



TOWN OF KITTERY

Human Resources

200 Rogers Road, Kittery, ME 03904

Telephone: 207-475-1332 | Fax: 207-439-6806

– OPPORTUNITY – Full-Time Firefighter

The purpose of this posting is to establish a list for future selection to the position of Firefighter. This list will be valid for 12 months. This non-union position will work a rotating shift. This position is eligible for medical, dental, life insurance, short-term disability, and retirement benefits.

Other Benefits of Working for the Kittery Fire Department

- 12 paid holidays, ½ day on Christmas Eve and New Years Eve, and 3 personal days
- Excellent health insurance
- Annual uniform stipend
- All personal protective equipment provided by the Town

The purpose of the Kittery Firefighter is to provide cost-effective services proudly and continuously for the preservation and protection of life, property, and environment from adverse effects of fire, medical emergencies, natural disasters, and other hazardous conditions for those who live, work and travel in and through the Town of Kittery.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provides rapid and professional response to requests for emergency service;
- Protects citizens during emergencies, extinguishes fires, executes rescues and mitigates hazardous material incidents;
- Handles minor medical care and emergency medical services;
- Ensures operations of equipment by performing checks at the start of each shift;
- Maintains technical knowledge by attending department and 3rd party training;
- Ensures Fire Department buildings and vehicles are clean and ready for service;
- Maintains professionalism and confidentiality during difficult circumstances;
- Maintains calm in the face of adversity;
- Performs additional duties and responsibilities as assigned.

Essential Knowledge, Experience, Skills and Abilities

- Must be a U.S. citizen or legally able to work in the U.S.;
- Must be at least 18 years old;
- Must possess a high school diploma or GED;
- Must possess an active driver's license without disqualifying convictions, excessive moving violations and/or crash history;
- Must not have any disqualifying criminal convictions;
- Must successfully pass a background investigation;
- Must be a Maine Pro Board-certified firefighter or currently enrolled in a certified firefighter level one program;

- Must possess or obtain NREMT certification as an EMT and Maine licensure within 9 months;
- Maine Licensed EMT preferred;
- Must pass a written exam administered by the Kittery Fire Department;
- Ability to communicate effectively and in an appropriate professional manner, and to convey or exchange information;
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, elected officials, and general the general public;
- Ability to produce reports that are accurate and complete;
- Ability to handle situations firmly, courteously, tactfully, and with respect for the rights of others;
- Ability to analyze situations quickly and objectively, and to determine proper course of action;
- Ability to adapt to ever changing circumstances and/or conditions.

Physical Requirements

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to pass the Kittery Fire Department physical fitness and agility test;
- Must be able to pass a candidate physical medical exam;
- Ability to stand, walk, run, talk, listen, use hands, climb, balance, stoop, kneel, crouch, crawl and reach;
- Must be physically able to operate a variety of machines and equipment, including, but not limited to: fire department vehicles, computer, telephone, copier and facsimile machine, self-contained breathing apparatus (SCBA), SCBA fill station and other firefighting specific equipment;
- Ability to achieve and maintain proficiency in operating fire apparatus including the operation of fire department pumps;
- Ability to perform tasks which may require lifting relatively heavy objects weight more than 100 pounds, pushing, pulling, carrying, or dragging people or heavy objects while effecting rescues, providing medical aid, or fighting fires.

To complete an application, please visit www.kitteryme.gov/employment and submit a cover letter, resume and three professional references to:

Town of Kittery
Attn: Human Resources
200 Rogers Road, Kittery, ME 03904
jobs@kitteryme.org

Accepting application packets until Saturday, April 20, 2024

Candidates meeting the minimum qualifications will be invited to take the Kittery Fire Department entrance exam, physical fitness and agility test, and participate in an oral board.

The Town of Kittery is an Equal Employment Opportunity Employer and is committed to excellence through diversity in its staff. We strongly encourage all qualified individuals to apply.