



## Hinesburg Fire Department Career Firefighter/EMS Provider

The Hinesburg Fire Department is accepting applications for **TWO** vacant positions of Firefighter/EMS Provider. We are seeking highly motivated individuals who will demonstrate their commitment to our town, residents and department.

The Hinesburg Fire Department consists of 30 on call members, responding to an average of 400 calls per year. HFD provides Fire and First Response EMS coverage to the towns of Hinesburg and St. George. HFD will be starting an AEMT level ambulance service before January 1<sup>st</sup>, 2022 with the 3-year goal of a paramedic level ambulance.

Minimum qualifications are as follows:

- VT (or Pro-Board) Firefighter Level 1 (attain Level 2 within 1 year of hire)
- National Registry EMT (attain AEMT within 1 year of hire) and the ability to obtain VT EMS License
  - Preference given to current National Registry AEMT/Paramedic
- Current CPAT Certification (or the ability to obtain within 6 months of hire; lateral transfer applicants exempt)
- Possess a High School Diploma or equivalent
- A valid Driver's License
  - Preference given to CDL-B license with tank and air brake endorsement (department will sponsor employees to obtain CDL license)

The town of Hinesburg offers a competitive benefits package, details can be provided upon request. Starting rate of pay for probationary firefighters based on qualifications: \$46,000-\$50,000 annually.

These positions will work daytime shifts, up to five days per week with the schedule to be determined. Any questions can be directed to Interim Fire Chief Nicholas Baker at: [nbaker@hinesburg.org](mailto:nbaker@hinesburg.org)

These positions are open until filled. Application review will begin July 23<sup>rd</sup>, 2021 with anticipated interviews the first week of August.

Submit cover letter and resume by mail to:

Interim Chief Nicholas Baker  
Hinesburg Fire Department  
10632 Route 116  
Hinesburg, VT 05461

## **Firefighter/EMS Provider Hinesburg Fire Department**

### **JOB SUMMARY**

This position performs fire prevention and suppression, emergency medical service, hazardous material, and rescue activities. Incumbent may be designated as Firefighter/EMT, Firefighter/AEMT, or Firefighter/Paramedic depending on certification.

### **MAJOR DUTIES**

- Responds to fire alarms and uses firefighting skills to evaluate and carry out actions to most efficiently control the emergency at hand; assists with the fighting of structural fires.
- Responds to medical emergencies and uses EMS skills to evaluate, treat, stabilize and transport patients to the appropriate medical facility.
- Responds to hazardous materials response and mitigation incidents.
- Responds to natural and man-made disasters; participates in emergency response activities.
- Completes required reports detailing fire and medical incident responses.
- Drives and operates firefighting and EMS vehicles, apparatus and equipment as assigned.
- Participates in and assists with training sessions.
- Inspects equipment to ensure that it is in proper working order; washes and cleans equipment on a regular basis; repairs and performs routine maintenance on equipment; ensures the proper functioning of all emergency medical equipment and vehicles.
- Maintains an adequate inventory of supplies aboard emergency vehicles; conducts regular inspections.
- Cleans and disinfects assigned vehicles after each use.
- Performs fire prevention inspections and related activities as assigned.
- Performs pre-fire incident planning.
- Provides fire prevention information to the public; assists in teaching fire safety and CPR classes.
- Provides tours of the fire station.
- Instructs the public on how to obtain burn permits.
- Performs housekeeping, grounds keeping, and building maintenance duties.
- Performs the duties of the Fire Officer in his or her absence as assigned.
- Performs related duties.
- Performs any other duties as assigned by the Fire Chief or as assigned by his/her designees.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of the operation of all apparatus and equipment and methods used in combating, extinguishing and preventing fires and in rescue/EMS work.
  - Knowledge of emergency medical principles and applications.
  - Knowledge of Firefighting standards, practices, strategies, tactics, and equipment.
  - Knowledge of rules, regulations, and standard operating procedures of the fire department.
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- Knowledge of equipment maintenance principles.
- Knowledge of building construction and related codes, fire-ground hydraulics and the location of hazardous occupancies in the municipality.
- Knowledge of hydrant locations, water systems and water mains.
- Knowledge of local, state, and federal fire codes.
- Knowledge of universal precautions relating to infection control.
- Knowledge of human anatomy and physiology.
- Knowledge of algebra, pharmacology, and chemistry.
- Knowledge of hazardous materials.
- Skill in the operation of all firefighting, rescue and EMS equipment, including motor vehicles.
- Skill in extrication techniques.
- Skill in patient assessment.
- Skill in the use of a computer.
- Skill in the use of radios and communication equipment.
- Skill in interpersonal relations.
- Skill in oral and written communication.

#### SUPERVISORY CONTROLS

The Fire Officer assigns work in terms of general instructions. The supervisor spot checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include town, state and federal fire codes, state laws pertaining to emergency medical treatment, established medical protocols, Vermont Revised Statutes Annotated, National Fire Prevention Association guidelines, local ordinances, building codes, and department operating procedures. These guidelines are generally clear and specific but may require some interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of related fire suppression, rescue, and emergency medical service duties. The variety of emergency situations encountered contributes to the complexity of the work.
- The purpose of this position is to protect lives and property through fire prevention and suppression activities and provision of emergency medical services. Successful performance helps ensure the safety of lives and property in the community.

#### CONTACTS

- Contacts are typically with co-workers, other town employees, school staff, representatives of other fire departments, hospital staff, representatives of state and federal agencies, vendors, local business owners, and the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, and educate the public.

#### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching, or walking. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office, except while at fire or other emergency scenes. The employee is exposed to machinery with moving parts, irritating chemicals, extreme temperatures, hazardous situations, IDLH (immediately dangerous to life and health) environments, and inclement weather. The work requires the use of protective clothing and devices.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned personnel.

#### MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- No experience requirements.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Vermont for the type of vehicle or equipment operated.
- Ability to meet current requirements for firefighter certification in the State of Vermont.
- Possession of or ability to readily obtain appropriate state EMS certification.

Date Created: 06/30/2021

Last Modified: 06/30/2021

Head of Department:           Name: Nicholas Baker

Signature: 

Town Manager:                Name: Todd Odit

Signature: 