



Town of Windsor



FIRE DEPARTMENT

29 Union St., Windsor Vermont 05089

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kmcallister@windsorvt.org

Chief Kevin McAllister

EMPLOYMENT OPPORTUNITY – PLEASE POST

Effective September 5, 2022

The Town of Windsor, Vermont (Population 3,596) is seeking applicants for the position of Fire Lieutenant/Paramedic. The Windsor Fire Department is a professional organization made up of a fulltime staff of the Chief, Administrative Assistant, 11 fire and/or EMS trained personnel, and approximately 20 part-time EMS and firefighter trained personnel. The department serves the Town of Windsor and other contracted towns, providing emergency services, including fire, ALS and technical rescue. The department responds to over 2000 emergency calls a year. This position has a rotating 48 hour work week.

Job Function: Participates as a member of the Windsor Fire department response team for the purpose of preserving life and property by minimizing or eliminating the risks caused by fire. Provides emergency medical services within the guidelines set forth by State protocols and department SOP's and policies. As a member of a team, provide advanced EMS care, fire and rescue services to the public; 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 required certifications. Keep physically fit to maintain the ability to perform all functions of the job. Perform other work related duties as assigned.

Lieutenant/Paramedic position serves as the supervising officer during their assigned shift and during emergency operations. They will assume the position of incident commander until relieved by a senior officer or the Fire Chief.

Supervision: Works under the supervision of the department command structure and the department policies and procedures.

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.

- Commanding an engine or truck company in a fire and rescue station. This includes being responsible for the care, maintenance, and usage of all equipment and items pertaining thereto.

- Provide care and maintain Paramedic level care and certification.
- Preparing reports and maintaining records as required.
- Conducting and supervising training for station personnel.
- Obeying, supporting, and enforcing the fire department and towns rules, regulations, policies, and procedures and requiring the same of subordinates.
- Setting a good example for subordinates and requiring subordinates to meet all required standards of conduct and performance.
- Promptly report in writing any violation of the departments rules, regulations, policies and procedures, and referring all official matters to the Chief through the established chain of command.
- Supervising and assisting subordinates in the performance of maintenance, training, company inspections, public education programs, and emergency response activities.
- Must be able to safely drive all department vehicles.
- Must be able to operate all department fire pumps.
- Must be able to operate all EMS equipment within the protocols of their certification level.
- Responsible for coordinating and management of daily shift duties and rig assignments.
- Assure all subordinates complete any reports pertinent to their duties and assignments.
- Assure the cleanliness of the fire station and grounds.
- 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 building inspection for the purpose of developing pre-fire plans.
- Safely drive emergency response vehicles according to department policy.
- Enters burning or contaminated buildings, structures and other areas to fight fires and/or perform rescues while wearing required safety clothing and safety equipment
- 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
- Cleans and maintains fire and ambulance apparatus
- Assists with fire prevention program
- Other duties as assigned by Fire Chief.

Requirements: Graduation from standard high school, trade school or equivalent; must be physically fit and 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(CDL preferred). Must have at time of hire Fire Officer-I certification or equivalent; a

current State of Vermont, State of New Hampshire and National Registry Paramedic license. ICS-100, ICS-700 and 800.

WORKING CONDITIONS

The Fire Lieutenant/Paramedic will be expected to respond and work in all types of weather and less than ideal conditions. He/she could have to enter hazardous atmospheres and areas and will be expected to work in a safe manner independently and as part of a team.

Preferred Training/Qualifications: Paramedic Critical Care Transport/PIFT Certification, ICS 200 and 300, Firefighter-II, Fire Officer II, EMSI, Emergency Vehicle Operator Course (EVOC), Pump Apparatus Driver Operator (PADO), BTLS certification.

Other: Must be able to do shift work, and must pass physical agility entry exam and annually thereafter as determined by the department.

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 to: Chief Kevin McAllister, 29 Union Street Windsor, VT 05089 or by email to kmcallister@windsorvt.org before 3:00pm Friday, September 16, 2022.