



FULL TIME FIREFIGHTER/PARAMEDIC JOB POSTING

TOWN OF BUXTON, MAINE

The Town of Buxton is accepting applications for the position of Firefighter/Paramedic (AEMT Accepted) for its Fire-Rescue Department. There are currently two open positions, they are both full-time with benefit packages. An active eligibility list will be kept for 6-months following this hiring process.

Requirements include:

- High School Diploma or equivalent required; Associate degree preferred
- Must hold and maintain a valid State of Maine Class C Driver's license
- Successful completion of Maine certified AVOC/EVOC class (equivalent)
- NFPA Firefighter I & II Certification, or equivalent
- Must hold and maintain at a minimum a Maine Paramedic license, Advanced EMT considered
- National Incident Management System IS 100, 200 & 700
- Post job offer, the candidate must complete a pre-employment physical, including drug test, and associated NFPA 1500 components
- Must successfully complete a comprehensive background check and license check
- Must be able to work fixed and rotating shifts.

Applications:

Application packages are available on the departments' website at: www.buxtonfr.org/ApplicationPackage or you may contact the Chief's Office at (207) 929-3099 to have an application package mailed to you.

Completed Application packages must be received at the Fire-Rescue Chief's Office (185 Portland Road, Buxton Maine 04093) no later than August 3, 2018 at 1200 hours. Emailed application packages will not be accepted.

EOE Statement: The Town of Buxton is an equal employment employer, and reserves the right to leave positions open until a qualified candidate has been found.



Buxton Fire-Rescue

185 Portland Road
Buxton, ME 04093
Office (207) 929-3099
Fax (207) 929-3076
Department Website: www.buxtonfr.org

Chief Nathan Schools, *EFO*
Deputy Chief Jeremy Redlon
Deputy Chief Jason Grant
Deputy Chief Jamie Grant
Deputy Chief Michael Mirisola

July 19, 2018

Letter to Applicant

Buxton is a bedroom community of 8,100 people, situated in Northern York County, bordering the communities of: Hollis, Saco, Scarborough, Gorham, Standish, and Dayton. The department is a combination department with a full-time Fire-Rescue Chief, a cadre of fire-rescue officers, full-time firefighter/EMTs, per diem and paid on call members. In 2017 the department responded to 1,109 calls for service including both fire and medical emergencies. The department currently operates from three stations located to best serve our growing community, and operates: 2-Class A Pumpers, 1-Rescue Pumper, 3-Tanker Pumpers, 1- Quint, 2-ALS Ambulances, and 2-Brush Quick Attack Vehicles.

Buxton's current staffing plan includes around the clock coverage of the primary ambulance with two cross trained Firefighter/EMTs, and one cross trained Firefighter/EMT supplementing volunteer fire and EMS staff with the second ambulance. It is the intent that all per diem and full-time employees are cross-trained to handle both fire and medical emergencies. Selected individuals will have an understanding, and can work with other full time, part time and paid on call employees. Individuals seeking employment must be customer service oriented, professional, flexible, punctual, and able to work as part of a team.

Below please find a list of the documents that must be included with your application packet:

- Cover Letter
- Resume
- Three letters of professional reference
- Buxton Fire-Rescue Application
- Signed Background Check Authorization Form
- Copy of your valid Driver's License
- High School Diploma or equivalent
- Continuing education degree's/certificates
- AVOC/EVOC Certificate (Maine standard or equivalent)
- NFPA Firefighter I & II certification or equivalent.
- Current Maine Advanced EMT or Paramedic (preferred) License
- National Incident Management System IS 100, 200 & 700
- Any other pertinent training/educational certificates/degrees

This process is to create a list to fill two immediate (authorized) openings. Below is the anticipated timeline of creating an eligibility list:

- Job Posting July 19, 2018
- Application Deadline August 3, 2018 @ 1200 hours
- Oral Board/Chief's Interviews August 10, 2018
- List Creation August 13, 2018

July 19, 2018

In the application packet, you will find a copy of the job description, outlining requirements of the position, the shift, and other pertinent information. If you should have questions, do not hesitate to contact the Chief's Office at (207) 929-3099, prior to the application deadline.

I wish each of you the best of luck throughout the process and your career, thanks for your application to become a part of our great organization.

With Regards,



Nathan R. Schools, *EFO*
Fire-Rescue Chief



Buxton Fire-Rescue

Administrative Policy

Subject: Personnel Regulations (3)

Section/Number: FT Firefighter/EMT Job Description (7)

Date Approved: February 10, 2014

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Purpose:

To establish the job description, qualifications, and basic guidelines for potential duties of full-time Firefighter/EMT's (Including A/P).

Term:

This is a hired position. All employees in this employee class fall under the Town of Buxton Personnel Policy and must meet all town and department employee requirements to remain in this position.

Qualifications (required prior to hire):

- Must hold and maintain a valid State of Maine Class C Driver's license
- Successful completion of Maine certified AVOC/EVOC class (equivalent)
- High School Diploma or equivalent required; Associate degree preferred
- NFPA Firefighter I & II certification or equivalent. Maine Firefighter 1 or equivalence accepted
- Must hold and maintain a Maine Advanced EMT license, Paramedic preferred
- National Incident Management System IS 100 & 700
- Post job offer, the candidate must complete a pre-employment physical, including drug test, and associated NFPA 1500 components
- Must successfully complete a comprehensive background check and license check
- Must have the ability to work fixed and rotating shifts.

Time Requirements:

Regular Workweek

The work week shall be an average of 42-hours per week over an eight-week period. The schedule shall consist of a twenty-four-hour continuous time period beginning at 6:00 a.m. and ending at 6:00 a.m. the following day. The standard workweek will be as follows: twenty-four hours on duty, followed by forty-eight hours off duty, followed by twenty-four hours on duty, followed by ninety-six hours off duty.

The Fire-Rescue Chief may change the schedule with 1 months' written notice.

Shift Swaps

Shift swaps shall be permitted when approved in advance using the departments scheduling software. Shift swaps cannot create overtime. Shifts swaps are hour for hour between full-time employees.

Over Time

Hours worked in excess of regularly scheduled work hours, shall be paid at time and one half the employees hourly rate. Hours worked shall not include sick leave, vacation, holiday, compensation, and bereavement leave.

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FT Employees are required to work forced overtime shifts. An employee cannot be forced for more than 48 consecutive hours, before they must have 24 hours of non-work time. Forced OT will be used to ensure a minimum staffing of two employees, at the Advanced EMT Level.

Holiday overtime shall be paid in accordance with the Town's Personnel Policy.

Response Requirements:

This position will be assigned to a base station by the Fire-Rescue Chief, the position's primary responsibility is to answer emergency calls. The intent is to handle the first emergency first (either fire or EMS); however, the bulk of calls for service will be for the EMS. This position will respond on all calls for service, as assigned by dispatch.

Reports To:

Day-to-Day Operations: Fire-Rescue Chief

Emergency/Training Ground: Lieutenant, Captain, Deputy Chief, Fire-Rescue Chief

Nature of Work:

This is a skilled emergency medical and firefighting position that requires the employee to respond to a wide range of medical, traumatic, and fire suppression-related emergencies in a community encompassing 40 square miles, with a population of 8,100. The department handles approximately 700 emergency medical calls and 400 fire related calls per year.

The person filling this position must be mature, honest, compassionate, able to work well with others, and be willing and able to interact positively with the public. The candidate must be prepared to respond to emergency medical and fire calls in all types of weather, day or night.

The person filling this position will become involved in station duties, public education, in-house education, equipment and apparatus maintenance, disinfecting and cleaning of equipment and apparatus, computer related reports and assignments, and a variety of other tasks assigned by the Fire-Rescue Chief.

Work is reviewed through discussion, reports, and during formal employee performance appraisals.

Illustrative Examples of Work

- Provide fire suppression and prevention services and stay current with training, code standards and general operating guidelines, to provide a professional product to the customer
- Provide primary patient assessment, treatment and transport at the ILS/ALS level on any call for emergency medical service, in conjunction with other medical providers
- Be knowledgeable in and follow State and Local EMS protocols, and department Standard Operating Guidelines, and Policies
- Exercise sound judgment with respect to all matters involving patient and responder safety including but not limited to; emergency vehicle operations, scene safety, injury prevention, infection controls, etc.
- Comply with all Department training requirements
- Establish and maintain effective working relationships with other employees (paid on call, per diem, full time and student live-in), supervisors, other departments, agencies, and the public

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- Perform general maintenance of fire and EMS equipment and stations
 - Operate a computer, prepare reports, utilize the departments records management software and perform other related paperwork as required
 - Perform public education and prevention details
 - Performs collateral duties as assigned by the Fire-Rescue Chief

Requirements of Work/Essential Functions

Physical Demands

- Requires lifting over 100 lbs. And occasionally over 150 lbs. while wearing personal protective equipment, including the self-contained breathing apparatus, weighing approx. 85 – 100 pounds dry.
- During firefighting activities when exposed to extreme heat, blood pressure and pulse are elevated.
- Medium duration of direct exposure to fire and its by-products. About 20 minutes inside of a working fire incident with regular breaks. This can continue until relieved.
- Firefighting is done in any environment. Temperatures within a structure can reach 1000 degrees and below zero outside the fire or during a rescue.

Physical Requirements

- Vision – Normal vision needed with or without corrective lenses.
- Hearing – Normal hearing is needed with or without hearing aids.
- Mobility – Ability to walk and climb ladder or stairs.
- Body motion – A full range of body motion is required to accomplish the above-mentioned tasks.

Qualifications

Experience

- Demonstrates a willingness to participate in Department and Community Activities.
- General knowledge of the community's hazards, and surrounding communities that the department has mutual/automatic aid agreements with.
- Two (2) or more years of fire/rescue experience
- Has responded and works with a team to mitigate the following incidents (Sample list only):
 - o Structure Fires
 - o Vehicle Fires
 - o Chimney Fires
 - o Technical Rescue
 - o Medical Emergencies
 - o Motor Vehicle Crashes

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Knowledge

- Training and Certifications (Required):

Full Time Firefighter/EMT	
<u>Driver Operator:</u>	6 hours of job task training including Annual Mandatory Trainings (e.g. SCBA, Fire Extinguishers, Haz Mat Refresher, BBP, Respiratory protection)
	Driver operator certification (initial) and re-certification annually on each apparatus that employee is certified to operate
	6 hours of this time must be done while attending in house training
	12 Hours Required Annually (Driver Operator hours may be counted toward other categories)
<u>Interior Firefighter:</u>	24 hours of structural firefighter training including Annual Mandatory Trainings (SCBA, Fire Extinguishers, Haz Mat Refresher, BBP, Respiratory protection)
	12 hours of this time must be done while attending in house training
	24 Hours Required Annually
<u>Emergency Medical Technician:</u>	Emergency Medical Technician's (Paramedic, Advanced EMT, and Basic EMT's) will be governed by Maine EMS Rule's regarding training. It is the responsibility of the Employee to maintain his/her license per rule.

- Knowledge of Buxton Apparatus, their operation, and associated equipment
- Certified as driver/operator for apparatus in assigned station
- Resource knowledge: i.e. Police, EMS, Public Works, Haz-Mat units, hydrant locations, streets, etc.

Abilities

- Communication Skills: effective listening, oral and writing, and able to get the message “across”
- Able to make decisions without supervision, based on knowledge, experience, skills, and training
- Displays sound judgment, and able to “do the right thing when no one is looking”
- Able to give and follow directives
- Operates well under pressure, during emergencies

Benefits/Retirement

The personnel policy defines all fringe benefits available to employees.

Salary

The salary for this position is set based upon the employee’s qualifications, certifications, and years of service. Each employee will be evaluated upon hire, and annual adjustments will be made during the budget process.

Policy History:

Original Approval Date: February 10, 2014
Revised Date: July 5, 2017
Revised Date: July 19, 2018