



CAREER FIREFIGHTER/EMT JOB POSTING

TOWN OF BUXTON, MAINE

The Town of Buxton is accepting applications for the position of Firefighter/EMT-B (AEMT or Paramedic preferred) for its Fire-Rescue Department; there is currently one open position. An active eligibility list will be kept for 6-months following this recruitment process.

Requirements include:

- Cover Letter & Resume
- Three letters of professional reference
- Buxton Fire-Rescue Application
- High School Diploma and applicable continuing education degrees/certificates
- Must hold and maintain a valid State of Maine Class C Driver's license
- AVOC/EVOC & NFPA Firefighter I & II (Maine standard or equivalent)
- Current Maine EMS License
- 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 have the ability to work fixed and rotating shifts.

Applications:

Applications are available on the department's website, or candidates may contact the Chief's Office at (207) 929-3099 x 101 to obtain an application package. Completed application packages must be received at the Fire-Rescue Chief's Office (174 Portland Road, Buxton Maine 04093) no later than **September 27, 2021, at 8:00 AM**; electronic application packages should be sent to jward@buxtonfr.org.

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*
Assistant Chief Jeremy Redlon
Deputy Chief Conrad Jellison
Deputy Chief Michael Mirisola

September 7, 2021

Letter to Applicant

Buxton Fire-Rescue (BFR) seeks career-oriented teammates eager to serve the community. Currently BFR is seeking candidates to fill an immediate opening for a career firefighter/EMT (AEMT or Paramedic preferred). If you are interested in a career at BFR, please read all the information below, complete, and return all appropriate documentation by the application deadline, on September 27, 2021.

Buxton, Maine is a bedroom community of 8,300 people with over 3,000 individual households, situated over 40 square miles in Northern York County. Buxton borders the Towns of Dayton, Gorham, Hollis, Saco, Scarborough, and Standish, with strong automatic/mutual aid relationships.

BFR's emergency staffing levels include a Career Fire-Rescue Chief, Career Assistant Fire-Rescue Chief, 1-Career Firefighter/Paramedic Captain, 4-Career Firefighter/AEMT/Paramedics, and +/-15 Per-Diem Firefighter/EMT/AEMT/Paramedics, supplementing an active paid-on-call staff of +/-25 member. This is a newly created position and the sixth career firefighter/EMT and is represented by the Buxton Professional Firefighter Association under the terms of the collective bargaining agreement. The department currently operates from three stations located to best serve our community. BFR operates 2-Class A Pumpers, 3-Tanker Pumpers, 1- Quint, 2-ALS Ambulances, and 1-Brush Truck. In 2020, the department responded to 1,045 emergency calls, 75% EMS. Paid staff respond as both firefighters and EMS personnel, in a "first emergency first" response system.

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 is 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 degrees/certificates
- AVOC/EVOC & NFPA Firefighter I & II (Maine standard or equivalent)
- Current Maine EMS 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 **September 27, 2021, at 8:00 AM** to be considered for career 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

Administrative Policy

Subject: Personnel Regulations (1)

Section/Number: Career 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 AEMT/Paramedics).

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.

Reports To:

Day-to-Day Operations: Career Officer or Fire-Rescue Chief

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

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.

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Premium Hours and Over Time

Hours worked in excess of regularly scheduled work hours, shall be paid in accordance with the Towns Personnel Policy, Section VI. **Work Day, Week, Overtime and Comp Time**, § Compensation for Full Time Fire-Rescue Employees.

Full time 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.

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

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- 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
 - 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	
Driver Operator:	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)
Interior Firefighter:	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
Emergency Medical Technician:	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

Salary/Fringe Benefits

- The personnel policy and/or Union Collective Bargaining Agreement addresses all Unit Member salary and benefit information, including employees in this class.

Policy History:

Original Approval Date: February 10, 2014
Revised Date: July 5, 2017
Revised Date: July 19, 2018
Revised Date: October 9, 2018
Revised Date: May 26, 2021



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 EMPLOYMENT APPLICATION

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.

Name	Address	Phone	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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