



Town of Windsor



FIRE DEPARTMENT

29 Union St., Windsor Vermont 05089

(802)674-9043 Fax (802)674-9037

kmcallister@windsorvt.org

Chief Kevin McAllister

EMPLOYMENT OPPORTUNITY – PLEASE POST

Effective Aug 5, 2024

After opening up the contract, the Town of Windsor, Vermont (Population 3,596) and WFD are happy to announce a higher pay rate for all and we are now seeking applicants for full time and part time employment. Certified Firefighters will be given preference. All EMS Certification levels are welcome to apply. WFD will require all applying for full time positions become firefighter certified within 2 years. The Windsor Fire Department is a professional organization made up of a fulltime staff of the Chief, Administrative Assistant, 11 full time firefighters that also hold EMS certifications from EMT to Paramedic and approximately 10 part-time EMS and fire fighter trained personnel. The department serves the Town of Windsor and other contracted towns, providing emergency services, including fire, ALS EMS, and technical rescue. The department responds to approximately 2000 emergency calls and inter-facility transfers a year. The full time positions have a rotating 48 hour work week; two 24 hour shifts per week.

Job Function:

Participate as a member of the Windsor Fire department response team for the purpose preserving life and property by minimizing or eliminating the risks caused by fire. Provide emergency medical services within the guidelines set forth by State protocols and department SOP's and policies. As a member of a team, provide EMS care, fire and rescue services to the public. You will perform routine cleaning and maintenance duties to any equipment, vehicles and to the fire station as necessary. Participate in training and education programs to maintain certifications as required. Keeping physically fit to maintain the ability to perform all functions of the job. You may work out on duty. Perform other work related duties as assigned.

Supervision: The full time positions have a 12-month probationary period. All positions are under the supervision of the department command structure and will be directly supervised by the shift leader or Lieutenants.

Duties and Responsibilities:

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

- Preparing reports and maintaining records as required.

- Obeying, supporting, and enforcing the fire department and towns rules, regulations, policies.
- Must be able to safely drive all department vehicles.
- Assure that all department vehicles and equipment are ready for service.
- Attends training as required for the position held.
- Responds to fire, rescue, hazardous materials emergencies, medical emergencies and other emergencies assigned to his/her company
- As part of a team, perform fire suppression duties using modern tactics to extinguish fire in structures, vehicles, and machinery and wildland settings.
- As part of a team, provide rescue operations such as: auto extrication, search and rescue, water rescue and some technical rescue
- Provide public education to citizens in the Windsor area
- Perform inter-facility transports on a routine basis.
- Safely drive emergency response vehicles according to department policy.
- Assists in cleaning firefighting equipment upon return to the station after an emergency call or training.
- Attends regular training sessions to practice procedures and to learn and practice new firefighting, rescue and EMS methods
- Cleans and maintains the fire station and grounds
- Cleans and maintains fire and ambulance apparatus
- Assists with fire prevention program
- Other duties as assigned by Fire Chief.
- Operate all fire, rescue and EMS equipment within the scope of your training certification.

Requirements: Firefighter I is NOT required (but preferred) at time of hiring. Graduation from standard high school, trade school or equivalent, must be physically fit and must successfully complete WFD physical agility test. Must have strong mechanical aptitude; ability to follow written and oral instructions, possession of a current motor vehicle license. Must have at time of hire a current State of Vermont, State of New Hampshire and National registry EMS certification, and current CPR certification. ICS-100, ICS-700 and 800.

WORKING CONDITIONS

Person(s) in this position shall be expected to respond and work in all types of weather and less than ideal conditions. He/she may have to enter hazardous atmospheres and areas and will be expected to work in a safe manner independently and as part of a team.

Desired Training/Qualifications: Firefighter I, Emergency Vehicle Operator Course (EVOC), Pump Apparatus Driver Operator (PADO), CDL, ICS 300 and 400

The job description does not constitute an employment agreement between the employer and member and is subject to change by the employer as the needs of the employer and requirements of the job change. The Town of Windsor maintains a drug-, alcohol- and tobacco-free environment.

Submit Application and Resume by mail: Chief Kevin McAllister, 29 Union street Windsor, VT 05089 or **by email:** kmcallister@windsorvt.org by August 23, 2024 at 3:00pm.