

# *Fire District No. 3*

Township of Hanover, County of Morris

## **The Board of Fire Commissioners are Accepting Resumes for Consideration For Hiring in the Position of Per Diem Emergency Medical Technician**

Resumes shall be forwarded to Chief Chad J. DiGiorgio, PO Box 511, Cedar Knolls, New Jersey 07927-0511 or shall be hand delivered to the Cedar Knolls Fire Station at 82 Ridgedale Avenue and shall be made to the attention of Chief Chad DiGiorgio. Resumes will be accepted on an ongoing basis and hiring(s) shall be made from qualified candidates at the Discretion of the Board of Fire Commissioners..

The District will process all complete resume packages that are received, and reserves all rights within the hiring process, including the ability to generate a hiring list with a set promulgation and expiration date. At the discretion of the Fire District, the Board may choose to hold a written exam to classify candidates.

Successful applicants for this position are subject to all conditions of employment as outlined by the Board of Fire Commissioner, including but not limited to a comprehensive set of operational and personnel guidelines and a progressive salary schedule. This position has a starting hourly wage of \$15.00 - \$17.00 per hour, commensurate with certifications.

**All applicants are urged to review all materials prior to submitting their resume and certifications.** All materials submitted by the applicant become the property of the Fire District and will not be returned.

### **Minimum requirements are:**

- The applicant must be a citizen of the United States and shall provide adequate proof of same.
- The applicant must be at least 18 years of age.
- The applicant must be able to adequately read, write, speak and to understand the English language, commensurate with the duties of this position.
- The applicant must be of good moral character
- The applicant must not have been convicted of any Disorderly Persons Offense and/or another Criminal Offense as defined in N.J.A.C. 8:40 et. Seq. or as specified in the *Criminal Background Policy* of the Board of Fire Commissioners. A criminal background check will be performed by the District.
- The applicant must provide proof of three (3) years of active municipal 9-1-1 Emergency Medical Response experience as an Emergency Medical Technician (EMT)

- The applicant must provide current certification as a State of New Jersey Emergency Medical Technician (EMT)
- The applicant must possess a valid State of New Jersey Driver's License.
- The applicant must have completed training in the National Incident Management System (NIMS) levels I700a; I100; I200 and shall provide documentation of same.
- The applicant must have been trained to 1910.126 Hazardous Materials Response - Level 1 (Awareness). Preference will be given to applicants possessing Hazardous Materials Response - Level 1 (Operations).
- The applicant must have a current professional CPR certification issued by the American Heart Association (AHA) or the American Red Cross (ARC) and shall provide documentation of the same.
- The applicant must possess certification in Coaching the Emergency Vehicle Operator (CEVO) or Emergency Vehicle Operators Course (EVOC) or similar, and shall provide documentation of same.
- The applicant shall have experience operating various computer based patient data recording software programs including experience with EMS Charts/Image Trend or similar electronic Patient Care Report (PCR) software, and shall provide documentation in support of these proficiencies.

### **Conditional Offers of Employment**

Once the resume review and interview/testing process is complete, successful applicants shall be given a Conditional Offer of Employment by the District. Upon acceptance of this offer the applicant will be subject to any or all of the:

- An OSHA Respiratory Clearance Exam
- Fit Testing for various respirators
- A Physical Exam
- Physical Agility/Capabilities Testing
- Drug Screening

### **General Duties and responsibilities include but are not limited to the following:**

- Response to emergency incidents
- Response to non-emergency incidents
- Provide Emergency Medical Care to patients, consistent with State and District practices, guidelines and protocols
- Support of the Fire Division at emergency scenes
- General maintenance of all vehicles, apparatus and equipment.
- Public Safety education

- General maintenance of facility and grounds
- General clerical work
- Operation of computers and systems in the recording of patient data and development of incident reports
- Meet and abide by all requirements found within the Board of Fire Commissioners employee handbook, Operations Manual, District Rules and Regulations, Operational Guidelines and EMS Policies and Protocols.

### **Employment Requirements/Conditions**

The successful candidate shall within one month of hire successfully complete and must maintain the following

- District Certification as an Ambulance Driver.

The successful candidate shall within one year of hire successfully complete the following:

- Pre-Hospital Trauma Life Support (PHTLS) or International Trauma Life Support (ITLS) training and certification
- District Certification in the use of a Self Contained Breathing Apparatus
- District Certification in respiratory protection, per the Fire District policy

Per Diem EMT staff are required to maintain their EMT and CPR certifications.

At any time prior to and after appointment, the Board of Fire Commissioners may determine and change the work schedule and/or work duties to fulfill the needs of the Fire District. Employees will be required to work weekdays, weekends, weeknights, overnight shifts and holidays. Employees will be required to work during inclement weather and Emergency Declarations. Each employee will be required to submit 30 hours per month of availability.

The successful applicant should possess self confidence in his/her abilities to work under pressure, have a proven track record as being reliable, honest and motivated. Because of the nature of the shift work, the successful individual must show leadership qualities and an ability to work well with people. The successful individual must possess a strong decision making ability as well as self-motivation and discipline.

Consistent with the provisions of the Fair Labor Standards Act, when applicable a successful applicant will not be able to remain a volunteer response member of the Hanover Township Fire District No. 3 - EMS Division.

**Benefits:**

The District's benefits package to Per Diem staff include but are not limited to:

- Competitive Salary Guidelines
- Uniforms
- Life Insurance
- Ongoing training and training incentives
- State of New Jersey Defined Contribution Retirement Program (DCRP)

Interested candidates must submit a resume outlining how the applicant meets or exceeds ALL minimum requirements. Copies of all required certifications must be included with the resume submission. Upon completion of the resume review process, successful applicants will be notified to complete a formal job application packet.

Your application will be reviewed and kept on file for one year.

For more Information contact:       **Chief Chad DiGiorgio**  
  **PO Box 511**  
  **82 Ridgedale Ave**  
  **Cedar Knolls, NJ 07927**  
  **(973) 267-5659**

Hanover Township Fire District No. 3 is an Equal Opportunity Employer. All qualified applicants are encouraged to apply.