

## *Fire District No. 3*

TOWNSHIP OF HANOVER, COUNTY OF MORRIS

### **ANNOUNCEMENT FOR THE POSITION OF PAID FIRE DISTRICT CHIEF**

**MAY 5, 2023**

**STARTING SALARY: \$120,000.00**

The Board of Fire Commissioners of Fire District No. 3 in the Township of Hanover, County of Morris announce their intention to hire a Full-Time Compensated Fire District Chief.

#### **ELIGIBILITY**

The Board of Fire Commissioners are desirous of a candidate who has five (5) years of progressive experience in a leadership role in a combination career and volunteer department that provides Fire, Rescue, Emergency Medical Services and Fire Prevention functions; this experience, at a minimum, requires continuous service as a Lieutenant or higher rank, with the responsibility of leading individuals.

Any prospective candidate wishing to be considered for **the Full-Time Paid Position of Fire District Chief of Hanover Township Fire District No. 3** shall submit a letter of intent along with their complete resume to the Administrator of the Board of Fire Commissioners no later than **5:00 P.M. on Monday, June 5, 2023**. This complete resume must include your contact information including home address, email address and a valid contact phone number, an Objective Statement, a Summary Statement, Employment History, Educational History and Emergency Services Training and Education History. Include relevant information that relates to this position, this may include memberships in organizations, volunteer work, military experiences, computer skills, awards, and hobbies.

Copies of any certifications as required herein **must** be included with your resume. All applicants are strongly urged to review all materials prior to submitting the application. All materials submitted by the applicant shall become the property of the Fire District and will not be returned. Any incomplete submission will be summarily rejected; the District is under no obligation to seek information that was required herein and was not submitted. All information must be received by the Administrator no later than the date and time enumerated herein.

Submissions must be hand-delivered to the Cedar Knolls Fire Station, 82 Ridgedale Avenue, Cedar Knolls. Submissions shall be in a sealed envelope marked **Chief Position Application** and addressed to Administrator James Schultz.

The Board of Fire Commissioners reserves the right to reject any and all applicants.

**HANOVER TOWNSHIP FIRE DISTRICT No. 3 IS AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS ARE ENCOURAGED TO APPLY.**

## **MINIMUM REQUIREMENTS**

The **minimum** requirements for this position include:

- The applicant must be a citizen of the United States (Do **NOT** include a Birth Certificate or Passport, or any document which indicates a date of birth, sex, or ethnicity)
- The applicant must be a resident of the State of New Jersey as required by **N.J.S.A. 52:14-7 (L.2011, Chapter 70)**
- The applicant must possess a High School Diploma or GED
- The applicant must be able to read, write, and speak the English language well and intelligently.
- The applicant must possess at least five (5) years of progressive continuous experience in the rank of fire officer, in a firefighting force, as described herein, either in a paid and/or volunteer capacity.
- The applicant must possess a valid State of New Jersey **Driver's License** (Do **NOT** send a copy of your driver's license)
- The applicant must possess a **Fire Fighter 2** certification issued by the State of New Jersey Division of Fire Safety. (Proof of certification must be provided)
- The applicant must possess a **Fire Officer Level 1** certification issued by the State of New Jersey Division of Fire Safety. (Proof of certification must be provided)
- The applicant must possess a **Fire Instructor Level 1** certification issued by the State of New Jersey Division of Fire Safety. (Proof of certification must be provided)
- The applicant must possess a **Drill Ground Instructor** certification issued by the State of New Jersey Division of Fire Safety. (Proof of certification must be provided)
- The applicant must possess a **Level 2 Incident Management** issued by the State of New Jersey Division of Fire Safety. (Proof of certification must be provided)
- The applicant must possess a of **Hazardous Materials Operations** certificate. issued by the State of New Jersey Division of Fire Safety. (Proof of certification must be provided)
- The applicant should possess a of **Hazardous Material On-Scene Incident Commander** certificate. issued by the State of New Jersey Division of Fire Safety. (Proof of certification must be provided)
  - An applicant not in possession of this certification has six (6) months after appointment to achieve same.
- The applicant must possess a valid **Emergency Medical Technician** certification issued or recognized by the State of New Jersey Department of Health. (Proof of certification must be provided)
- The applicant must possess at least five (5) years of Emergency Medical Services experience in a hospital based, private, municipal or district-based 9-1-1 emergency medical services service provider.
- The applicant must possess a current valid **CPR** certification. (Proof of certification must be provided)
- The applicant must have knowledge of Emergency Medical Services reporting systems.
- The applicant must have knowledge of National Fire Incident Reporting Systems (NFIRS)

## **EDUCATION**

- Preference may be given to a candidate possessing a Bachelor's Degree in a related subject field, which may include Fire Science, Fire Engineering, Public Management, Emergency Management or similar. Preference will also be given to a candidate who possesses an Associate's Degree or college credits in said fields along with no less than five years of experience in a responsible managerial role.

## **GENERAL DUTIES AND RESPONSIBILITIES**

The general duties and responsibilities of this position include but are not limited to the following:

- The District Chief shall answer to the Board of Fire Commissioners.
- The District Chief shall supervise all career and volunteer Firefighting and Emergency Medical Services personnel and all Fire Prevention personnel.
- The District Chief shall insure the scheduling of adequate staffing of Fire and Emergency Medical Services.
- The District Chief shall exercise operational command authority over all Hanover Township Fire District No. 3 Firefighting and Emergency Medical Services forces and all of its personnel.
- The District Chief shall respond to emergency incidents as identified by the Board of Fire Commissioners.
- The District Chief shall oversee general maintenance of all vehicles, apparatus and equipment.
- The District Chief shall insure public education with respect to fire prevention and associated emergency services.
- The District Chief shall perform any such additional duties as may be assigned by the Board of Fire Commissioners
- The District Chief shall abide by all requirements found within the Board of Fire Commissioners Policies and Procedures Manual, District Rules and Regulations, Operational Guidelines and EMS Policies and Protocols
- The District Chief shall be responsible for adherence of all subordinate staff to all requirements found within the Board of Fire Commissioners Policies and Procedures Manual, District Rules and Regulations, Operational Guidelines and EMS Policies and Protocols
- The District Chief shall attend all meetings and training as required by the Board of Fire Commissioners
- The District Chief shall be required to prepare reports analyzing emergency responses.
- The District Chief shall recommend purchasing and procurement of apparatus and ancillary equipment necessary for the delivering of emergency services and required non-emergent services.

## **FAIR LABOR STANDARDS ACT CLASSIFICATION**

- This position is considered to be an exempt executive and administrative position under Fair Labor Standards Act and New Jersey Department of Labor regulations.
- At any time prior to and after appointment, the Board of Fire Commissioners may determine and change a work schedule for the Fire District Chief to fulfill the needs of the Fire District.
- The position of Fire District Chief shall be deemed a managerial executive position.

## **STATE PENSION SYSTEM**

- It is the incumbency of any candidate who is currently enrolled in a State of New Jersey administrated pension, or who is a retiree of any State of New Jersey administrated pension, to insure compliance with any guidance of the State of New Jersey Division of Pensions and Benefits and any potential implications or consequences of their appointment to the position of Chief, and to the subsequent enrollment in either the Public Employees Retirement System (PERS) or the Police and Fire Retirement System (PFRS).
- The Fire District will enroll the successful candidate in the applicable State of New Jersey administrated pension plan (PFRS, PERS or DCRP)

- It is the incumbency of the candidate to insure that they meet the applicable eligibility for enrollment in a State of New Jersey administered Pension System, and that their current enrollment or membership in a State Administered Pension is not adversely affected.

## **PROCESS**

- Prospective Candidate submissions shall be reviewed for completeness, all those being deemed as complete shall move on for evaluation and all those deemed incomplete shall be rejected.
- Candidates shall be ranked according to their completed submissions taking into account experience and credentials
- The Board shall cause for all highly ranked candidates to be subjected to an interview process which shall lead to the ranking of remaining candidates
- The prospective Chief shall be given a Conditional Offer of Employment by the Board of Fire Commissioners.
- Employment shall be contingent on a timely and successful completion of all terms and conditions of the Conditional Offer of Employment.
- The successful candidate is not a member of the Collective Bargaining Unit.

## **GENERAL**

- The successful applicant should possess self confidence in his/her abilities to work under pressure, and have a proven track record as being reliable, honest and motivated. Because of the nature of the work, the successful individual must show leadership qualities and an ability to work well with people.
- The successful individual must possess strong decision-making ability and be self-motivated as well as self-disciplined.

## **BENEFITS**

The Chief shall be entitled to the following as will be outlined in the Terms and Conditions of Employment:

- Healthcare Benefits
- Paid Time Off
- Pension Eligibility in a State Division of Pensions and Benefits program

## **APPOINTMENT PROCESS**

The selected applicant shall serve as the Chief of the Hanover Township Fire District No. 3, on a trial basis from **August 1, 2023** through **January 31, 2024**. At the end of this period, the applicant, at the discretion of the Board of Fire Commissioners, may then be appointed into the position of Chief of the Hanover Township Fire District No. 3, where the applicant shall continue to serve a probationary period of an additional eight (8) months. Salary adjustments may be made at the end of each successive period. Upon successful completion of this probationary period, the Board of Fire Commissioners shall decide whether to retain the applicant in the position of Chief of the Hanover Fire District No. 3, or whether to reopen the application process.

For additional information, please contact: Administrator James Schultz, P.O. Box 511, Cedar Knolls, New Jersey 07927-0511, [jschultz@htfd3.com](mailto:jschultz@htfd3.com)