



TRI-TOWN AMBULANCE

WEST TISBURY • CHILMARK • AQUINNAH



BEN RETMIER CHIEF

P.O. BOX 457 WEST TISBURY, MA. 02575

T/FAX: 508-693-4992 E MAIL: TTEMSCHIEF@VINEYARD.NET

TO: Interested Parties

FR: Ben Retmier, Ambulance Chief
Tim Carroll, Executive Secretary, Chilmark

DT: March 15, 2016

RE: EMT- Paramedic Vacancy

Thank you for your interest joining the Tri Town Ambulance team. Tri Town serves the towns of Aquinnah, Chilmark and West Tisbury on the island of Martha's Vineyard. There are five full time medics and a part time clerical worker sharing the office with daily shift coverage supplemented by seasonal EMTs at three stations. Your coworkers include a Chief, Deputy Chief, four paramedics, and 47 volunteer EMTs.

This position requires the exercise of considerable judgment and discretion. Errors in judgment could result in considerable liabilities for the three towns and the employee. Candidates should possess excellent communication, organizational, and people skills, as well as computer proficiency.

The towns look for effective and proactive community outreach from its ambulance department and welcomes applicants who have the interest and aptitude to participate in such activities.

Please find enclosed:

- A copy of the published advertisement for the position
- Position Vacancy Notice
- Position Description
- Wage Schedule
- Job Application Form

Please submit your complete Job Application form before the **deadline of March 31, 2016 @ 4:30 PM**

Your cover letter should describe the relevant skills and experience you possess for this position.

Your communications with the Town of Chilmark regarding this position will be reviewed and assessed as part of our hiring process.

We look forward to receiving your completed application before the deadline at Selectmen's Office, PO Box 119, Chilmark, MA 02535

Applications: jobs@chilmarkma.gov 508-645-2101
Questions about the job: ttemschieff@vineyard.net 508-6934992

MVTimes Classifieds

class@mvtimes.com

508-693-6110

Place your classified ad online and see it appear online right away:

<http://www.mvtimes.com/classifieds/create-ad.php>

On 3/14/16 10:54 AM, Tim Carroll wrote:

Tri Town Ambulance is seeking qualified EMT-Paramedics for Year-Round/Full-Time employment. \$25.78/hr 75% Health and Life Insurance, Dukes County Retirement system & EAP. Please submit your Resume and Cover Letter to the Chilmark Selectmen's Office, POB 119, Chilmark, MA 02535 (508) 645-2101 jobs@chilmarkma.gov to receive an application packet. Deadline for applying is March 31st 2015 at 4:30 pm.



www.chilmarkma.gov

TOWN OF CHILMARK CHILMARK, MASSACHUSETTS

TOWN OFFICES:
Beetlebung Corner
Post Office Box 119
Chilmark, MA 02535
508-645-2100
508-645-2110 Fax

Position Vacancy Notice

POSTING DATE: 17 March 2016 START DATE: 25 April 2016

TITLE: **EMT - PARAMEDIC**

INITIAL RATE OF PAY: **Hourly \$ 25.78 / hr. GRADE: 8 Step: 1**

FULL-TIME: **40 hours a week, Non-Exempt**

BENEFITS: **75% Health & Life Insurance, EAP, Deferred Comp*, Dental*
Sick, Personal & Vacation time (*Voluntary Self Funded)**

SUMMARY OF DUTIES:

- Respond to all EMS calls while on duty in the TTA area and provide mutual aid as required.
- Be available to intercept in Ambulance, intercept vehicle or personal vehicle as appropriate.
- Performs Public service tasks for community (such as blood pressures, CPR classes, shelter staffing, outreach)
- Performs daily inventories and equipment maintenance.
- Assists Chief as directed.

REQUIREMENTS:

- Current MA EMT Paramedic Certification.
- Current AHA Health Care Provider Certification
- Current AHA ACLS Certification, if applicable.
- Current AHA Basic Life Support Instructor Certification is desirable
- Current valid MA driver's license
- Familiarity with the TTA operational policies or the ability to learn them.
- Familiarity with or the ability to obtain Region V, OES and state regulations, policies, laws and recommendations.
- Ability to tactfully and appropriately interface with all levels of EMTs.
- The position requires excellent judgment and the ability to prioritize decisions that can affect patient care.
- Ability to work in a stressful and occasionally challenging environment.
- Excellent communication and interpersonal skills.
- May be exposed to hazardous conditions while on duty.
- Pre-employment physical examination
- Ability pass a Criminal Offender Records Information check

APPLICATION: Contact the Selectmen's Office with your Resume and Cover Letter for an application packet
jobs@chilmarkma.gov 508-645-2101

QUESTIONS: Contact Ambulance Chief Ben Retmier ttemschieff@vineyard.net 508-693-4992

DEADLINE: Completed Applications, with a cover letter and resume, should be submitted to the Selectmen's Office by
4:30 PM on Thursday March 31st 2016.

INTERVIEWS: Tentatively scheduled for Tuesday April 5th 2016.

**Tri-Town Ambulance Paramedic – 40 Hours
Job Description**

- I. Position Title: Staff Paramedic 40 hours
- II. Supervisor: Ambulance Chief, Deputy Chief
- III. Definition: Fulltime 40-Hour Paramedic

This position is a professional, highly skilled, full-time and year round job at 40 hours per week as an on-duty Paramedic for the Tri-Town Ambulance Service.

IV. General Description of Duties and Responsibilities

- A. Will be stationed at the West Tisbury, Chilmark or Aquinnah ambulance Stations. Responds to all requests for, and provides medical care according to the licensure level of the service and the certification of the Paramedic in accordance with the Massachusetts State Wide Treatment Protocols. Responds to call either in the Ambulance, Ambulance intercept vehicle or personal vehicle as appropriate.
- B. Performs a daily inventory of the ambulance at the beginning of every shift. Reports and corrects any deficiencies to appropriate personnel.
- C. Notifies appropriate personnel of the need to order equipment and supplies.
- D. Operates according to the TTA Policies and Procedures Manual and in accordance with the Massachusetts State Wide Treatment Protocols.
- E. Carries a TTA radio with an assigned call sign while on duty. Answers the TTA phone while at the Ambulance Stations.
- F. Assures that the ambulance, equipment, and quarters are clean and in good order. Sees that the ambulances are re-stocked after runs according to Tri-Town and Massachusetts Regulations and Protocols.
- G. Upon daily completion of EMS tasks and while clear from ambulance runs, performs public service task such as taking blood pressures and giving tours of the ambulance.
- H. Performs any additional duties as assigned.
- I. Works 40 hours per week with two weeks vacation each year.
- J. Upon request of the Ambulance Chief, or the Tri-Town Committee Chair, attends Tri-Town Committee meetings and Tri-Town Ambulance Squad Monthly Meetings.

The essential functions or duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

V. Supervisory Responsibilities – None

VI. Required Knowledge, Skills and Abilities

- A. Current MA EMT Paramedic Certification
- B. Current AHA Health Care Provider Certification
- C. Current AHA ACLS Certification
- D. Current AHA PALS Certification suggested
- E. Current valid MA Drivers License
- F. Competent with the TTA Operational policies
- G. Competent with the Massachusetts State Wide Treatment Protocols
- H. Must be in good physical shape and be able to walk, stand, lift, carry and balance in excess of 125 pounds in all weather condition during all hours of the day and night.

VII. Position grade level and time requirements

Non Exempt benefitted position. Currently Grade _____, Step _____ to start
Grade _____ Hours per Year: 2000

APPROVED BY HUMAN RESOURCE BOARD Date: Jan. 7, 2016
Chair: James M. Malkin

Human Resource Board Signature: _____

APPROVED BY BOARD OF SELECTMEN Date: _____ Chair: _____

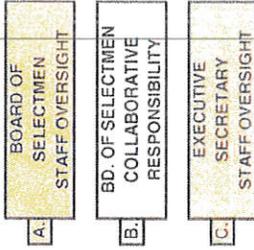
Board of Selectmen Signature: _____

Town of Chilmark
 FY16 Compensation Plan - Based on 1.3% COLA

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
1	11.48	11.88	12.30	12.73	13.17	13.64	14.11	14.60
2	13.10	13.54	14.02	14.51	15.01	15.54	16.08	16.65
3	14.90	15.44	15.97	16.53	17.11	17.71	18.33	18.97
4	17.00	17.59	18.22	18.85	19.50	20.19	20.90	21.62
5	19.38	20.07	20.76	21.49	22.25	23.04	23.77	24.64
6	22.10	22.85	23.66	24.47	25.32	26.19	27.11	28.12
7	23.86	24.70	25.55	26.46	27.37	28.35	29.33	30.33
8	25.78	26.68	27.60	28.54	29.57	30.59	31.64	32.80
9	28.35	29.33	30.36	31.41	32.48	33.61	34.81	36.07
10	30.89	31.98	33.10	34.26	35.46	36.72	37.97	39.32
11	33.36	34.53	35.69	36.96	38.25	39.58	41.02	42.44
12	36.04	37.30	38.62	39.97	41.36	42.80	44.27	45.86

CHILMARK TOWN SERVICES OPERATION & ORGANIZATION

EMPLOYEE & ADMINISTRATIVE SUPERVISION



TOWN ADMINISTRATION	TOWN FINANCE	TOWN PUBLIC SAFETY	TOWN PUBLIC SERVICES	TOWN UTILITIES & TRANSPORTATION	TOWN DEVELOPMENT	TOWN RESOURCES & ENVIRONMENT
Executive Secretary Personnel Board Town Clerk Coord. of Admin. Custodian - Janitor All Admin. Asst. Receptionist/Asst.	Dukes Co. Fin. Adv. Cap. Improv. Plan. Comm. BD. OF ASSESSORS FINANCE COMM. Asst. Assessor TREASURER Tax Collector Accountant	Fire Dept. Police Dept. Harbor Department In-Town Ambul. Emerg. Med. Tech. BD. OF HEALTH Dump/Transfer Sta. LDO/Dumpmaster Disp. Works Insp. Disaster Planning Emergency Mgmt. Health Inspector Dog Officer Animal Inspector	Harbor Department Harbor Advisory Comm. Morning Assign. Comm. UPSD/MVRHS MEMBER LIBRARY TRUSTEES CEMETERY COMM MODERATOR WOOD, LUM, BARK FENCE VIEWERS TREE WARDEN CONSTABLE Beach Committee Parks & Rec. Housing Committee Dukes Co. Hsing. Mem. Council on Aging Community Center	Cable TV Adv. Bd. Mem. MVTV Member Joint Trans. Members VTA Member Planning Bd. Rd. Agent Highway Dept.	Building Inspector - Plumbing Inspector - Gas Inspector - Wire Inspector PLANNING BOARD Site Review Comm. Zoning Bd. of Appeals ELECTED M.V. COMM. M.V. Commissioner ELECTED LAND BANK Land Bank Rep.	Shellfish Adv. Committee - Shellfish Prop. Agent Shellfish Constable Asst. Shellfish Const. Historical Comm. Conservation Comm. Comm. Pres. Comm. Moth Inspector Conserv. Officer

NOTES: Elected Boards and Officials accountable to Town voters are shown in CAPITAL LETTERS.

A.	Where indicated in yellow, the Board of Selectmen is responsible for overseeing the leadership and/or operation of the department, board or committee.
B.	Where indicated in green, the Board of Selectmen is responsible for collaborating with the department, board or committee operation on an ongoing basis.
C.	Where indicated in orange, the Executive Secretary is responsible for overseeing a committee's or board's staffing needs, administration and daily supervision.

Employees are accountable to their respective Boards or Committees for the content and quality of their work.



TRI-TOWN AMBULANCE

West Tisbury • Chilmark • Aquinnah

P.O. Box 457 West Tisbury, MA. 02575
 PHONE/FAX: 508-693-4992

CONFIDENTIAL EMPLOYMENT / VOULNTEER APPLICATION

Date of Application: _____ Date Available _____

Last Name:	First Name:	Middle Initial
Address:	City	State/Zip
Telephone:	Cell phone:	Email:
	Social Security #:	

Availability: (Circle all that apply) Days Nights Weekends Holidays

Requesting: (circle one) Full Time Seasonal Volunteer (at this time) Per-Diem

EMPLOYMENT HISTORY

Please List current place of employment first

Employer:	Dates of Employment:
Address:	Reason for Leaving:
Telephone:	Job Title: Pay Rate:
Duties:	May we contact employer for reference? Y/N

Employer:	Dates of Employment:
Address:	Reason for Leaving:
Telephone:	Job Title: Pay Rate:
Duties:	May we contact employer for reference? Y/N

CONFIDENTIAL

Employer:	Dates of Employment:		
Address:	Reason for Leaving:		
Telephone:	Job Title:	Pay Rate:	
Duties:	May we contact employer for reference? Y/N		

EDUCATION

Please list most recent first

High School, College, Vocational or Other	Location (City State)	Graduate?	Degree (or credits from graduation)

List any foreign languages(s) and present fluency level (read, write and/or speak)

Emergency Contact: Name _____

Phone #1 _____ Phone#2 _____

Relationship _____

CONFIDENTIAL

References:

Please give the name, address, telephone number, and the number of years you have been acquainted with the individual. Indicate Personal, Professional or both in "Type"

Name	Address	Telephone	Years	Type

Please explain why you want to join our organization:

CONFIDENTIAL

Circle "Yes" or "No" for each question. Please provide details below if applicable.

- | | | |
|---|-----|----|
| 1. Are you over the age of 18? | Yes | No |
| 2. Do you have a current and valid MA driver's license? | Yes | No |

Please list the reference question number and the explanation for any "Yes" answered to questions 3 – 8 here (if more space is need please attach an additional sheet):

APPLICANT STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize Tri-Town Ambulance and/or other designated personnel to investigate and/or verify this information as deemed necessary. I also hereby release all persons, companies, and associations supplying such information from all liability. I indemnify Tri-Town Ambulance against any liability resulting from such investigations. I understand and accept that any omission, distortions, and or misinformation given by me is grounds for my immediate dismissal from consideration for employment, or termination from employment if I am hired by Tri-Town Ambulance. I agree to abide by the Tri-Town Ambulance Policies and Procedures, as well as the Chilmark Personal town By laws.

Applicant Signature

Date

CONFIDENTIAL

****Please submit a copy of these certifications at the time of application. Provide a copy of any other certifications as soon as possible.**

Course	Cert#	Exp Date	Tri-Town Ambulance Use only Copy Submitted
MA EMT/Advance/Medic**			
CPR (Healthcare Provider)**			
ACLS (MEDIC ONLY**)			
Drivers License **			
PALS			
PEARS			

PHTLS			
AMLS			
Nations Registry			
IS 100			
IS 200			
IS 700			
Instructor Certification(s):			
Additional Medic Information Required at time of application:			
			TTA Use Only
Previous Authorization to Practice			
Previous organization:			
Medical Control Physician:			
Dates of Authorization:			
Explanation if authorization was ever revoked:			

CONFIDENTIAL

TTAEMS USE ONLY

Action	Date Processed	Result(s)	Initials
Application Received			
Interview			
Job/Volunteer offer extended			