FIREFIGHTER/PARAMEDIC OR FIREFIGHTER/EMT

JOB ANNOUNCEMENT

CITY OF MASON OHIO
more than you imagine.

imaginemason.org

Mason Community Profile

The City of Mason is considered one of the most desirable communities in the Cincinnati metropolis and has earned a reputation as a progressive, innovative community. The City is a destination for corporations seeking a thriving business environment and for families desiring attractive neighborhoods and nationally ranked schools. It is located in the southwest portion of Ohio, 22 miles northeast of Cincinnati and 30 miles south of Dayton.

Originally settled as the village of Palmyra in 1815 by Major William Mason, the community was renamed in his honor 20 years later. Incorporated in 1971, Mason is now one of Ohio's fastest growing cities and has over 35,000 residents. Its 19+ square miles are about 85% developed with a mix of businesses, commercial areas, and attractive residential neighborhoods with a wide range of housing types. A comprehensive planning process for the development of the City has helped preserve its small-town feel even as it has evolved into a modern City with attractive amenities.

Mason is strategically located between the Cincinnati region's two most vital commerce corridors, Interstates 71 and 75, just north of the I-275 beltway. Businesses and residents have easy access to the metropolitan centers of Cincinnati and Dayton.

For air travelers, the Cincinnati/Northern Kentucky International Airport in northern Kentucky is about forty-five minutes away. Major regional and commuter airlines provide non-stop or direct service to cities in the United States, Canada, and Europe. Dayton Airport in Ohio is also about forty-five minutes away, and Port Columbus, Ohio, is about 90 minutes away. Private airports in Cincinnati (Lunken Field) and Warren County are nearby.

Almost all of the City is served by the Mason City School District, which has earned a perfect score and an "Excellent/ Effective" rating on the state report card each year since 2000. It serves approximately 10,500 students. The City also has three private schools that educate about 1,000 students in grades one through eight. Higher education opportunities are available locally at Sinclair Community College in Mason and Miami University's regional campus in West Chester. Main campuses within commuting distance are the University of Cincinnati, Miami University of Ohio, and smaller, private colleges.

Almost all of the day-to-day needs of families can be found right in the City, from grocery stores to professional offices. Four regional shopping centers are within a 20-minute drive.

Residents of the City of Mason have many recreational opportunities available at their doorstep. The Grizzly Golf and Social Lodge, Great Wolf Lodge, and Kings Island amusement park all lie within City boundaries. The City is also home to the annual Cincinnati Open, a championship men's and women's tennis tournament. Eight City parks cover 300 acres and include fishing lakes, walking trails, ball fields, tennis courts, picnic shelters, and playgrounds. Mason Community Center is one of the largest public recreation facilities in the state. It has a competition pool, leisure pool, gymnasium, field house, fitness area, walking track, senior center, café, and classroom and meeting areas. A continually expanding network of bike paths connects neighborhoods to schools, parks, and downtown.

Growth and development in Mason is expected to continue to meet or exceed the average growth of the economy because of Mason's physical location, developable terrain, municipal facilities, services and utilities, and the progressive attitude and actions of City council, administration, and citizens.

Government in the City of Mason

Mason has a council/manager form of government. City Council hires the city manager, who is charged with administering the operations of city government and implementing policies enacted by Council. The city's charter establishes guidelines for its operations.

The legislative body of Mason consists of a mayor and six council members who are elected at-large on a nonpartisan basis to serve 4-year terms of office, with a limit of two consecutive terms. The mayor is a council member elected by his or her fellow council members and serves as the executive head of council. The council also selects the vice mayor, who performs the duties of the mayor in his or her absence.

The council/manager form of local government combines the strong political leadership of elected officials in the form of council, with the strong managerial experience of an appointed city manager. The mayor and council members are the leaders and policy makers elected to represent the community and to concentrate on policy issues that are responsive to citizens' needs and wishes. The city manager provides policy assistance and ensures that the entire community is being served. The city manager carries out council policies as he or she manages the day-to-day operations of the city with support from the city manager's immediate staff, including the assistant city manager, human resources director, economic development staff, public information officer, information technology manager, and department heads. He or she has full authority over the appointment and removal of all municipal personnel.

Department heads are responsible solely to the city manager for carrying out the mission and responsibilities of their departments. Department heads include a finance director, service director, city engineer, parks and recreation director, public utilities director, public works director, safety director, police chief, and fire chief. The department heads, together, with the immediate administrative team, make up the city manager's leadership team.

Firefighter/Paramedic or Firefighter/EMT

This job announcement outlines factors of qualifications and experience identified as necessary and desirable for candidates for this position to possess, and provides background information on the community and the City of Mason.

Importantly, this job announcement will be used as a guide in the recruitment process, providing specific criteria by which all applications will be screened and individuals selected for the interview, and for appointment consideration.

A completed application and résumé, with salary history, must be received for consideration. All applications must be submitted online at *imaginemason.org*. A résumé will not be accepted in lieu of the aforementioned information. Certification documentation will not be accepted at this time and will be destroyed if forwarded.

Candidate Qualifications Profile

Hiring Range: Firefighter/Paramedic:
$30.27/HR • $78,702 Annually
Firefighter/EMT:
$22.27/HR • $57,902 Annually
Classification: Classified
Reports To: Chief or Designee
FLSA: Non-Exempt
Posted: November 2, 2026
Closes: December 14, 2026
Department: Fire
Status: Full-Time, 50 hours per week

General Statement of Duties and Distinguishing Features of Class
Under supervision, this position responds to and controls emergency calls for rescue, hazardous materials and environmental control as they may relate to medical treatment, and life-support incidents. The positions operate equipment associated with emergency rescue, hazardous materials, environmental control, and life-support incidents. Firefighter/EMTs and Firefighter/Paramedics are responsible for ensuring the readiness of equipment, as well as their physical and mental self, for response to emergency and non-emergency fire, rescue, and medical situations. They have knowledge of and adhere to safety procedures and practices at all times. This position follows other directives given by the Fire Chief or his/her designee.

This is a public service job based in trust, credibility, and competency. It is a critical requirement of both positions that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public safety forces. The candidate must meet the following qualifications and requirements at the time of appointment.

Examples of Work (Illustrative Only)
- Responds to suppression and medical emergency calls of both short and long duration;
- Engages in emergency driving activities, including high-speed response and high vehicle speed with emergency lights and siren;
- Follows the direction of superior officers as directed by the Fire Chief;
- Reads and studies training materials, reports, evidence, and files;
- Writes reports, takes witness statements, and keeps/maintains daily activity logs or journals;
- Observes events, persons, and circumstances which must be remembered and accurately related through testimony in court;
- Physically picks up, carries, transports heavy equipment or patients to necessary sites;
- Through spoken word, may establish order in unruly situations to assist in the treatment of an individual or assist in a fire suppression or rescue situation;
- Communicates by using radio equipment and must be able to hear and speak clearly, especially when excited and under stress;
- Performs manual labor for extended periods of time and often under adverse conditions;
- Travels to and gains access to the work site;
- Has the ability to direct and handle emergency and stressful situations;
- Has the ability to operate necessary equipment, including a motor vehicle;
- Lifts, positions, and moves disabled or bedridden clients/patients or other items – eighty (80) pounds or less without assistance, and eighty-one (81) pounds or greater with assistance;
- Negotiates, uses, or works with or in the vicinity of potentially hazardous geographical locations, building structures, equipment, and materials;
- Works rotating shifts which may last up to 12 and as long as 48 consecutive hours;
- Renders first aid, including CPR, at accident scenes and at calls for service;

Skills, Knowledge, and Abilities
- Must be a minimum of 18 years of age - required;
- State Certified Firefighter Level 1 – required upon hire;
- State Certified Firefighter Level 2 – preferred upon hire, required within one year of hire date as a full-time employee;
- State of Ohio Emergency Medical Technician Certification – required upon hire;
- State of Ohio Paramedic Certification – preferred upon hire, required within five years of hire date as a full-time employee;
- CPR Certification – required;
- Possess and maintain Hazardous Materials operations level training - required;
- Ohio Driver's License – remain valid during employment, without record;
- No felony convictions or disqualifying criminal histories within the past seven (7) years;
- Advanced Fire and Rescue Related Training Certification - preferred;
- Obtain other certifications related to Fire/EMS/Rescue duties as designated by Fire Chief;
- Thorough understanding of necessary protocols;

Candidate Qualifications Profile (Continued)

- Willingness to develop within respective field as well as in the areas of leadership and mentoring;
- Ability to deal firmly, tactfully, and courteously with employees and the general public;
- Fire Apparatus Driver/Operator status is expected to be obtained within three (3) years of hire date;

Physical Requirements

- Normal sight (corrected or uncorrected);
- Normal audio/hearing (corrected or uncorrected);
- Physical mobility within the office environment as well as fire, rescue, and emergency medical situations and incidents;
- Ability to be frequently confined to a sitting position or very strenuous activity;
- Ability to get into and out of vehicles quickly and repeatedly;
- Medium to heavy lifting range;
- Ability to report clearly, legibly, verbally, and professionally;
- Ability to meet the physical demands of the job, which are in the medium to heavy range. The Firefighter/EMT or Firefighter/Paramedic encounters with regularity situations requiring varied and unpredictable physical movement;
- Must be able to walk and run over uneven ground, and be able to lift, carry, and pull materials of varying types and weights which are entrapping victims;
- Must be able to speak clearly and audibly into a radio microphone in order to communicate in emergency situations and must be able to speak clearly and audibly to others with whom he/she is working;
- Mentally, must be able to understand, interpret, and apply principles of suppression and emergency procedure in a variety of situations;
- Must be able to comprehend, remember, and apply concepts involved, and must have a high degree of skill in interpersonal relations since Mason Fire Department personnel have a great deal of public contact;
- Must, by necessity, interact cooperatively within the Fire Department;
- Must be psychologically stable because Fire Department personnel are frequently required to perform in emergency, sometimes volatile, situations involving persons who are distraught, hostile, or violent;
- The Firefighter/Paramedic operates in a paramilitary organization and must be able to accept and obey authority;

Fire Department

The City of Mason Fire Department is currently made up of 59 fire and emergency medical personnel. Full-time staff consists of the Fire Chief, five deputy fire chiefs, seven fire lieutenants, one fire safety inspector, and 45 firefighter/paramedics or firefighter/EMTs. Firefighter/EMTs are required to become certified paramedics within five years of hire.

The Fire Department responds with 1 engine, 1 ladder, 3 front line medic units, 1 battalion, and 1 paramedic response car. These vehicles respond from one of the city's two fire stations. The Fire Department handles approximately 5,000 fire and medical emergency responses each year. Dispatching is through the Warren County Emergency Communications and 9-1-1 Center located in Lebanon, a city 10 miles north of Mason.

All firefighters are trained to the State of Ohio Firefighter Level 2 standards, with most firefighters maintaining additional advanced certifications. Mason's emergency medical vehicles are primarily staffed by paramedics.

The City of Mason Fire Department is accredited by the State of Ohio Division of Emergency Medical Services to teach and certify EMT and paramedic continuing education classes. The Fire Department's EMS providers operate under the Greater Miami Valley EMS Protocol.

The Fire Department maintains a rigorous training schedule and provides a wide range of training opportunities in the fire/EMS/rescue field. Response vehicles carry state of the art equipment to assist in improving emergency outcomes. The Fire Department has automatic mutual aid agreements in place with all neighboring communities allowing for a variety of emergency response opportunities throughout the region.

The Fire Department is responsible for fire prevention, public education, and fire safety inspections, regularly inspecting all City of Mason businesses. The Fire Department works closely with the Engineering and Building Department in reviewing all the plans for new subdivisions, buildings, and additions to existing structures.

Fire Department employees receive a Kelly Day every 28 days. In lieu of Holidays, fire department employees receive 168 hours of holiday repay time (HRT).

The City of Mason provides two sets of turnout gear per Fire Department employee.

City Mission Statement

We are driven to make a difference. We work responsibly, speak honestly, act compassionately, and stand accountable to those who entrust us with their lives, their families, their livelihood, and their dreams. Together—through the guidance of our community and the initiative of our employees—we make the difference that promises Mason an even better tomorrow.

Benefits Profile

- Police and Fire Pension Fund to reflect up to 24% contribution paid by the City of Mason. Employee pays 12.25%.
- High deductible insurance plan with optional HSA. Employee portion of the plan is $91/month single, $182/month family. City of Mason owns its own insurance plan. Effective thirty days after hire.
- Dental & Vision combination coverage of $3,100 or $4,500 for $100 per month or less.
- Vacation - 100 hours for year one through year four; 150 hours for the fifth through the ninth years; 200 hours for the tenth through seventeenth years; 216 hours for eighteenth year and subsequent years. Contract employees to follow contract.
- Sick leave - Accrual rate of 5 hours of sick leave per pay period for employees working a tour schedule (sick leave may not be taken while on probation). Sick leave does not accrue until employee has successfully completed 6 months of employment.
- Life insurance policy of $25,000 during employment (city pays premium), with option to purchase for family members at a discounted rate.
- Funeral leave - up to 24 hours.
- Probationary period of one year.
- Deferred compensation available (no match).
- Approved and related continuing education paid at 50% after completion of probationary period.
- Financial and professional support of related affiliate associations and membership.
- Earnings tax withheld - 1.12%.
- Comprehensive wellness program available to all full-time employees with opportunities to earn Health Savings Account (HSA) contributions and other incentives.

This is a Job Announcement and not an individualized job description. A Job Announcement defines the general character and scope of duties and responsibilities. The Job Announcement is not intended to describe and does not necessarily list all the essential job functions for a given position.

No part of this Job Announcement is meant to imply a contractual relationship for the respective position and no person may alter this non-contractual relationship at any time.

Application Requirements

Applications for this position must be filled out online by visiting imaginemason.org and going to the employment page. It will take about two hours to complete the application and assessment tests.

A résumé will not be accepted in lieu of requested material. Additional documentation will not be accepted at this time; any forwarded will be destroyed.

Equal Opportunity Employer
Women, Minorities, and Others are Encouraged to Apply

Please Apply Online

imaginemason.org

2026 Firefighter/EMT/Paramedic Selection Process

Hiring Timeline & Expectations

Thank you for applying for the Firefighter/Paramedic or Firefighter/EMT position with the City of Mason. This document is intended to provide a general timeline for all anticipated dates and requirements related to the hiring process for the Police Officer position. Please read all information carefully.

Step One: Submit Application	
Date:	Prior to December 14, 2026
Location:	www.imaginemason.org
Online Application: Interested candidates must complete a City of Mason application by visiting the City of Mason website.	
Step Two: Written Test	
Last Date to Test:	December 14, 2026
Location:	www.nationaltestingnetwork.com
NTN Testing: All candidates must complete the National Testing Network's firefighter test and request results to be sent to the City of Mason. Passing score for the written test is 70 and above. Candidates who score below a 70 on the written test will be eliminated from the hiring process. The candidates who score 70 or higher will be invited to participate in the City of Mason's Virtual Panel Interview. **Test must be completed by December 14, 2026.**	
Step Three: Virtual Panel Interview	
Date:	January 12-14, 2027
Time:	Candidates will be assigned a specific interview date & time.
Location:	Online Interview via Teams
Virtual Panel Interview: The City of Mason's Human Resources team will contact the candidates from the written test to participate in an virtual interview. Candidates selected to move forward after this interview will advance to the Community Panel and Administrative Panel Interview.	
Step Four: Community Panel & Administrative Panel Interview	
Date:	January 19-21, 2027
Time:	Candidates will be assigned a specific interview date & time.
Location:	Mason Municipal Building, 6000 Mason Montgomery Road, Mason OH 45040

2026 Firefighter/EMT/Paramedic Selection Process

Hiring Timeline & Expectations

Community Panel and Administrative Panel Interview: The City of Mason's Human Resource Team will contact the top candidates from the Virtual Panel Interviews to participate in the Community Panel and Administrative Panel Interviews. Candidates will be given a specific date and time for the in-person interviews at the Mason Municipal Center. The candidate will also be required to complete a personality assessment before community & administrative panel interviews. Instructions will be sent via email.

Step Five: Agility Test

Date:	Week of January 25, 2027
Time:	Candidates will be assigned a specific time & location.

Candidates who are selected to move forward after the Community Panel & Administrative Panel Interviews will be required to attend the agility test or provide documentation to the city that outlines that you have successfully completed the CPAT Test or Firefighter Mile Test within one year of January 25, 2027. **Documentation of completion of either test must be submitted to the City of Mason Human Resources Department by no later than January 25, 2027.**

The CPAT Test and the Firefighter Mile Test are offered through the National Testing Network. Learn more at National Testing Network website. Please refer to pages 3 & 4 of this document for specific requirements of the Agility Test.

Step Six: Final Interview

Date:	February 2-4, 2027
Time:	Candidates will be assigned a specific interview date & time.
Location:	Mason Municipal Building, 6000 Mason Montgomery Road, Mason OH 45040

Final Interview: Candidates who have successfully passed the Agility Test or provide appropriate documentation of completion of the CPAT or Firefighter Mile Test will be invited to participate in the Final Interview. The Human Resources Department will contact individual candidates regarding specific details of their scheduled interview.

Step Seven: Conditional Offer

Candidates who have been selected to move forward after the Final Interview will be presented with a ***conditional*** offer of employment. By accepting a conditional offer, the candidate agrees to participate in various pre-employment assessments. The pre-employment assessments will include an extensive background investigation including: a polygraph examination, a psychological screening, a drug screening, and a complete medical examination that meets Ohio Police & Fire Pension Fund requirements.

2026 Firefighter/EMT/Paramedic Selection Process

Hiring Timeline & Expectations

Candidates should be mindful that confidentiality cannot be guaranteed during any phase of the selection process including information discovered as part of the extensive background investigation. Please note that the polygraph examination will focus on the following areas: work history, personal background, criminal history, driving record, family background and financial history.

Important Information for Consideration

The City of Mason does not advise candidates to quit or resign from their current position until you have been notified by the City of Mason Human Resources Department that you have successfully passed all pre-employment assessments, and a probationary appointment has been offered.

The City of Mason Police Offer Selection Process may take up to 180 days from the date of the written test until the date of the probationary appointment. The City of Mason has discretion to extend the selection process timeline or ask candidates to participate in additional interviews on an as needed basis.

Candidates not selected to continue in the process may reapply during any future application period.

Firefighter Paramedic or EMT Agility Test Guide

- Time limit is 10 minutes and 30 seconds.
- The Mason Fire Department will supply helmets and gloves for the agility test.
- A candidate can bring their own helmet and utility/fire gloves to use but they must be approved by the proctor.
- For safety purposes it is required that the candidate wears long pants to protect his/her legs during the agility.
    - **Any candidate that does not have long pants will be turned away**.
- All candidates are required to wear a 50-pound weighted vest during the entire event. An additional 25-pound shoulder weight will be added for event #1, the stair climb. The 25 pounds will be removed from the candidate's shoulders when the stair climb event is completed.
- A proctor shall follow each candidate through the entire course and shall read a description of the task to be performed prior to starting each event.
- Failure to follow testing directions will result in immediate termination of test.
- Candidates must walk between events and during events, unless instructed otherwise. The walk can be fast paced but must be done safely.
- Candidate may ask for time remaining once during the test.
- Candidates must pass all events to be considered for employment.
- One retest will be given in the event that the first test is a failure.

Stair Climb

For this event, the candidate will be required to wear a 50 pound vest, plus an additional 25 pounds on their shoulders, for a combined total of 75 pounds. Time starts when the candidate touches the first tread. The candidate must walk up and down the stairs 5 times, **using each step** while ascending and

descending. He or she will be allowed to briefly touch the rails to regain balance but consistently holding onto the rails is not permitted. The candidate is not permitted to pull himself/herself up the stairs.

Ladder Raise and Extension

For this event, the candidate must walk the 24ft aluminum extension ladder upright by lifting the unhinged end from the ground and walking it up until it is upright. An agility assistant will secure the ladder in the upright position. Then immediately proceed to extend and lower the fly section in a hand-over-hand, controlled fashion, to the starting position. The ladder will be lowered by an assistant.

Equipment Carry

For this event, the candidate must remove the two saws from the table, **one at a time**, and place them on the ground. Then pick up both saws and walk 75 feet around an orange cone and back to the starting point. Upon returning to the table, place both saws on the ground, pick each one up **one at a time**, and place them back on the table.

Hose Drag

This event consists of 200 feet of uncharged 1 ¾" hose. The candidate will grasp the nozzle over the shoulder. **Running is allowed during this event.** Drag the hose 75 feet to a pre-positioned drum, make a 90-degree turn, and continue 25 more feet. Stop within the marked 5-foot by 7-foot box, drop to at least one knee and pull the hose line until the hose line's 50-foot mark crosses the finish line. During the hose pull, **the candidate must keep at least one knee in contact with the ground and knee(s) must remain within the marked boundary lines**.

Forcible Entry

This event uses a 10-pound sledgehammer to strike a weighted sled. The candidate will straddle the sled and strike the measuring device **until it passes the marked location on the sled**. The proctor will inform the candidate when the measuring device has passed the marked location.

Rescue

For this event, the candidate will grasp a 165lb mannequin and drag it 35 feet to the cone, make a 180-degree turn around the cone and drag it 35 feet back, dragging the mannequin **completely across the finish line**. The candidate can grasp the mannequin however they wish. Webbing will be attached to it. The candidate is permitted to drop and release the mannequin to adjust grip.

Search

For this event, the candidate will be required to don a blacked-out face piece. At the bottom of the stairs a proctor will guide the candidate to the beginning of a hose line. The candidate will be required to follow 100ft of uncharged hose until the end of the hose line is reached. **If at anytime, the candidate becomes disoriented on the hose line, the test will be terminated.** Once the end of the hose line is reached, the time will stopped and the test is complete.