

Great Neck Vigilant Engine & Hook & Ladder Co., Inc
83 Cutter Mill Road
Great Neck, NY 11021
516-487-1086

Job Posting: Assistant Foreman

The Vigilant Engine & Hook & Ladder Co., Inc. employs a paid staff of Engineers who maintain the firehouse at all times and dispatch calls for assistance. In addition, there are per-diem Paramedics who augment our response.

We are looking for a capable, confident individual with leadership abilities to assist in running the day-to-day employee staff at a Volunteer Fire Company that responds to over 2300 Fire/EMS alarms annually. The Company offers a full benefits package that will be discussed as part of the interview process.

The successful candidate's salary will be commensurate with experience.

Job Title: Assistant Foreman

Job Description: Answers directly to the Foreman and in the Foreman's absence performs the following as needed:

- Work for the Board of Trustees, answering directly to the Chief of Department
- Supervisor of paid Engineer/Dispatcher and EMS staff
- Oversees scheduling for all paid employees working in conjunction with the Lead Paramedic
- Schedules maintenance of vehicles and equipment as well as buildings and grounds, keeping accurate records for submission to the Board
- Supervises, evaluates and verifies employee performance by reviewing completed work assignments
- Identifies staff development and training needs, reporting findings to the Foreman, Chief, and Board of Trustees
- Oversees all building security systems
- Prepares and follows up on all purchase orders, ensuring that all equipment and materials that are ordered are delivered and distributed as requested
- Appears as requested at the meeting of the Board of Trustees to present any necessary maintenance records and/or employee reports.
- Maintains personnel files, including any training and/or disciplinary actions for all paid employees
- Sorts through daily mail delivery and forwards necessary mail to appropriate departments and/or personnel
- Responsible for onboarding and training of all new employees as directed by the Foreman in conjunction with the Lead Paramedic
- Performs any other duties as directed by Foreman and/or Chief

Basic Qualifications (Required):

- Excellent organizational and managerial skills
- Computer literacy
- Flexible work schedule to address emergency needs and concerns of the Company
- Excellent verbal and communications skills
- Must reside and maintain residency within 20 miles of Vigilant headquarters
- Associates degree from an accredited College or University
- Minimum of 5 years as an active interior qualified member (including bailout certification) of a Nassau/Suffolk volunteer fire department and maintain interior qualified status throughout employment
- Minimum three years as an EMT-B and maintain EMT certification throughout employment
- Maintain New York State driver's license throughout employment
- Knowledge of basic building maintenance including carpentry, electrical work, painting, and plumbing
- Knowledge of basic automatic maintenance and repair

After after a suitable training period as set forth by the Foreman in conjunction with the Chief and Board of Trustees:

- Ability to dispatch emergency calls
- Fluency in all computer related duties as it relates directly to the operation of the foreman's job requirements including dispatch, scheduling, and maintenance programs
- Certification as a "Scott" air-technician
- Certification as a Class A/B operator of underground storage systems

All applications and resumes should be received no later than **Friday April 1, 2022 at 12:00 PM**. Applications can be mailed to the Board of Trustees, attention Laura Sager at the address above or emailed to lsager@gnfd.org

Please direct any questions to Chairman of the Board of Trustees, David Weiss at: 516-526-0320

The Board of Trustees reserves the right to reject any applications or waive any of the above job requirements.