Town of Georgia Fire Department

4134 Ethan Allen Highway • Georgia, VT 05478 • Phone: 802-782-8045
Keith Baker, Fire Chief • Email: firechief@townofgeorgia.com

Firefighter/Emergency Medical Technician

The Town of Georgia is seeking a Fulltime Firefighter/EMT. This position will be a fire and emergency medical services emergency response position with department administrative responsibilities. The position is a Monday through Friday daytime position with the possibility of night and weekend emergency call back. Thursday's, the position will be an afternoon/evening position to be able to participate in Department wide meetings and trainings. Pay will be $21-$23 per hour depending on qualifications and includes an excellent benefits package. The Town of Georgia Fire and Rescue Department provides fire and first response emergency medical services within the Town of Georgia and also mutual aid services. The Fire and Rescue Department responded to 472 Fire and EMS calls in 2022.

For consideration, please submit a cover letter and resume to Keith Baker, Fire Chief at firechief@townofgeorgia.com or by mail to 4134 Ethan Allen Highway, St. Albans, VT 05478 by Monday May 1st at 4 pm.

Please see below for qualifications and job description.

Career Firefighter/EMT Job Description

Basic Function

To provide Administrative Duties, Fire Suppression, Fire Prevention, Emergency Medical Services (EMS), Equipment and Station Maintenance and other duties as assigned.

Qualifications

*Vermont Firefighter Level One certification. Level Two and Fire Inspector One preferred.
*Current Emergency Medical Technician (EMT) certification. Advanced EMT preferred.
*Minimum of 3 years of firefighting experience.
*Hazmat Operations.
*Thorough knowledge of firefighting principals, equipment and techniques.
*Thorough knowledge of EMS principals, equipment, and techniques.
*Valid motor vehicle operator's license.
*Strong administrative skills.

*Strong computers skills with the ability to create and/or maintain department records.
*Ability to perform strenuous continuous effort for extended periods of time under hazardous conditions.
*Ability to take and follow direction with limited supervision.
*Strong written and verbal communications skills.

Duties and Responsibilities

*Meets requirements of an active firefighter as outlined by current fire department SOG's.
*Meets requirements of an active first responder as outlined by current first response SOG's.
*Be signed off to drive and operate all apparatus within 6 months of hire.
*Reports directly to the Fire Chief.
*Responds to all Fire and EMS incidents during duty hours.
*Maintain fire incident reports in NFIRS reporting software.
*Maintain EMS incident reporting in SIREN EMS.
*Oversee and coordinate fire prevention program.
*Maintain attendance records for all meetings of Fire and EMS.
*Maintain training records for Fire and EMS and assist with preparations of training.
*Maintain records of all issued Fire and/or EMS gear, equipment, or uniforms and its compliance with NFPA standards.
*Oversee, coordinate, and/or perform any required building maintenance and maintain records to include annual testing/service of building systems.
*Oversee, coordinate, and/or perform any required small equipment maintenance and maintain records to include annual testing/service.
*Oversee, coordinate, and/or perform any required apparatus maintenance and maintain records to include annual testing/service.
*Maintain inventory of Fire, EMS, and station supplies.
*Oversee, research, and coordinate the purchase of new equipment and supplies.
*Maintain building, apparatus, and equipment in a clean manor.
*Stay apprised of all district, state and national protocols/standards as they apply to Fire and EMS. Develop plan for implementation as required.
*Research and prepare available Fire and EMS grants.
*Administrative duties such as create/maintain water supply plan, create and maintain pre-plans, maintain run card, create DRB letters, research/draft town Fire or EMS ordinances, or other administrative duties as assigned.
*Infection Control Officer. Create and maintain infection control plan and be point of contact for any exposures or possible exposures.
*Maintain Knox Box key box program with businesses and municipal buildings.
*Maintain and test dry hydrants.
*Ensure SCBA fit testing and respirator use plan.
*Assist town highway department as requested by the foreman on an emergency basis and approved by the Fire Chief. Ex. Storm damage.
*Plow municipal parking lots and shovel walkways as requested by highway foreman.
*Other duties as assigned.