

**FIRE DISTRICT NO. 3  
TOWNSHIP OF HANOVER, COUNTY OF MORRIS  
POSITION OF EMERGENCY MEDICAL TECHNICIAN  
PER DIEM or PART-TIME**

**(STARTING SALARY \$20.00 PER HOUR PER DIEM \$24.00 PART-TIME)**

Hanover Fire District No.3, is soliciting applicants for the position of **Part-Time and Per Diem Emergency Medical Technicians**, required to work nights, days, weekends and holidays. **Please read this Job Announcement carefully, failing to provide documentation of required certifications when requested will result in removal from the process.**

The District will process all complete packages that are received, and reserves all rights within the hiring process. Processing of submissions is NO GUARANTEE of employment with the Fire District. **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.

**Minimum Requirements:**

1. The applicant must be currently certified as a State of New Jersey Emergency Medical Technician (Basic) EMT-B, **with no less than two (2) years of 9-1-1 EMS experience and documentation of same will need to be provided to the Fire District upon request. Persons with lesser service may apply, consideration will be given commensurate with experience.**
2. The applicant must have a current professional CPR certification issued by the American Heart Association (AHA) or the American Red Cross (ARC), **and documentation of same will need to be provided to the Fire District upon request.**
3. The applicant must have completed training in the National Incident Management System (NIMS) levels I700a; I100; I200 **and documentation of same will need to be provided to the Fire District upon request.**
4. The applicant must have been trained to 1910.126 Hazardous Materials Response - Level 1 (Awareness), **and documentation of same will need to be provided to the Fire District upon request.**
5. The applicant must possess certification in Coaching the Emergency Vehicle Operator (CEVO), or Emergency Vehicle Operators Course (EVOC) or similar certification, **and documentation of same will need to be provided to the Fire District upon request.**
6. Preference is given to an applicant who possesses Pre-Hospital Trauma Life Support (PHTLS) or International Trauma Life Support (ITLS) **training and current certification, and documentation of same will need to be provided to the Fire District upon request.** Any EMT who does not already possess Pre-Hospital Trauma Life Support (PHTLS) or International Trauma Life Support (ITLS) training and current certification, shall be required to successfully complete one of these courses consistent with the terms and conditions of their employment.

**During the process,** applicants will also be required to provide adequate documentation, or demonstrate skills commensurate with the following:

- 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.
- **Prospective employees must be a resident of the State of New Jersey consistent with State Statutes**
- 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 consent to, and to pass a background check consistent with guidelines of the State of New Jersey and the Fire District.
- The candidate must successfully complete a physical exam and drug screening consistent with District Policies and Procedures and applicable State Law

- 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 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.

**General Duties and Responsibilities of the Emergency Medical technician 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, Operations Manual, District Rules and Regulations, Policies and Procedures, Operational Guidelines and EMS Policies and Protocols.

**Additional Training Requirements:**

- EMT staff are required to maintain their EMT, CPR and PHTLS certifications consistent with the Terms and Conditions of Employment with the District.

**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 Emergency Medical technician staff include but are not limited to:

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

Forward Resume and Certificates to **Administrator Jim Schultz at [jschultz@htfd3.com](mailto:jschultz@htfd3.com)**

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