



**Town of Shelburne
Head of Service
Rescue Department**

JOB SUMMARY

The Town of Shelburne is seeking candidates for a full-time, exempt leadership role for their Rescue Department (Shelburne Rescue). Shelburne Rescue is a municipal, combination (paid/volunteer) ambulance service providing 911 emergency medical services to the Town and its neighboring communities. The Head of Service has the primary responsibility for executive oversight for Shelburne Rescue. The Department Head serves as the chief executive of the squad and represents both the Town of Shelburne as well as the Department and its providers to the public, the district and the state. The Department Head is expected to participate in emergency responses and is responsible for the leadership, management, and administration of the Department. This is to be accomplished through departmental planning, strategic visioning, and the development of long-term and short-term goals for the Department and its providers. Through the supervision of the Training Officer and lead providers ("Crew Chiefs"), the Department Head ensures the professional and efficient conduct of the Department operations.

As Town personnel and Head of Service, the Department Head is expected to demonstrate commitment to teamwork and positive behavior and to promote and conform to all quality standards. Crew Chiefs are expected to provide leadership to the crew and provide high-quality pre-hospital medical care to the residents of Shelburne, its visitors, and its surrounding communities.

ABOUT THE SQUAD

Founded in 1985 as a First Response organization separate from the Town of Shelburne Fire Department, Rescue began providing emergency medical services to the Town supported by the Burlington Fire Department. Shortly thereafter, in 1988, the service deployed its first ambulance. While the service started with three volunteers it has since grown to now have one full-time employee, 10 part-time employees, and 20+ volunteers.

ABOUT THE TOWN

Shelburne, Vermont, is a town in southwestern Chittenden County. It is nestled on the shores of beautiful Lake Champlain. Shelburne is a suburb of Vermont's largest city, Burlington, and lies 7 miles south of the city center. The population was 7,144 at the 2010 census. Established in 1763, Shelburne is home to many tourist attractions, including Vermont Teddy Bear Factory, Shelburne Farms, Shelburne Museum, and many more. There are great places to eat, many things to see, shops, and beautiful scenery.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those one encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. As part of 911 responses, the Department Head may be subjected to

health risks such as blood-borne pathogens, hazardous materials, chemical leaks, heights, water, fire, loud noises, sharp objects, and occupational stress.

MINIMUM QUALIFICATIONS

- National Registry of EMTs Paramedic Level Certification
- 5+ Years experience in EMS with increasing levels of responsibility
- Emergency Vehicle Operations Certification or similar

DESIRED QUALIFICATIONS

- Supervisory/leadership experience
- VT EMS District 3 Credentialing / Paramedic Experience
- Firefighting experience (FFI or above)
- Interest in supporting the Town of Shelburne Fire Department emergency responses
- Bachelor's Degree in EMS/Paramedicine/Emergency Management or similar

COMPENSATION:

FLSA: Exempt, Full-time (40 hours/week)

Salary Range: \$70,000 to \$80,000, commensurate with experience and education.

Benefits:

MVP Health & Vision Insurance:

Health: Platinum Plan – Premium paid at 90% by the Town, with the employee contributing the remaining 10%; or Gold 3 HDHP Plan – Premium paid 100% by the Town (With either Plan, the Town also reimburses the employee for the first ½ of the annual deductible.)

Vision: Vision 1 (Voluntary) Plan – Premium paid by the employee.

NE Delta Dental Dental Insurance – Premium paid 100% by the Town

Reliance Standard Life and Long-Term Disability Insurance – Premium paid 100% by the Town

Retirement – through the Vermont Municipal Employee's Retirement System

Vacation & Sick Leave Accrual – 8 hours vacation & 8 hours sick time accrued each month (increases after 5 years of employment with the Town)

Personal Leave – 24 hours yearly (based on hire date)

Paid Holidays – 13 per year

Gym Membership – Free membership at the Shelburne Athletic Club for employees. Spouses, significant others, or family members living under the same roof are entitled to 25% off membership rates.

Career Development: One of the primary career development benefits of this position is being a public service leader who can positively impact the community of Shelburne, Vermont. This position also has the benefit of leading and championing the future development of the Shelburne Rescue as the department's first Rescue Head of Service.

APPLICATION PROCESS

Please submit your resume and complete the employment application at

<https://www.shelburnevt.org/237/Human-Resources> or contact Adam Backus, Town of Shelburne HR Assistant, at (802) 985-5121, abackus@shelburnevt.org.

Equal Opportunity Employer