



The Underhill-Jericho Fire Department Inc. is seeking a qualified person to fill the role of Firefighter / EMT / Admin. This is a full time position with competitive pay and benefits.

The UJFD is a not for profit corporation under contract with the towns of Underhill and Jericho to provide fire and rescue operations services. We protect a population of more than 8,500 people and cover an area over 100 square miles including the US Army Ethan Allen Firing Range. We have two full time Firefighter/EMTs, plus 34 Firefighters and other support staff.

### **General Purpose:**

This position is responsible for but not limited to: performing fire suppression, emergency medical services, hazardous materials, technical rescue, training and fire prevention activities.

### **Essential Job Functions:**

- Drive and operate fire and rescue equipment and vehicles; perform duties associated with fire suppression, emergency medical services, hazardous materials, technical rescues, training, and fire prevention activities.
- Maintain vehicles, equipment, station and grounds as assigned.
- Inspect per work orders all equipment daily.
- Participate in the cleaning, inspection, and replacement of tools and equipment.
- Participate in department training and assigned activities.
- Assist with daily and monthly reports as required.
- Complete all written forms and write reports as needed, provide and produce documentation as required. Utilization of computers and word processing software.
- Maintain positive public relations; performs tours for educational groups and promote fire safety.
- Attend classes, seminars and workshops to maintain and improve job knowledge and skills.

### **Non-Essential Job Functions:**

- Performs other duties as required.

### **Qualifications/Basic Job Requirements**

- High School diploma or equivalent.
- Valid driver's license is required, must obtain a Vermont driver's license within 6 months
- National Registry EMT Basic certification should be completed within the first 6 months of appointment.
- Firefighter 1 Pro Board certification should be completed within the first 6 months of appointment.
- Knowledge of current firefighting techniques, equipment, and safety procedures.
- Knowledge of emergency medical services.
- Ability to obtain a working knowledge of all Underhill - Jericho Fire department policies and procedures
- Ability to develop and maintain effective employee and public relations.
- Ability to communicate effectively, orally, and in writing.
- Demonstrate commitment to diversity, equality and inclusion as evidenced by ongoing training and professional development.
- Regular attendance is necessary and is an essential expectation of the job functions.
- Ability to understand and comply with UJFD standards, safety rules and personnel policies.

### **Salary**

\$13.00 to \$17.00 an HR (Depending on experience) + Benefits

After initial training the hours for this position are planned to be weekdays from 11:00AM to 7:00PM with up to 3 Hours of overtime a week on Tuesday nights from 7:00PM to 10:00PM to correspond with our training nights.

### **Submission for consideration must be sent by email**

If you would like to join our team, please send a cover letter along with your resume or CV in a .pdf format to: [ujfd-hr@googlegroups.com](mailto:ujfd-hr@googlegroups.com) on or before 5:00PM on February 23, 2018 for consideration.