



## TOWN OF MILTON, VERMONT 05468-3205

Town Manager's Office • 43 Bombardier Road • 802-893-6655 • FAX: 893-1005

### Employment Opportunities

#### EMT Daytime Crew Chief

The Town of Milton Rescue Department is hiring an Emergency Medical Technician (EMT) to serve as a daytime crew chief on a per diem basis. The EMT will be scheduled to work two 12 hours shifts per week with a starting hourly wage of \$16.50.

This is a highly responsible leadership position that answers calls for aid and provides medical care to the sick and injured while directing and supervising volunteer rescue members.

This position also serves as the billing and supply officer for the department.

Additional tasks performed may include:

- Respond as crew chief to emergency medical calls
- Maintain adequate supplies/equipment and order as needed
- Keep squad up to date on new equipment
- Attend monthly training and business meetings
- Prepare/submit billing paperwork through Siren and various administrative duties
- Participate in QA/QI program through Siren
- Day-to-Day operations and station maintenance
- Assist with crew training

#### Knowledge and Skills Required:

- Crew chief and driver experience
- Certified at the AEMT level and minimum of three years related field experience in Emergency Medical Services
- Valid Vermont Driver's License
- Ability to make quick, educated decisions for first response. Attention to detail is critical along with the abilities to multi-task, prioritize, and perform tasks with minimal sleep or after being woken up.
- Excellent inter-personnel communication skills and the ability to work and direct volunteer staff
- Ability to work independently with minimal supervision
- Must be able to lift 200 lbs (with assistance) on the stretcher or stair chair and carry over rough or uneven terrain, stairs and obstacles on scene. Work is performed in a varying and changing physical environment.

Please complete a Town of Milton Employment application. Submit with a resume and letter of interest to Mary Thompson, Administrative Assistant— 43 Bombardier Road, Milton VT 05468 or [mthompson@town.milton.vt.us](mailto:mthompson@town.milton.vt.us). Position is open until filled

An Employment Application is available in the Town Manager's Office or on the Town Website at [www.miltonvt.org/jobapp.pdf](http://www.miltonvt.org/jobapp.pdf). Full job descriptions are also available.

EOE.