



219 Chestnut Street Swanton, Ohio 43558

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[www.villageofswantonohio.us](http://www.villageofswantonohio.us)

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Spanning two counties, the Village of Swanton honors its rich history and is committed to the future of this vibrant community, of more than 3,800 people, by providing a high level of service to its residents. Located within the Toledo metro area, the Village is the best of both worlds: close to amenities of a bigger city while maintaining a small-town feel. The Village of Swanton is a general statutory village with an elected Mayor and Council as well as a full-time Village Administrator who carries out the day-to-day administrative operations.

### *Firefighter/Paramedic*

The Village of Swanton, Ohio is seeking a qualified individual for the position of full-time Firefighter/Paramedic. The ideal candidate must have strong and effective communication skills, technical knowledge of fire suppression, fire prevention, and emergency medical services operations. This position reports to assigned Lieutenant. Complete job description, including qualifications, may be obtained online at [www.villageofswantonohio.us](http://www.villageofswantonohio.us) or email [admin@villageofswantonohio.us](mailto:admin@villageofswantonohio.us). Please send a resume with a cover letter and three professional references to: Ms. Shannon Shulters, Village Administrator, 219 Chestnut Street, Swanton, Ohio 43558. Position open until filled. EEO.

#### Administrative Skills

- Ability to analyze and resolve situations and problems
- Ability to process paperwork effectively
- Ability to use a computer terminal accurately and rapidly enter and retrieve data and information
- Knowledge of filing methods and records management techniques
- Ability to anticipate problems and develop alternative strategies for goal completion
- Ability to adequately allocate resources to meet objectives
- Ability to keep clear and accurate records and reports

### Cognitive Skills

- Ability to identify problems, recognizing symptoms, causes and alternative solutions
- Ability to make timely, sound decisions under stressful conditions
- Ability to interpret a variety of instructions in written, oral, diagram or schedule form

### Communication Skills

- Ability to let people know of decisions, changes, and other relevant information in a timely fashion
- Ability to speak effectively one-to-one
- Ability to speak effectively before groups and to respond to questions
- Ability to demonstrate attention to and convey understanding of the comments or questions of others
- Ability to use appropriate style, format, and tone in informal and formal business communications
- Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary
- Ability to prepare clear and concise reports, correspondence and other written materials

### Interpersonal Skills

- Ability to use tact and discretion
- Ability to develop and maintain smooth, cooperative working relationships with peers and superiors
- Ability to deal courteously and diplomatically with the general public
- Ability to maintain issue confidentiality
- Ability to instruct and train

### Qualifications, Experience, Educational Requirements, and Expectations

High school diploma or GED Certification. State of Ohio Emergency Medical Technician and enrolled in an accredited paramedic program. Candidate shall possess a State of Ohio Paramedic certification within 12 months from date of appointment or currently be certified as a State of Ohio Paramedic. Possess a State of Ohio Firefighter I Certification at time of appointment with the ability to enroll in a State of Ohio Firefighter II Certification within 1 year of appointment. Possess and maintain state issued driver license. Preferred qualifications include: Possess and maintain State of Ohio Hazardous Materials Operations certification. Possess and maintain a State of Ohio Paramedic certification. Possess and maintain State of Ohio Structural Firefighter II certification.

**FULL TIME EMPLOYEE BENEFITS**

Ohio Police & Fire Pension Fund

Medical & Prescription Insurance  
(Employee to pay 10% of premium)

Two plan options with either a reimbursable benefit or a H.S.A deposit by employer

\$500 Reimbursement per Year Dental and Optical  
(Employee to pay 100% of premium- Restrictions apply- See Employee Handbook)

\$1,000 Prescription Reimbursement per Year  
(Restrictions apply- See Employee Handbook)

\$50,000 Life Insurance Policy

\$200 per Week Loss of Time Benefit (Disability)

72 Hours of Personal Leave Annually

Sick Leave Accrual\*

*\*With Official Letter from said entity, Village will honor up to 960 hours of sick leave from previous government employment accrual*

Vacation\*\*

48 hours: Less than 1-year accumulated service credit

96 hours: 1 to 2 years accumulated service credit

144 hours: 3 to 8 years accumulated service credit

240 hours: 9 or more years accumulated service credit

*\*\*Village of Swanton will honor previous years of service in an Ohio public retirement system*

Firefighter/Paramedic Salary Range	\$57,680.42	\$61,006.49
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