



**TOWN OF TOPSHAM
FIRE & RESCUE
FIREFIGHTER/Paramedic or Advanced
VACANCY**



Title: Firefighter/Paramedic or Advanced

Reports to: Chief of Department

Pay: \$630.00 - \$811.86 Weekly

Work Schedule: Rotating 24 hours on duty, 72 hours off duty

Status: Fulltime 42 hours/week with benefits

Application Period:

Opens: June 25th, 2018

Closes: July 27th, 2018

Job Description: Respond to emergency fire, rescue, and medical incidents; provides support functions, including vehicle and equipment maintenance, emergency responses, records, and reporting duties, and emergency medical treatment including but not limited to medical emergencies, trauma emergencies and transports. Plans, organizes, directs, and controls fire/rescue and medical service functions within applicable laws, codes, rules, and regulations.

Job Duties and Responsibilities as a Firefighter/EMS Provider:

- ❖ Implements department goals and objectives, establishes work priorities, schedules, and coordinates work to be accomplished per shift.
- ❖ Responsible for the daily log, emergency calls, and injury reports.
- ❖ Implement & operate within Topsham Fire Rescue Incident Command System and Accountability procedures.
- ❖ Attends training to commensurate with duties.
- ❖ Conducts fire inspections, supervises shift inspections, assign work projects and approves completed work.
- ❖ Conducts demonstrates, tours, and public speeches on fire safety, fire prevention, CPR, fire extinguishers, first aid and other subjects to the public.
- ❖ Responds to general public complaints, requests for information and guidance, cooperate with surrounding communities in firefighting and rescue efforts.
- ❖ Maintain discipline and ensures that personnel follows department rules and regulations.
- ❖ Responsible for cleanliness of station and maintenance of apparatus, tools, equipment and all other Fire Department property.
- ❖ Inspect, maintain, document thereof, and be accountable for departmentally issued items, gear, tools, and/or equipment as well as others applicable department tools, gear, and/or equipment as trained.
- ❖ Safely respond to emergency and non-emergency calls for service, as trained, certified, and/or licensed withing Topsham Fire & Rescue response coverage areas or other areas as required to protect human life and safety.
- ❖ Safely perform and/or lead various medical/patient care, firefighting, rescue, technical rescue, hazardous materials functions both outside and inside areas considered as Immediately Dangerous to Life and Health, within the limits of appropriate and properly used personal protective equipment, as trained, certified, and/or licensed.

Christopher McLaughlin
Fire Chief

Michael Labbe
Deputy Chief/EMS Director

Stephen Emmons
Assistant Chief



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- ❖ Inspect, maintain, document thereof, drive, and operate fire and emergency medical service apparatus safely, in accordance with state law, and as trained, certified, and/or licensed.
- ❖ Design, conduct, lead and participate in training both inside and outside of the department as required to maintain licensure and certifications levels as appropriate to enhance knowledge of trends and development in the fields of medical, firefighting, rescue, technical rescue, and hazardous materials response.
- ❖ Maintain integrity, follow the chain of command, be punctual and in uniform for work, avoid poor stewardship of resources or bringing discredit to our department.
- ❖ Use good written and verbal communications skills and perform other duties as required.

Position Requirements:

- ❖ All requirements must be met at the time of applications and maintained throughout employment unless stipulated differently herein.
- ❖ Be at least 21 years of age and possess a high school diploma, GED, or its equivalent.
- ❖ Possession of current in good standing Maine State Driver's license.
- ❖ Proof of a current CPR/AED card.
- ❖ Proof of a current State of Maine EMT Advanced or higher license that is considered in good standing with Maine EMS.
- ❖ Possession of Maine Firefighter II or equivalent.
- ❖ EVOC/AVOC
- ❖ Pump operations or equivalent
- ❖ Proof of Haz-Mat operations or equivalent in accordance with OSHA standard.
- ❖ Possession of ICS 100, 100, 700, & 800 certifications.
- ❖ Ability to pass basic medical screening and be fit tested to wear N95 and Self Contained Breathing Apparatus Masks.
- ❖ Ability to successfully pass a background investigation, and medical screening prior to employment and thereafter at intervals determined by the Town of Topsham.

Additional Highly Desirable Preference:

- ❖ Paramedic License
- ❖ Fire Instructor I or equivalent
- ❖ Fire Officer I or equivalent
- ❖ PALS, ACLS, PEPP, PHTLS

Selections Process:

Selections process includes the following:

1. A review of submitted applicant materials
2. An In-House physical agility exam: **August 28th, August 29th (If Needed)**
3. An oral board questioning panel: **August 28th, August 29th (If Needed)**
4. An interview with the Fire Chief
5. Background check, Medical Screening, and Psychological Evaluation

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Fire Chief

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To Apply:

1. A complete Town of Topsham Fire & Rescue Department Application
2. A cover letter
3. A current resume
4. A signed background check form
5. Proof of position requirements
6. Copies of any relevant certificates

Applications can be downloaded from the employment opportunities page of the Town of Topsham website or requested from the town administration building at 100 Main Street, Topsham.

❖ [Employment Application Quick Link](#)

All applicants must send all required documentation to:

Town of Topsham
Fire & Rescue Employment
Attn: Rose Woodd
100 Main Street
Topsham, Maine 04086

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