

Fire District No. 3

TOWNSHIP OF HANOVER, COUNTY OF MORRIS

**JOB ANNOUNCEMENT:
FIREFIGHTER/EMERGENCY MEDICAL TECHNICIAN
CURRENT STARTING SALARY \$43,000 PER YEAR**

JULY 19, 2021

PLEASE READ THIS DOCUMENT CAREFULLY

This announcement is made consistent with the Fire District's desire to generate an eligible candidates' list for the full-time position of Firefighter/Emergency Medical Technician. This announcement does not guarantee hiring into this position, nor should any aspect of this announcement be construed as guaranteeing any applicant employment in this position.

Candidates that possess the **MINIMUM MANDATORY REQUIREMENTS** as described herein are requested to appear at the Cedar Knolls Fire Station, 82 Ridgedale Avenue, Cedar Knolls, New Jersey on **SATURDAY, AUGUST 21, 2021** between the hours of **10:00 A.M.** and **3:00 P.M.** and to present the **REQUIRED DOCUMENTATION**. Candidates shall arrive no earlier than **9:30 A.M.**, anyone arriving earlier will be turned away. Parking will be available at the Fire Station and on-street. Do not park in the Post Office Parking lot.

Prospective candidates **must**, along with their certifications, also provide a **money order** made out to Hanover Township Fire District No. 3, in the amount of \$75.00. Application fees shall be waived for current active volunteers of Hanover Township Fire District No. 3.

The District will only accept the first fifty (50) candidates whom have successfully demonstrated evidence of the **REQUIRED DOCUMENTATION** and provided payment as described above to move on to the testing process.

MINIMUM MANDATORY REQUIREMENTS

These minimum mandatory requirements have been established by the Board of Fire Commissioners for this position. Before entering into the process, prospective candidates should make sure that they meet each of the following stipulations. During the process, a determination that a candidate does not meet one of the **MINIMUM MANDATORY REQUIREMENTS** will result in immediate disqualification:

- The applicant must be a **citizen** of the United States
- The applicant must be a **resident** of the State of New Jersey
- The applicant **must not have been convicted of any criminal offense** involving moral turpitude or any criminal offense as defined in the criteria used by the Board of Fire Commissioners, and shall submit to a criminal background investigation
- The applicant must be eligible for acceptance in the **Police and Firemen's Retirement System (PFRS)** of the state of New Jersey.
- The applicant must be able to **read, write and speak the English** language well and intelligently
- The applicant must be of **good moral character**
- The applicant must possess a **valid State of New Jersey Driver's License**

- The applicant must possess a **Firefighter 1 Certification** issued by the Division of Fire Safety of the State of New Jersey.
- The applicant must possess a **Firefighter 2 Certification** issued by the Division of Fire Safety of the State of New Jersey.
- The applicant must possess a **Level 1 Incident Management Certification** issued by the Division of Fire Safety of the State of New Jersey
- The applicant must be a **State of New Jersey Certified Emergency Medical Technician**
- The applicant must possess a **Hazardous Materials Operations Certification** issued by the Division of Fire Safety of the State of New Jersey
- The applicant must be certified in either National Safety Council **CEVO, EVOC, or Equivalent**, no more than three years prior
- The applicant must have a current valid **CPR certification for Healthcare Providers**
- The applicant must have experience operating **computers**

REQUIRED DOCUMENTATION

Without Exception Prospective candidates appearing on August 21, 2021 **MUST** provide legible **copies** of the following: (all copies become the property of the Fire District)

- **NJ Division of Fire Safety Firefighter 1 Certificate**
- **NJ Division of Fire Safety Firefighter 2 Certificate**
- **NJ Division of Fire Safety Level 1 Incident Management Certificate**
- **NJ Division of Fire Safety Hazardous Materials Operations Certificate**
- **Valid State of New Jersey Emergency Medical Technician Certification**
- **A Valid CPR Certification for Healthcare Providers**

PROCESS

- The first fifty candidates whom successfully demonstrate conformity to the required certifications listed above shall be provided with a testing packet.
- The District will hold testing on **Saturday, August 28, 2021** at the Morris County Public Safety Training Academy for the fifty approved candidates only, which will consist of a written exam, an aerial ladder climb and a Candidate Physical Agility Course.
- The scores from the above will be presented to an independent agency that will compile a predetermined number of candidates whom will then proceed to a panel interview on **Saturday, September 11, 2021**. Scoring from the panel interview and the testing process will be combined and an eligible candidates list will be developed based on final cumulative scores.

FIREFIGHTER/EMT DUTIES AND RESPONSIBILITIES

The Duties and Responsibilities for the position of Firefighter/EMT include but are not limited to the following:

- Response to emergency incidents
- General apparatus and equipment maintenance

- General maintenance of facility and grounds
- Computer work consistent with the responsibilities of the position
- Must become a District approved fire apparatus operator within one year of appointment

The successful candidate must 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. The successful candidate will be required to work a rotating shift of varying hours, which include nights, weekends, weekdays, and holidays.

CONDITIONAL OFFER OF EMPLOYMENT

A prospective employee shall be issued a Conditional Offer of Employment at the discretion of the Board of Fire Commissioners wherein the prospective employee must successfully complete:

- A Criminal Background Check consistent with applicable statutory requirements as well as the Policies and Procedures of the Fire District in effect at that time
- A Physical Examination
- Drug Testing
- Psychological Testing
- Employment background check

A prospective employee who meets all of the conditions of employment shall, upon their appointment, be subject to not less than one (1) year of probationary employment.

WAGES AND BENEFITS

The District provides competitive wages and benefits consistent with the terms and conditions of the Collective Bargaining Agreement with FMBA Local 109 including:

- New Jersey State Pension (PFRS)
- Healthcare Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Employee Assistance Program

Note: Under the Fair Labor Standards Act and if applicable, a successful applicant will not be able to remain a volunteer response member of the Hanover Township Fire District No. 3. All materials submitted by the applicant become the property of the Fire District and will not be returned.

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