

# *Fire District No. 3*

TOWNSHIP OF HANOVER, COUNTY OF MORRIS

**JOB ANNOUNCEMENT:  
FIREFIGHTER/EMERGENCY MEDICAL TECHNICIAN  
CURRENT STARTING SALARY \$52,025.10 PER YEAR**

**DECEMBER 22, 2025**

**PLEASE READ THIS DOCUMENT CAREFULLY**

This announcement is made consistent with the Fire District's desire to generate an eligible candidates list for the full-time position of Firefighter/Emergency Medical Technician. This announcement does not guarantee hiring into this position, nor should any aspect of this announcement be construed as guaranteeing any applicant employment in this position.

Any prospective candidate wishing to be considered for the **Full-Time Paid Position of Firefighter/Emergency Medical Technician** for **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 **12:00 P.M. on Tuesday, January 6, 2026**. This complete resume must include your contact information including home address, email address and a valid contact phone number, Employment History, Educational History and Emergency Services Training and Education History. Include any relevant information that you feel relates to this position; this may include memberships in organizations, volunteer work, military experience, computer skills, awards, and hobbies.

All Applications should be submitted to Administrator James Hark Jr, via mail to **Hanover Township Fire District No. 3, PO Box 511, Cedar Knolls, New Jersey 07927-0511**, or by electronic mail to **administration@htfd3.com**.

**MINIMUM MANDATORY REQUIREMENTS**

- 1) These minimum mandatory requirements have been established by the Board of Fire Commissioners for this position:
  - The applicant must possess a High School Diploma or GED
  - The applicant must be eligible for acceptance in the **Police and Firemen's Retirement System (PFRS)** of the state of New Jersey.
  - The applicant must possess a valid **State of New Jersey Driver's License**
  - The applicant must possess a **Firefighter 2 Certification** issued by the Division of Fire Safety of the State of New Jersey.
  - The applicant must possess a **Fire Inspector Certification** issued by the Division of Fire Safety of the State of New Jersey.
  - Applicants not possessing Fire Inspector Certification must attain said certification within eighteen (18) months of appointment, and consistent with the terms as outlined in any Conditional Offer of Employment.
  - The applicant must possess an **Incident Management Level 1 Certification** issued by the Division of Fire Safety of the State of New Jersey
  - The applicant must be a **Certified Emergency Medical Technician State of New Jersey** as recognized by the State of New Jersey
  - The applicant must possess a **Hazardous Materials Operations Certification** issued by the Division of Fire Safety of the State of New Jersey

- The applicant must be certified in either National Safety Council **CEVO, EVOC, or Equivalent**, no more than three years prior
- The applicant must have a current valid **CPR certification for Healthcare Providers**
- The applicant must possess a **PHTLS or ITLS Certification**
  - Applicants not possessing PHTLS or ITLS certification must attain said certification within eighteen (18) months of appointment and consistent with the terms as outlined in any Conditional Offer of Employment

## **REQUIRED DOCUMENTATION**

- 1) Copies of all certifications required below must accompany your letter of intent and resume.
- 2) Candidate must provide a letter from your current chief of department, if not Hanover Township Fire District No. 3, indicating that you have no less than two (2) years of Interior Certified Firefighting experience and that you meet all requisite PEOSH guidelines, and that said experience is for the two-year period preceding this announcement.
- 3) All such documents become the property of the Fire District
- 4) Do not provide any document which indicates age, race, sex, ethnicity or similar indication.

## **REQUIRED CERTIFICATIONS**

- **NJ Division of Fire Safety Firefighter 2 Certificate**
- **NJ Division of Fire Safety Incident Management Level 1 Certificate**
- **NJ Division of Fire Safety Hazardous Materials Operations Certificate**
- **Valid State of New Jersey Emergency Medical Technician Certificate**
- **Valid PHTLS or ITLS Certificate\***
- **NJ Division of Fire Safety Fire Inspector Certificate\***
- **A Valid CPR Certification for Healthcare Providers**
- **CEVO or EVOC Certificate**

*\*Required within 18 months of appointment if not present.*

**❖ DO NOT PROVIDE A COPY OF YOUR DRIVERS LICENSE, BIRTH CERTIFICATE OR PASSPORT.**

## **FIREFIGHTER/EMT DUTIES AND RESPONSIBILITIES**

- 1) The Duties and Responsibilities for the position of Firefighter/EMT include but are not limited to the following:
  - Response to emergency incidents
  - General apparatus and equipment maintenance
  - General maintenance of facility and grounds
  - Computer work consistent with the responsibilities of the position
  - Must become a District approved fire apparatus operator within one year of appointment
- 2) The successful candidate must possess self confidence in his/her abilities to work under pressure, have a proven track record as being reliable, honest and motivated. Because of the nature of the shift work, the successful individual must show leadership qualities and an ability to work well with people. The successful individual must possess a strong decision making ability as well as self-motivation and discipline.

- 3) The successful candidate will be required to work a rotating shift of varying hours, which include nights, weekends, weekdays, and holidays.

### **CONDITIONAL OFFER OF EMPLOYMENT**

A prospective employee shall be issued a Conditional Offer of Employment at the discretion of the Board of Fire Commissioners wherein the prospective employee must successfully complete:

- A Criminal Background Check consistent with applicable statutory requirements as well as the Policies and Procedures of the Fire District in effect at that time
- A Physical Examination
- Drug Testing
- Psychological Testing
- Employment background check

A prospective employee who meets all of the conditions of employment shall, upon their appointment, be subject to not less than one (1) year of probationary employment.

The Board of Fire Commissioners reserves the right to withdraw any Conditional Offer of Employment

### **WAGES AND BENEFITS**

- 1) The District provides competitive wages and benefits consistent with the terms and conditions of the Collective Bargaining Agreement with FMBA Local 109 including:
  - New Jersey State Pension (PFRS)
  - Healthcare Insurance
  - Dental Insurance
  - Vision Insurance
  - Life Insurance
  - Employee Assistance Program

### **FLSA NOTICE:**

- 1) Under the Fair Labor Standards Act and if applicable, a successful applicant will not be able to remain a volunteer response member of the Hanover Township Fire District No. 3. All materials submitted by the applicant become the property of the Fire District and will not be returned.

***Hanover Township Fire District No. 3 is an Equal Opportunity Employer. All eligible candidates are encouraged to apply.***