

**Edinboro Volunteer Fire Department
Paid Per Diem Staffing
Posting Notice**

The Edinboro Volunteer Fire Department is now accepting applications for part-time per-diem employees to provide staffing during daytime hours. Candidates must be (at a minimum) a PA Certified EMT, and have completed a PA Essentials of Firefighting program (or equivalent). Available shifts will include Monday through Friday from 5AM – 5PM (12 hours) and Monday through Friday from 5AM – 1PM (8 hours). Employees will be scheduled for a maximum of 24 hours per week. Employment is anticipated to begin in May or early June of 2017. The starting hourly rate will be \$10.50 per hour.

Please review the attached job description for additional information about these positions.

Individuals interested in applying for these positions should print and complete this application thoroughly. Completed applications can be returned to the address below, or emailed to admin@edinborofire.org.

Our selection committee will begin reviewing applications on or around 4/3/17. Application packets received after this date will be considered as long as vacancies exist, and will continue to be kept on file for future vacancies. Applicants being considered for employment will be contacted to schedule a personal interview. Prior to any formal offer of employment, applicants will be required to complete a physical exam (at our cost) and pass/fail basic firefighter skills test.

Any questions regarding this opportunity can be emailed to admin@edinborofire.org.

POSITION TITLE: Paid Per-Diem Firefighter/EMT

POSITION STATUS: Part-Time Per-Diem 8 – 24 Hours Per Week

SUPERVISED BY: President/Vice President | Captain or Above

STARTING PAY: \$10.50 Per Hour

SHIFTS AVAILABLE: Monday through Friday 5AM – 5PM (12 Hours)
Monday through Friday 5AM – 1PM (8 Hours)

POSITION DESCRIPTION:

Primarily performs Emergency Medical Technician work, providing medical care and transportation to the sick or injured. Secondary in their role will be the prevention, control, and suppression of fires. Ultimately this employee is responsible for responding to emergency situations and assisting in the control and resolution of the situation. The employee works within the scope of the established fire department rules, regulations, and procedures, however, is expected to exercise considerable judgement and initiative, in emergency situations.

MINIMUM QUALIFICATIONS:

- High school diploma or GED Certification
- Possess and maintain, at a minimum, PA Department of Health EMT-B Certification
- Possess, at a minimum, all modules of the PA Essentials of Firefighting Certification, or equivalent
- Possess a current Health Care Provider level CPR/AED Certification
- Possess, at a minimum, EVOC or EVDT Certification
- Possess and maintain, at a minimum, Hazardous Materials Operations Certification
- Possess and maintain PA Driver's License – Class C
- Must pass PA Criminal Background Check
- Must be physically able to fulfill the duties and responsibilities
- Must pass a basic physical agility test that will be administered prior any formal employment offer being made
- Must complete EVFD HIPPA and Infection Control training prior to first date of employment
- No current member of the Edinboro VFD may apply for this position. Any previous member of the EVFD applying for this position, must have resigned from the department in good standing, and must have been out of the department for 365 days prior to application.
- Once a formal offer of employment is made, candidate must obtain a physical from the department's provider prior to the first date of employment (at the department's expense)

DUTIES AND RESPONSIBILITIES:

- Respond to fires and emergency medical calls.
- Determine the nature and extent of the emergency and provide for response and deployment of adequate resources to properly handle the emergency.
- Operate and maintain various power tools such as, saws, ventilation fans, extrication devices and others.
- Lay hose lines, adjust water and pressure streams, place and climb ladders, ventilate buildings, rescue persons, place salvage covers and perform clean-up operations.
- Access, package, extricate and transport sick and injured patients from a variety of environments, including, but not limited to, burning buildings, wrecked vehicles, confined spaces, water, wilderness areas, and high and low angle areas.
- Prepare and submit any response documentation in an accurate and timely manner, and maintain appropriate records of inspections and station duties performed during shifts.
- May be required to participate in select public education activities.

- Provide assistance and administer appropriate BLS treatment to ill or injured persons according to accepted medical protocols and practices.
- Communicates clearly using portable radios and digital communication devices from emergency scenes.
- Position is subject to hazards. Working in limited visibility, proximity to electrical currents, and moving mechanical parts and equipment, exposure to infectious diseases, hazardous chemicals, fume, odors, mists, dusts, gases or poor ventilation. Position is subject to all environmental conditions indoors and outdoors. Position is required to wear self-contained breathing apparatus to complete portions of the job essential functions.
- Will be required to perform basic station duties during each shift.
- Other duties as assigned as circumstances dictate

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to read, analyze and interpret documents such as professional journals, technical procedures, operating and maintenance instructions, and internal department correspondence.
- Ability to write detailed reports, and business correspondence.
- Ability to speak effectively before groups of peers, civic organizations, and the general public.
- Ability to calculate figures and amounts such as percentages, areas, volumes, and ability to apply basic concepts of algebra and geometry.
- Ability to make sound judgments under stressful conditions.
- Ability to interpret and apply training and skills to practical situations through instructions given in written, oral, diagram or other forms.



APPLICATION FOR MEMBERSHIP/EMPLOYMENT

Classification of Membership Requested:

- Volunteer Active
 Volunteer Allied (Must Be An Active Member of Another Fire Dept./EMS Agency)
 Volunteer Support Services (Non-Operations)
 Paid Per Diem Employee (Must Be Firefighter/EMT & Cannot Be A Volunteer Member of the EVFD)

Area(s) of Interest (Volunteer Only) – Check All That May Apply:

- Fire/Rescue
 Emergency Medical Services
 Fire Police

Last Name		First Name		Middle
Address (Number, Street, and Lot/Apt)				County
City		State	Zip	
Home Phone	Work Phone	Cell Phone	Email Address	
Emergency Contact Name		Phone Number 1	Phone Number 2	

Are You At Least 18 Years of Age? Yes No

Do You Have A Valid PA Driver's License? Yes No Class: _____ Number: _____

Have you ever been convicted of a criminal offense? Yes No

For the purposes of this application, criminal offenses include felonies, misdemeanors, and summary offenses. A conviction is an adjudication of guilt, including determination before a District Justice or in a criminal court, resulting in a legal penalty such as a fine, sentence of probation, etc. Omit minor traffic violations. If "YES" for conviction, you MUST list the offense, date of conviction and disposition. Use a separate sheet of paper if necessary.

If "Yes", Please Explain:

EDUCATION

	School / Agency	Diploma/Degree	# of Years
High School/GED			
College			
Trade / Other			
Other			

Are you now, or have you ever been, a member of an EMS of Firefighting Service? Yes No

If "Yes", please provide the information requested:

Date Month & Year	Fire Department or Company Name & Address	Chief Officer or Company Contact	Telephone #
From:			
To:			
From:			
To:			
From:			
To:			

EMPLOYMENT HISTORY

Record previous employment, include military experience, beginning with the most recent.

Date Month & Year	Company Name & Address	Supervisor	Telephone
From:			
To:			
Position Held:			
Date Month & Year	Company Name & Address	Supervisor	Telephone
From:			
To:			
Position Held:			
Date Month & Year	Company Name & Address	Supervisor	Telephone
From:			
To:			
Position Held:			
Date Month & Year	Company Name & Address	Supervisor	Telephone
From:			
To:			
Position Held:			
Date Month & Year	Company Name & Address	Supervisor	Telephone
From:			
To:			
Position Held:			

REFERENCES

Please list three personal or professional references that are not related to you.

Name	Relationship	Years Acquainted	Telephone
Address	City	State	Zip
Name	Relationship	Years Acquainted	Telephone
Address	City	State	Zip
Name	Relationship	Years Acquainted	Telephone
Address	City	State	Zip

List and provide copies of any emergency services related certifications that you have earned.

Briefly state your reason(s) for joining\seeking employment with the Edinboro Volunteer Fire Department:

If I am accepted into membership, or offered per diem employment, I agree to sign for and be held responsible for such articles of equipment and supplies as are listed and signed for on my equipment record and agree to care for this equipment to the best of my ability.

If for any reason my membership/employment with the Edinboro Volunteer Fire Department is terminated, I agree to return in serviceable condition any and all such equipment as is listed and on my equipment record.

I agree to perform all reasonable orders of the Commanding Officer(s) and staff while on duty with the Edinboro Volunteer Fire Department, and will conduct myself in a professional manner at all times.

I will submit to a complete physical examination, as required, at the expense and clinic of choice, of the Edinboro Volunteer Fire Department.

I acknowledge that a full background check will be run through the Pennsylvania State Police and Pennsylvania Department of Transportation as relates to any police records and/or driving records.

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am a member/employee, my membership/employment may be terminated at any time.

In consideration of my membership/employment, I agree to conform to the fire departments rules and regulations, and I agree that my membership/employment can be terminated, with or without cause, and with or without notice, at any time, at either my or the department's option.

The Edinboro Volunteer Fire Department is an Equal Opportunity Provider. We do not discriminate in recruiting, interviewing, hiring, training, length of service, discipline, discharge or other terms conditions, or privileges of membership because of an individual's race, color, age, sex, religion, national origin, disability, sexual preference, or veteran or current military status. It is our policy to recruit and promote those applicants and members who are best suited for the position and possess the necessary skills, education, experience and qualifications.

Signature: _____ Date: _____

UPON COMPLETION OF ALL ASPECTS OF THIS APPLICATION, RETURN IT ALONG WITH ANY RELEVANT DOCUMENTATION TO THE EDINBORO VOLUNTEER FIRE DEPARTMENT.

EVFD USE ONLY BELOW THIS POINT

Application In Date / /	Application Completeness Review <input type="checkbox"/> Complete <input type="checkbox"/> Revised Date: / /
References Contacted <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	Certifications Attached <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Mailed
Act 33/34 NCIC Completed Date: / / <input type="checkbox"/> Clear <input type="checkbox"/> BOD Review	PA MVR Check Completed Date: / / <input type="checkbox"/> Clear <input type="checkbox"/> N/A <input type="checkbox"/> Chief Review
Physical Completed / Returned Date: / / <input type="checkbox"/> Clear <input type="checkbox"/> MD Review	Allied Letter of Recommendation Attached <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Interview Date & Time Date: / / Time :	Interview Committee
Probationary Period Start Date / /	Preceptor / Orientation Member Assigned