

# BUXTON FIRE-RESCUE IS HIRING!



## Mission Driven!

Our Department's mission is "To promote and protect the health and safety of our community and first responders!" We operationalize the mission by living our core values of *Dedication, Integrity, Professionalism, Responsibility and Cooperation.*

We provide educational classes to the community in the areas of fire prevention, injury/illness prevention, and general risk reduction, year-round. Last year we added FREE monthly CPR classes for residents and intend to add classes/courses in the coming years.



## About Us:

Buxton Fire-Rescue is a growing department dedicated to the community. Current emergency staffing levels include a Career Fire-Rescue Chief, 4-Career Firefighter/AEMT/Paramedics (1-per day), 2-Per-Diem Firefighter/EMT/AEMT/Paramedics 24-hours per day, supplementing an active paid-on-call group of +/- 50 members. In 2018, the department responded to 977 emergency calls, 75% EMS.

We respond from 3 stations, two staffed 24/7.

## Desired Candidate:

We are looking for a positive and motivated individual to join our family! Candidates should be Firefighter I & II Certified and Maine licensed Paramedic License, AEMTs will be considered.



**Title:** Firefighter/EMT Advanced or Paramedic

**Type:** Full-Time

**Schedule:** Rotating 24-hour Shifts (24-48-24-96)

**How to apply:** Go to our website

[www.buxtonfr.org](http://www.buxtonfr.org) or email [jward@buxtonfr.org](mailto:jward@buxtonfr.org) to

obtain a copy of the application package. Return completed packages to the Chief's Office no later than **April 26, 2019** at 1200 hours.



## **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 is currently one open position. 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 a valid Maine EMS Advanced EMT license, Paramedic preferred.
- 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:**

Applications are available on the department's website, or applicants can contact the Chief's Office at (207) 929-3099 to have an application package mailed. Completed application packages must be received at the Fire-Rescue Chief's Office (185 Portland Road, Buxton Maine 04093) no later than April 26, 2019 at 1200 hours.

#### **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](http://www.buxtonfr.org)

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

April 8, 2019

## 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 2018 the department responded to 977 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- Ladder, 2-ALS Ambulances, and 2-Brush Trucks.

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 staff. 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
- High School Diploma and applicable continuing education degree's/certificates
- AVOC/EVOC & NFPA Firefighter I & II (Maine standard or equivalent)
- Current Maine Advanced EMT or Paramedic (preferred) License
- National Incident Management System IS 100, 200 & 700

This process is to create an eligibility list to fill one immediate opening. All application materials must be received no later than **April 26, 2019 at 1200 hours** to be considered for full-time employment.

If you have questions, please contact the Chief's Office at (207) 929-3099, prior to the application deadline.

With Regards,

Chief Nathan R. Schools, *EFO*



# **BUXTON FIRE-RESCUE**

## **BASIC REQUIREMENTS**

### **PER DIEM/FULL TIME FIREFIGHTER/EMT-P-A-B**

- Valid Maine driver's license free from serious infractions
- Successfully complete a background and reference check
- Successfully complete a pre-employment physical examination and drug test
- Include a copy of your Maine State EMS License
- Include any specialized training certificates
- Include your current resume
- Provide proof of AVOC/EVOC or equivalent

### **PAID-ON-CALL FIREFIGHTER/EMTS**

- At least 16 years of age
- Valid Maine Driver's License free from serious infractions, or State Identification Card
- Reliable vehicle for responding to emergency calls
- Successfully complete a background and reference check
- Successfully complete a pre-employment physical examination and drug test
- Include your current resume
- Able to attend trainings, meetings and respond to emergency calls when available

# BUXTON FIRE-RESCUE EMPLOYEMENT APPLICITION

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Parent/Guardian Name (for Junior Applicants Only): \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

If you have lived outside of Maine as an adult, please provide addresses:

\_\_\_\_\_  
\_\_\_\_\_

Position applying for: \_\_\_\_\_

## **EDUCATION**

High School and Graduation Date: \_\_\_\_\_

College/University Attended and Graduation Date: \_\_\_\_\_

Other Training/Skills Relevant to Position:

\_\_\_\_\_  
\_\_\_\_\_

## **EMPLOYMENT HISTORY**

Please list employers, beginning with the most recent.

Current/Past Employer (Name, Address, Telephone): \_\_\_\_\_

Hire Date: \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Current/Past Employer (Name, Address, Telephone): \_\_\_\_\_

Hire Date: \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Current/Past Employer (Name, Address, Telephone): \_\_\_\_\_

Hire Date: \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

**REFERENCES**

List three people the department may contact, who can comment on your abilities, work habits and character.

<b>Name</b>	<b>Address</b>	<b>Phone</b>	<b>Relationship</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**BACKGROUND INFORMATION**

Have you ever been disciplined, discharged or asked to resign from a prior position?  
Yes \_\_\_ No \_\_\_

Have you ever resigned from a prior position after a complaint has been received against you or your conduct was under investigation or review?  
Yes \_\_\_ No \_\_\_

Have you ever been charged with or investigated for sexual abuse of another person?  
Yes \_\_\_ No \_\_\_

Have you ever been convicted of a crime or traffic offense?  
Yes \_\_\_ No \_\_\_

Have you ever entered a plea of guilty or “no contest” (nolo contendere) to any crime (including traffic offenses)?  
Yes \_\_\_ No \_\_\_

Has any court ever deferred, filed or dismissed proceedings without a finding of guilty and required that you pay a fine, penalty or court costs and/or imposed a requirement as to your behavior or conduct for a period of time in connection with any crime?  
Yes \_\_\_ No \_\_\_

If you answered YES to any of the previous questions, provide full details below, including with respect to court actions, the date, offense in question, and the address of the court involved (attach additional page(s) if necessary). Conviction or other disposition is not necessarily a disqualification to employment.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Refusal to provide authorization for reference and/or criminal records checks and/or providing false or misleading information on this application shall constitute sufficient reason to refuse to employ an applicant or, if the applicant has been employed, to immediately dismiss the employee.***

**APPLICANT AUTHORIZATION AND ACKNOWLEDGMENT**

My signature below constitutes authorization to check, at any time prior to or during employment, my employment history and, without limitation, criminal arrest and conviction record checks, driving record check, reference checks, and release of investigatory information possessed by any state, local or federal agency. I further authorize those persons, agencies or entities that the Town of Buxton contacts in connection with my employment application to fully provide the Town of Buxton any information on the matters set forth above. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the Town of Buxton, its agents and officials, or against any such provider of such information.

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date