAMINATION TIME:** 9:00 AM – 12:00 PM

SCOPE: The written examination component will be conducted by the Ohio Fire Chiefs Association and shall consist of 160 questions to be drawn from:

BOOK TITLE	AUTHOR
The Art of Reading Buildings	Mittendorf/Dodson
Fire Officer's Handbook of Tactics 5th Edition	Norman
Fire Officer, Principles and Practices 4th Edition	IAFC/NFPA Jones & Bartlett
Five Alarm Leadership	Lasky / Salka

Exam Entrance: Candidates will only be admitted to the written examination by presenting a Driver License or other form of photo identification acceptable to the examiners.

Review Period: Following the exam, candidates may review the test and an answer key on Thursday May 22nd from 9 am – 1 pm. Candidates are entitled to dispute the validity of any question in writing at that time. Disputes will not be accepted after 1 pm. If necessary, the Civil Service Commission will meet Tuesday May 27th at 5:00 PM to rule on any disputes. Exams will not be graded until after disputes have been ruled upon. Exams will be graded by Friday May 30th, 2025. On Monday June 2nd from 9 am – 12 pm, candidates are entitled to review their graded exam key for correctness. Disputes will not be accepted after 12 pm. If necessary, the Civil Service Commission will meet Tuesday June 3rd at 5:00 PM to rule on any disputes. The decision of the Civil Service Commission to accept or deny disputes will be final.

ASSESSMENT CENTER (40% of score)

Candidates with the top twelve written test scores (with bonus credit and seniority points) who pass the written examination with a 70% are eligible to move on to the assessment center. The Assessment Center exercises will be based on the tested position's job requirements.

Tuesday June 17th and Wednesday June 18th, 2025

LOCATION: To Be Determined **TIME: 8:00 AM**

ASSESSMENT CENTER OVERVIEW: The OFCA will provide an overview of the assessment center for questions on **Monday June 16th, 2025 at 16:00 hours at Fire Station # 1**. Participants are not required to attend the overview, however it is advisable.

Review Period: Following the Assessment Center, candidates may dispute the validity of any Assessment Center exercises' relation to the job requirements of the position tested on Friday June 20th from 12 PM – 2 PM. Disputes will not be accepted after 2 PM. If necessary, the Civil Service Commission will meet Monday June 23rd at 5:00 PM to rule on any disputes. The decision of the Civil Service Commission to accept or deny disputes will be final.

BONUS CREDITS

Bonus Credit: Massillon Civil Service is offering a 10% bonus credit for Fire Officer 1 Certificate. *Bonus is only added to passing scores of 70%.* Bonus Points are determined by multiplying Raw Score (RS) by Bonus Credit to determine the number of Bonus Points (BP) to be applied.

Seniority Credits: Seniority Points (SP) shall be given as follows: one point shall be added for each of the first four years of service and six-tenths of a point shall be added for each year for the next ten years of service. In computing the credit for seniority, half of the credit above set out shall be given for a half year of service. No credit for seniority shall be added to an applicant's grade unless the applicant achieves at least the minimum passing grade on the examination without adding such credit.

SCORING

Written Grade * 60% = Weighted Written Score (WWS)
Assessment Grade * 40% = Weighted Assessment Score (WAS)

WWS + WAS = RAW SCORE (RS)
RS + BP + SP = FINAL CERTIFIED SCORE

Final Certified Score will determine placement on the Fire Captain's eligibility list. Department seniority will determine placement in the event of tie scores. In the event of a tie score, the candidate with the most seniority within the department shall be placed ahead of the junior candidate.

The FINAL TOTAL SCORE will determine the promotional list which will be valid for 2 years from the date of being certified by the Civil Service Commission.

**By Order of Massillon Civil Service Commission - Elaine Campbell,
Megan Starrett & Aaron Violand**

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