

# *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 Full-Time Emergency Medical Technician**

**February 28, 2018**

Hanover Fire District No.3, is soliciting applicants for the position of **Full-Time Emergency Medical Technician (F/T EMT)**. Each **Full-Time Emergency Medical Technician (F/T EMT)** will work a regular, fixed 40-hour-per-week schedule, and will be compensated based on an annual salary. The anticipated starting salary will be \$35,000.00 per year. The F/T EMT may be required to work nights, days, weekends and holidays.

Interested applicant should submit their resumes, together with the documentation requested below under the heading of “**Minimum Requirements**”, by mail or hand-delivery to Chief Chad J. DiGiorgio at the Cedar Knolls Firehouse, PO Box 511, 82 Ridgedale Avenue, Cedar Knolls, New Jersey 07927-0511. Resumes and accompanying documentation must be received no later than **5:00 P.M. on Monday, April 2, 2018**. Upon completion of the resume review process, successful applicants will be notified to complete a formal job application packet.

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.

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

### **General Duties and Responsibilities of the F/T EMT 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, Policies and Procedures, 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:

- District Certification in the use of a Self-Contained Breathing Apparatus
- District Certification in respiratory protection, per the Fire District policy

F/T EMT staff are required to maintain their EMT, CPR and PHTLS certifications.

### **Minimum Requirements:**

- The applicant must be a citizen of the United States or otherwise be authorized to work in the United States, and shall provide adequate proof of same. (All Fire District employees must be or become residents of the State of New Jersey as a condition of employment).
- The applicant must be at least 20 years of age.
- The applicant must be able to adequately read, write, and speak and to understand the English language to a level necessary for performance of the essential functions of this position.
- The applicant must be of good moral character.
- The applicant must not have a criminal history that is inconsistent with the performance of the essential functions of this position. A criminal background check will be performed by the District subsequent to the applicant's initial interview.
- The applicant must provide proof of three (3) years of active municipal 9-1-1 Emergency Medical Response experience.
- The applicant must possess a valid State of New Jersey Driver's License (DO NOT provide a photocopy of your Driver's License or your Driver's License number).
- The applicant must be currently certified as a State of New Jersey Emergency Medical Technician (Basic) EMT-B and shall provide documentation of same.
- 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). In either case, documentation of same shall be provided.
- Pre-Hospital Trauma Life Support (PHTLS) or International Trauma Life Support (ITLS) training and current certification, and shall provide documentation of same.
- 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 certification, 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.

The successful applicants will be those who demonstrate self confidence in their abilities to work under pressure, and a proven track record of being reliable, honest and motivated. Because of the nature of this work, the successful applicants must display leadership qualities and an ability to work and communicate well with people, as well as the ability to communicate calmly and reassuringly with people suffering from stress, fear or panic. Successful applicants must demonstrate strong decision-making ability as well as self-motivation and self-discipline.

The Fire District also will give due consideration to an applicant's current service as a Part-Time or Volunteer EMT for the Fire District, including but not limited to the applicant's work/service record as a Part-Time or Volunteer EMT for the Fire District. Preference may be granted to such applicants as their work/service records, in the Fire District's judgment, may warrant. Applicants currently serving the Fire District as Part-Time



or Volunteer EMTs need only submit a Letter of Interest in this position along with a copy of the requisite current certifications and training documentation described above. It should be noted that current Fire District staff have been given advance notice of this solicitation; however, **all applicants will be processed based on their merit and their meeting of the requirements listed herein.**

### **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
- A Psychological Exam
- Physical Agility/Capabilities Testing
- Drug Screening

At any time prior to and after appointment, the Board of Fire Commissioners may determine and change the work schedule and/or work duties of F/T EMTs 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 during declared emergencies.

Persons employed by the Fire District as F/T EMT's will not be eligible to participate in the Fire District's volunteer response programs. Those currently serving in the Fire District's volunteer response programs shall be required to resign from all volunteer response programs upon beginning employment as F/T EMTs.

### **Benefits:**

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.

The District's benefits package to F/T EMT staff include but are not limited to:

- Competitive Salary Guidelines
- Uniforms
- Healthcare Insurance
- Life Insurance
- Ongoing training and training incentives
- Applicable State of New Jersey Pension Plan (DCRP or PERS)

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.*