

Fire Coordinator, South Brunswick Fire District #3

Job brief

We are looking for an experienced part time **Fire Coordinator** to work with a team of professionals that suppresses fires as well as attending to accidents and emergencies. The job is challenging yet extremely rewarding as saving lives and protecting property is of utmost importance for our community.

An excellent Fire Coordinator is a responsible and brave professional who is well-trained in dealing with emergencies and enduring difficult situations. Calmness and patience when dealing with adversities are the most important qualities. Good communication skills and a compassionate personality may also come in handy in the field. Professional demeanor and appearance and able to work will with the volunteer Fire company.

The employee will be subject to the rules and regulations of SB Fire District 3 and under the supervision of the Chiefs of the Kingston Volunteer Fire Co. No 1.

Responsibilities

- Respond to call of emergencies and successfully mitigate the situation to a conclusion
- Operate firefighting and rescue equipment such as aerial ladders, axes, fire hoses, etc.
- Provide emergency medical services with compliance to established standards
- Clean up emergency scenes
- Completing and computer entry of various reports including incident, maintenance, inventory and other reports.
- Clean and maintain personal equipment and keep it ready for use
- Participate in fire drills as a way to stay alert and up-to-date with job duties
- Assist in public educational programs to help prevent dangerous fire accidents
- Assist in the maintenance of the Fire Company building and spaces as required as well as all District equipment, including and limited to cleaning equipment, vehicles, gear and work spaces
- Be able to work between the hours of 6am through 6pm and be available at minimum 1 day a week.
- Receive addition assignments from the Chiefs of the fire department as needed.

Requirements

- Must meet all Requirements of N.J.S.A. 40A:14-81.2
- Applicant must be at least twenty-one (21) years of age.
- Applicants must become a permanent resident of the State of New Jersey upon appointment.
- Applicants must be able to travel to Kingston, NJ
- Must possess a high school diploma or acceptable GED equivalency diploma.

- Applicant must be able to read, write and speak the English language well and intelligently.
- Applicants must be of good moral character, having never been convicted of a crime.
- Proven experience in apparatus operations, including and not limited to driving and operating the pumps
- Applicant must possess a valid New Jersey Driver's License.
- Must be Firefighter I Certified with the New Jersey Division of Fire Safety.
- Must have Hazardous Materials Operations.
- Additional certifications will improve base salary
- Must be certified in CPR with First Aid at the Health Care Provider Level.
- Must possess IMS Level I certification with the New Jersey Division of Fire Safety.
- Keep certifications up to date.
- Must have a minimum of three (3) years active firefighting experience in an organized municipal or government fire department involving fire suppression, hazardous materials and other public safety emergencies.
- Willingness to follow legal rules and guidelines and firefighting standards at all times
- Must be able to pass the District provided medical physical and NJ State background check.
- Patient and cool tempered with the ability to function in a team
- Dedicated and compassionate
- A practical mind and problem-solving ability
- Certification as emergency medical technicians (EMT) is preferred

Application process

Send resumes to **jobs@sbfiredistrict3.com**

Be able to provide 3 letters of recommendation and copies of certificates must be available at the interview.