



# FIRE CIVIL SERVICE COMMISSION NOTICE OF TESTING COMPETITIVE EXAMINATION AND CERTIFIED LIST OF ELIGIBILITY FOR THE POSITION OF FIREFIGHTER/ EMT-BASIC IN THE MARTINSBURG FIRE DEPARTMENT

**Notice is hereby given that the Martinsburg Fire Civil Service Commission is accepting applications to test for the position of Firefighter/EMT-Basic in the Martinsburg Fire Department. The individuals that successfully satisfy all the requirements will remain on a list of eligible candidates for a period of three years in the event an opening does occur.**

In order to be placed on the list of eligible candidates, an interested person must:

- (a) Be between the ages of 18 and 35 at the time of application. (Copy of birth certificate **MUST** be submitted along with application).
- (b) Secure from the City Recorder's office, or online at [cityofmartinsburg.org](http://cityofmartinsburg.org) (employment section), an application for the position of Firefighter/EMT-Basic. Applications must be completed and returned to the City Recorder's office no later than **5:00 PM on Friday, September 25, 2020**
- (c) Undergo and achieve a passing score on a physical agility test. Failure to achieve a passing score will eliminate candidates from proceeding further through the process. Candidate **MUST** get clearance from physician to participate in physical agility test. Form is included with application.
- (d) Undergo and achieve a passing score on a competitive written examination
- (e) Appear for appropriate oral interviews.
- (f) Undergo a complete medical examination testing the applicant's general physical condition in a manner prescribed by the Commission.
- (g) Possess a high school diploma or G.E.D. Copy **MUST** be submitted along with application.
- (h) Must possess a valid driver's license. Copy **MUST** be submitted along with application.
- (i) Must obtain certification as an EMT-Basic by the WV Office of Emergency Medical Services within ninety (90) days of employment with the City of Martinsburg Fire Department. Individuals with a current EMT-Paramedic or EMT-Intermediate certification are encouraged to apply.
- (j) Must live within 20 miles of the Courthouse at the corner of S. Queen Street and W. King Street within 90 days following employment.

Anyone not meeting the above requirements, as set by the Fire Civil Service Commission, will not be placed on the list of eligible candidates.

The starting pay for Firefighter/EMT-Basic is \$ 41,013 plus automatic overtime of \$3,482 for a total salary of \$44,495. Employees of the City of Martinsburg are offered a range of fringe benefits including; vacation leave, sick leave, personal leave, health/life/vision and dental insurance benefits, longevity pay and fire pension plan, all of which the Firefighter is entitled to.

The City of Martinsburg reserves the right to amend date and/or location to remain in compliance with any COVID-19 guidelines in effect at the time of testing.

New hires that possess a current EMT-Paramedic through the West Virginia Office of Emergency Services or are certified elsewhere as an EMT-Paramedic and are able to obtain legal recognition as an EMT-Paramedic by the WV Office of Emergency Medical Services within ninety (90) days of first date of employment will receive a \$3,000 sign-on bonus, with new hires being required to sign a minimum of two year commitment with the City.

**MARTINSBURG FIRE CIVIL SERVICE COMMISSION  
EEO/AA. Women and Minorities encouraged to apply.**