

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
Part-Time Emergency Medical Technician and
Per-Diem Emergency Medical Technician**

February 28, 2018

Hanover Fire District No.3, is soliciting applicants for the position of **Part-Time and Per Diem Emergency Medical Technicians**. Emergency Medical Technicians 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. At the discretion of the Fire District, the Board may choose to hold a written exam to classify candidates. Current Compensated Emergency Medical Technicians need only supply a Letter of Interest and requisite certifications; EMT, CPT and PHTLS.

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. The position of Part-Time or Per Diem Emergency Medical Technician is subject to a competitive salary guideline.

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 20 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
- The applicant must possess a valid State of New Jersey Driver’s License (**DO NOT provide a copy 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).
- 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 a current and valid PHTLS or IHTLS certification.
- 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

Hours of Work:

- A **Part-Time Emergency Medical Technician** shall be required to work 24 hours per week consistent with the Policies and Procedures of the Fire District
- A **Per Diem Emergency Medical Technician** shall be required to submit no less than twenty-four (24) hours per month consistent with the Policies and Procedures of the Fire District.
- Any Part-Time or Per-Diem employee may not work in excess of 30 hours per week and remain a volunteer during that period.

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:

- 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 must maintain their EMT, CPR and PHTLS and/or any other certifications commensurate with their position.

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.

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
- Appropriate New Jersey Pension System enrollment

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.