Fire District No. 3

Township of Hanover, County of Morris

March 7, 2026

The Board of Fire Commissioners Are Accepting Applications
for Hiring in the Position of
Part-Time Emergency Medical Technician
(Starting Salary $28.00 Per Hour)

Applications shall be submitted by **email, postal mail, or hand delivery** to the Administration Office of Hanover Township Fire District 3 at the following address:

Hanover Township Fire District 3 – Administration
P.O. Box 511
82 Ridgedale Avenue
Cedar Knolls, New Jersey 07927-0511

Email submissions: administration@htfd3.com

All applications must include a **resume, cover letter, and copies of all required certifications**. Completed application packages must be received **no later than 12:00 p.m. on Tuesday, March 31, 2026**.

A **Part-Time Emergency Medical Technician (P/T EMT);** works a 24-hour a week schedule and is compensated hourly. The P/T EMT must be available for daytime, night, weekend and holiday shifts.

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.

Being a current Per Diem or Volunteer EMT for the Fire District, along with your work history/work record, will be considered when giving preference for hiring into this position. Current Fire District Emergency Medical Technicians as described above need only submit a Letter of Interest for this position along with a copy of all current requisite certifications; EMT & CPR. It should be noted that current Fire District staff have been given advance notice of this position, however all applicants will be processed based on their merit and the conditions mentioned herein for District employees.

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 position of Part-Time Emergency Medical Technician is subject to a competitive salary guideline. **All applicants are urged to review all materials prior to submitting their resume, cover letter, and certifications**. All materials submitted by the applicant become the property of the Fire District and will not be returned.

Minimum Requirements:

- The applicant must be a citizen of the United States and shall provide adequate proof of same.
- The applicant must be able to adequately read, write, and 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 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 I 700a; I 100; I 200 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) and shall provide documentation of same.
- The applicant must have a current professional CPR certification for healthcare providers.
- 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 following:

- An OSHA Respiratory Clearance Exam
- Fit Testing for various respirators
- A Physical Exam
- 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, 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.
- Part-Time EMT staff are required to maintain their certifications consistent with the District's Policies and procedures and EMS Terms and Conditions.

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 their abilities to work under pressure, have a proven track record as being reliable, honest and motivated. Because of the nature of this 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.

Benefits:
The District's benefits package to Part-Time EMT staff include but are not limited to:

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

Interested candidates must submit a resume and cover letter outlining how you as the applicant the applicant meet or exceed ALL minimum requirements. Copies of all required certifications **must** be included with the resume submission.

For more Information, contact:

Administrator James Hark Jr
PO Box 511
82 Ridgedale Ave
Cedar Knolls, NJ 07927
(973) 267-5659 Ext. 117
Administration@htfd3.com

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