

Fishers Island EMT/Fire Department Administrator

Fishers Island Fire District is currently accepting applications for a full-time position as Emergency Medical Technician and Fire Department Administrator. Fishers Island, New York is a small island located 2 miles off the coast of Connecticut that has a year-round population of approximately 250 people and a summer/seasonal population (July-September) expanding to 3000 people.

Job Description Summary:

The successful candidate will lead a dedicated team of volunteers and will be responsible for various day to day administrative tasks including, but not limited to, maintaining inventory of materials, maintaining mission readiness of all equipment, organizing schedules of volunteers, communicating with the department chiefs and district Board of Directors about needed repairs, preventative maintenance, and upgrades to equipment and vehicles, organization of EMS and Fire drills and continuing education, and serve as the education officer for EMS communicating with Suffolk Co. REMSCO to maintain certification of EMS volunteers.

Specific EMT Duties:

The responsibilities of the EMT for Fishers Island, NY shall remain in a ready status available to promptly respond to all requests for medical assistance as directed. The successful candidate will function at the level of EMT while deployed and work in conjunction with the island physician and NYS DOH and Suffolk County REMAC policies, procedures and protocols.

Specific Fire Department Administrator Duties:

The responsibilities of the Fire Department Administrator for Fishers Island, NY include organizing, scheduling and overseeing weekly scheduled maintenance and functional safety checks on all Fire Department Emergency Equipment including trucks and accessories. The ideal candidate would also be expected to actively participate on Fire Calls and be responsible for training volunteer fire fighters.

Ideal candidate will meet the following requirements:

- NYS Certification as an EMT-P or EMT-CC
- NYS Certification as Firefighter I
- Credentialed to operate as ALS in Suffolk County
- NYS Certification as EMS trainer
- NYS Certification as Firefighter trainer
- At least 2 years of experience operating as an ALS provider

Any EMT-P or EMT-CC candidate is strongly encouraged to apply. Training for additional requested certifications will be provided by the Fishers Island Fire District.

In addition, the successful candidate will be expected to:

- Prepare paperwork for CME credentialing program
- Complete all required EMT/Fire Department related administrative reporting accurately and in a timely manner
- Possess excellent time management skills and ability to multi-task and prioritize work
- Exhibit Strong leadership, organizational and planning skills
- Possess strong communication and interpersonal skills

A competitive benefit package as well as housing is provided. Salary is dependent on experience, level of training, and certifications.

All candidates are subject to approval by the Suffolk County Civil Service Department

Interested candidates should submit resumes to Fishers Island Fire District, Box 222, Fishers Island, NY 06390 or fifiredistrict@fishersisland.net