



TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING

Board	Personnel Board
Meeting Date	Tuesday, May 16, 2023
Time	5:30 PM
Place	Town Hall (Morse-Hilberg Room) 29 Middle Road, Boxborough

AGENDA

1. Call to order.
2. Chair comments and announcements
3. Approve minutes of the meeting of meetings of March 6, 2023, and April 4, 2023.
4. Report from Assistant Town Administrator.
5. Report from FinCom Representative.
6. Discuss follow up from Annual Town Meeting.
7. Discuss questions about draft positions in Fire Department.
8. Receive and discuss HR Presentation from Town Administrator.
9. Receive briefing on study of regionalized dispatch service from Town Administrator.
10. Public Participation (on topics not otherwise indicated on the agenda).
11. New Business.
12. Confirm date for next meeting.
13. Adjourn.

Related Materials

Minutes of the meetings of March 6, 2023, and April 4, 2023. (Posted for approval)

Draft job descriptions from Fire Department

Article III, Section 2, add item j

Per Diem Firefighter/EMT's references throughout this document refer to the following positions: Call Firefighter or EMT, Per Diem Firefighter/EMT, Per Diem Fire Lieutenant/EMT, Per Diem Captain/EMT, and Per Diem Deputy Chief

Article VII, Section 4, part b, revise as follows (in track changes from current text):

A Per Diem Firefighter/EMT shall be paid at one and one-half (1.5) times their regular rate for work:

1. Scheduled shifts, public education courses, or department hosted training combined in excess of fifty (50) hours worked in one (1) week, or
2. in excess of their shift hours, when required in an emergency or safety threatening situation.
- ~~3. all work performed on Saturday and Sunday when NOT part of the regularly scheduled workweek.~~

Article VII, add Section 9 (mirrors Article VIII, Section 1 but adds clarity for these specific positions)

Fire Department Callbacks and Public Education – For all fire department box alarms and public education programs, the employee shall be compensated for the time work at the employee's hourly rate, but in no event shall the employee's compensation be measured by less than four hours.

Article IX, add Section 3

Any Per Diem Firefighter/EMT who works on a holiday shall be compensated at 1.5 times the employee's hourly rate. For the purposes of New Year's Day, Independence Day, and Christmas Day, the Holiday shall be defined as January 1, July 4, and December 25, respectively, and not the actual date of observance designated by state law.

Town of Boxborough, MA

POSITION: Deputy Fire Chief

DEPARTMENT: Fire

FLSA STATUS: Non-Exempt

REPORTS TO: Fire Chief

GENERAL SUMMARY:

The Deputy Fire Chief is responsible for the management, direction, coordination and evaluations of the Per Diem Captain(s), Per Diem Lieutenant(s), Per-Diem Firefighter/EMT's and Call Firefighters/EMTs. The position assists the Fire Chief with daily oversight (on a part time basis) of the Department and provides on call officer coverage and on scene command in the absence of the Chief.

SUPERVISION SCOPE

The Deputy Fire Chief functions as the first level working supervisor under the Chief of the Department and shall assist the Chief and in the performance of their duties as directed. Performs highly responsible duties requiring independent judgment and initiative in planning, organizing and directing the work of the fire department and in the enforcement of federal, state and local laws, and town and departmental bylaws.

SUPERVISION RECEIVED

Work is performed under the direct supervision of the Fire Chief and in accordance with the applicable provisions of the Massachusetts General Laws and Boxborough Fire Department Policies and Guidelines.

SUPERVISION EXERCISED

In the absence of the Fire Chief, the Deputy Fire Chief shall be in charge of the Department and act with all the legal authority of the Fire Chief. In conjunction with the other department officers, the Deputy Fire Chief oversees the operation of emergency personnel at emergency medical incidents, fire related incidents, hazardous material incidents, public education events, pre-fire planning inspections, training and in station activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works directly under the Fire Chief assisting with the daily operation of the Boxborough Fire Department.
- Keeps the Per Diem Fire Captain/EMT, Per Diem Fire Lieutenant/EMT, Per-Diem Firefighter/EMT(s) and Call Firefighters/EMT up to date with related rules, regulations and procedures.
- Coordinates with Career Fire Captain on shift scheduling.
- Responsible for the proficiency, conduct, appearance and initial discipline of all personnel under their supervision.
- Assists subordinates with fire and rescue related activities to ensure fire department continuity.
- Completes Fire Officer Reports as determined by the Chief of the Department.
- Ensures proper procedures are followed and appropriate records and logs are maintained.

- Ensures that all department and State of Massachusetts mandatory reporting documents are filed in a timely manner. These documents include but are not limited to, NFIRS, MFIRS, Injured on Duty, Unprotected Exposure and 51 A forms.
- Supervises engine company assignments on the fire ground consistent with the policies and procedures of the Boxborough Fire Department.
- Adheres to the Incident Command System at all incidents.
- Respond to alarms and emergencies when scheduled and will make a reasonable effort to respond during escalated incidents.
- Responsible for the care, inventory, maintenance and replenishment of all department equipment.
- Attends at least one Fire Academy (MA or National) course every 18 months.
- Facilitates officer meetings
- Provides learning and development for Per-Diem firefighters/EMT(s) and Call Firefighters, including at least two department drills annually to ensure compliance with related rules, regulations and procedures.
- All other related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

The duties listed above are intended only as examples of the 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.

REQUIRED MINIMUM QUALIFICATIONS

High School diploma or equivalent; one year of post high school education (i.e., EMT and firefighting fundamentals training). Must be a minimum of 18 years of age.

Recommended, but not required in addition to those listed in Per Diem Firefighter/EMT Job Description: Bachelor's or Master's Degree, Minimum qualifications of fifteen (15) years Career or Per Diem Firefighter/EMT experience, NIMS 300, personnel management training and education. Chief Fire Officer training recommended, but not required.

Must live within a 40-mile radius of the Town of Boxborough. The distance shall be measured from the closest border limits of said city or town in which said member is employed to the closest border limits of the city or town in which said member lives.

REQUIRED LICENSING AND CERTIFICATIONS

Possess and maintain current CPR and Certifications as an Emergency Medical Technician Basic, (EMT-B) issued by the Commonwealth of Massachusetts, in conformance with Massachusetts Department of Health/Office of Emergency Medical Services MDPH/OEMS) certification level EMT-B. Must be CORI (Criminal Offender Record Information) certified by the State and have valid Class D Motor Vehicle License.

- Must hold a Fire Officer II program certification.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge - Current applicable federal, state and local laws; Department rules and regulations; Principles and practices of municipal fire administration and organization; Requirements and knowledge of firefighting practices and techniques; Laws and policies pertaining to life safety code and emergency management; Basic computer operations and functions.

Ability - Ability to establish and maintain regular interactions with members of the community in both emergency and non-emergency situations as the leader of department personnel. Read and understand departmental policies and procedures, rules and regulations, laws and emergency management documents; All interactions are required to respect and adhere to all federal and state regulations related to patient confidentiality. Ability to keep departmental records and make reports; performs mechanical work under adverse conditions.

Ability to communicate clearly and concisely, both orally and in writing. Must be able to hear spoken commands and distinguish differences among bells, buzzers, sirens, horns, etc. Ability to operate a wide variety of fire suppression vehicles including engines, ladders, ambulance and forest fire vehicles. Other equipment used includes trailers, boats, air packs, air compressors, and generator systems. Operates non-motorized tools and equipment including axes, pry bars, wrenches and breathing apparatus. Operates power tools such as saws, drills, extrication tools, water pumps and fans, alarm panels and radios. Operates personal computer and general office equipment. Helps to lead implementation of technology applications related to Fire and EMS operations.

Skill – Emergency Management Training: takes pulse, blood pressure, observes patient signs, performs 1 and 2-person CPR, infant and child CPR, manages obstructed airways, provides bleeding/shock management, conducts mouth to mask ventilation, immobilizes fractures, spinal injuries, and joint dislocations, provides supplemental oxygen, uses albuterol, aspirin, epinephrine, glucose, semi-automatic defibrillator, pulse oximetry, glucometry, performs traction splinting. May assist patient in taking their prescribed medication. Applies all other skills required of MDPH/OEMS EMT certification.

TOOLS AND EQUIPMENT USED

The employee is required to operate emergency medical aid equipment, fire apparatus, fire pumps, hoses, ladders, first aid equipment, radio, pager, and other standard firefighting equipment. The employee may be required to operate a Class D motorized vehicle.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Essential functions of the position, including the associated physical requirements, are described in Chapter VII. Municipal Fire Fighter Essential Functions of the Commonwealth of Massachusetts Human Resource Division Physician's Guide Initial-Hire Medical Standards, rev 2021.

Work requires strenuous physical effort during emergencies, sometimes for extended periods of time, and moderate to strenuous physical effort during non-emergencies.

Frequently required to talk, listen, stand, sit, walk, smell, bend/stoop, crawl/kneel, carry, reach, climb/balance, push/pull and drive motorized equipment. Requires the ability to lift and carry more than 100 pounds. Work requires the employee to meet and maintain State and Town physical fitness requirements.

Must have good vision to drive vehicles, read building maps and layouts, written instructions and signs. Requires color vision. Requires advanced manual dexterity in order to conduct emergency medical service including detailed physical examinations, and using medical supplies and equipment such as administering medication, etc.

Must be able to hear spoken commands and distinguish differences among bells, buzzers, sirens, horns, etc. Must pass State Firefighters' pre-employment physical and medical examination, drug test, and maintain appropriate State physical fitness level.

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

WORK ENVIRONMENT

Most work is performed under typical office conditions; emergency response work is performed under variable weather conditions, including temperature extremes; the employee is occasionally exposed to hazards associated with medical emergencies, fighting fires and responding to related emergencies, including smoke, noxious odors, fumes and chemicals; the noise level in the work environment is quiet in the office and loud at an emergency scene; work is subject to frequent fluctuations and is performed in emergency and stressful situations; the employee is on call to respond to emergency medical incidents, fires and other emergency incidents. The employee is occasionally required to attend meetings outside of regular work hours with Town officials, committees, and residents/stakeholder groups.

The employee has regular access to department-related confidential information, including details of calls for service. Errors could result in legal repercussions, inefficiencies, time loss, and loss of goodwill, land/or financial repercussions for the town.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position, unless such accommodations would pose an undue hardship on the Town.
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This Job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Recommended: March 31, 2023 (Version 1)

Revised: May 11, 2023 (Version 2)

Approved (Name):

Approved (Date):

DRAFT

Town of Boxborough, MA

POSITION: Call Firefighter

DEPARTMENT: Fire

FLSA STATUS: Non-Exempt

REPORTS TO: Fire Chief

GENERAL SUMMARY:

The purpose of this position is to protect life and property by performing firefighting, emergency aid, hazardous materials, fire prevention duties for the Boxborough Fire Department. This position is respond to emergency calls as a Firefighter and is not regularly assigned to shifts.

SUPERVISION SCOPE

Performs responsible duties requiring independent judgment and initiative in providing emergency fire prevention and firefighting services. Employee is expected to exercise judgment in the analysis of facts and fire prevention in accordance with standard procedures and Boxborough Fire Department Standard Operating Guidelines. Works under the supervision of a duty officer at an emergency scene.

SUPERVISION RECEIVED

Work is performed under the general supervision of the Fire Chief and other officers per command structure, or in the absence of an officer, they report to the senior career Firefighter/EMT on a scene in accordance with the applicable provisions of the Massachusetts General Laws.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responds to alarms with assigned company.
- Drives and operates heavy fire apparatus, such as tank trucks, pumpers, rescue trucks, ambulances, and brush breakers.
- Lays, couples, and connects hoses.
- Advances hose into burning buildings to direct fog or water streams.
- Operates pumps, deck guns, and hose lines with nozzle adaptation for proper stream application.
- Places, erects, and climb ladders.
- Ventilates burning buildings.
- Uses entry tools, if necessary, to force locked doors, windows, and skylights, and to break openings in roofs, floors, walls, and ceilings.
- Enters burning buildings to evacuate and rescue persons in danger, using ladders, stretchers, life nets and lines.
- Performs emergency rescue and extrication work of victims from vehicles, elevators, machinery, water, or other locations.
- Removes excess water and debris from the scene of a fire or flood.
- Secures burned buildings from trespassers and weather.
- Maintains clean and orderly condition of buildings and grounds.

- Removes snow from areas surrounding fire station and fire cisterns/hydrants.
- Maintains cisterns/hydrants ready for use.
- Receive and transmit alarms, pertinent instructions, orders and information, while on desk duty.
- Receives station visitors.
- Logs building activity.
- All other related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

The duties listed above are intended only as examples of the 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.

REQUIRED MINIMUM QUALIFICATIONS

High School diploma or equivalent; one year of post high school education (i.e., firefighting fundamentals training). Must be a minimum of 18 years of age.

Recommended, but not required in addition to those listed in Per Diem Firefighter/EMT Job Description: Bachelor's or Master's Degree, Minimum qualifications of one to five (1-5) years Career or Per Diem Firefighter/EMT experience, NIMS 300, personnel management training and education. Chief Fire Officer training recommended, but not required.

Must live within a 40-mile radius of the Town of Boxborough. The distance shall be measured from the closest border limits of said city or town in which said member is employed to the closest border limits of the city or town in which said member lives.

REQUIRED LICENSING AND CERTIFICATIONS

- Must attain certification as NFPA 1001 Firefighter Level I/II (applies to appointees after 7/1/2021). If not certified as an EMT, must maintain First Responder and CPR certification.
- Must be CORI (Criminal Offender Record Information) certified by the State and have valid Class D Motor Vehicle License.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge - Current applicable federal, state and local laws; Department rules and regulations; Principals and practices of municipal fire administration and organization; Requirements and knowledge of firefighting practices and techniques; Laws and policies pertaining to life safety code and emergency management; Basic computer operations and functions.

Ability - Read and understand departmental policies and procedures, rules and regulations, laws and emergency management documents; All interactions are required to respect and adhere to all federal and state regulations related to patient confidentiality. Ability to keep departmental records and make reports; performs mechanical work under adverse conditions.

Ability to communicate clearly and concisely, both orally and in writing. Must be able to hear spoken commands and distinguish differences among bells, buzzers, sirens, horns, etc.

Ability to operate a wide variety of fire suppression vehicles including engines, ladders, ambulance and forest fire vehicles. Other equipment used includes trailers, boats, air packs, air compressors, and generator systems. Operates non-motorized tools and equipment including axes, pry bars, wrenches and breathing apparatus. Operates power tools such as saws, drills, extrication tools, water pumps and fans, alarm panels and radios. Operates personal computer and general office equipment. Helps to lead implementation of technology applications related to Fire and EMS operations.

Skill – Emergency Management Training: takes pulse, blood pressure, observes patient signs, performs 1 and 2-person CPR, infant and child CPR, manages obstructed airways, provides bleeding/shock management, conducts mouth to mask ventilation, immobilizes fractures, spinal injuries, and joint dislocations, provides supplemental oxygen, uses albuterol, aspirin, epinephrine, glucose, semi-automatic defibrillator, pulse oximetry, glucometry, performs traction splinting.

TOOLS AND EQUIPMENT USED

The employee may be required to operate emergency medical aid equipment, fire apparatus, fire pumps, hoses, ladders, first aid equipment, radio, pager, and other standard firefighting equipment. The employee may be required to operate a Class D motorized vehicle.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Essential functions of the position, including the associated physical requirements, are described in Chapter VII. Municipal Fire Fighter Essential Functions of the Commonwealth of Massachusetts Human Resource Division Physician's Guide Initial-Hire Medical Standards, rev 2021.

Work requires strenuous physical effort during emergencies, sometimes for extended periods of time, and moderate to strenuous physical effort during non-emergencies.

Frequently required to talk, listen, stand, sit, walk, smell, bend/stoop, crawl/kneel, carry, reach, climb/balance, push/pull and drive motorized equipment. Requires the ability to lift and carry more than 100 pounds. Work requires the employee to meet and maintain State and Town physical fitness requirements.

Must have good vision to drive vehicles, read building maps and layouts, written instructions and signs. Requires color vision. Requires advanced manual dexterity in order to conduct emergency medical service including detailed physical examinations, and using medical supplies and equipment such as administering medication, tec.

Must be able to hear spoken commands and distinguish differences among bells, buzzers, sirens, horns, etc. Must pass State Firefighters' pre-employment physical and medical examination, drug test, and maintain appropriate State physical fitness level.

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

WORK ENVIRONMENT

Most work is performed under typical office conditions; emergency response work is performed under variable weather conditions, including temperature extremes; the employee is occasionally exposed to hazards associated with medical emergencies, fighting fires and responding to related emergencies, including smoke, noxious odors, fumes and chemicals; the noise level in the work environment is quiet in the office and loud at an emergency scene; work is subject to frequent fluctuations and is performed in emergency and stressful situations; the employee is on call to respond to emergency medical incidents, fires and other emergency incidents.

The employee has regular access to department-related confidential information, including details of calls for service. Errors could result in legal repercussions, inefficiencies, time loss, and loss of goodwill, land/or financial repercussions for the town.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position, unless such accommodations would pose an undue hardship on the Town.

This Job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Recommended: May 11, 2023 (Version 1)

Revised:

Approved (Name):

Approved (Date):

Town of Boxborough, MA

POSITION: Call Emergency Medical Technician **DEPARTMENT:** Fire

FLSA STATUS: Non-Exempt **REPORTS TO:** Fire Chief

GENERAL SUMMARY:

The purpose of this position is to protect life and property through emergency aid in association with the operation of the EMT Service for the Boxborough Fire Department. This position is to respond to emergency calls as a EMT and is not regularly assigned to shifts.

SUPERVISION SCOPE

Performs responsible duties requiring independent judgment and initiative in providing emergency medical services to patients. Employee is expected to exercise judgment in the analysis of facts and circumstances surrounding an individual's medical condition, in accordance with standard procedures and Boxborough Fire Department Standard Operating Guidelines. Works under the supervision of a duty officer at an emergency scene.

SUPERVISION RECEIVED

Work is performed under the general supervision of the Fire Chief and other officers per command structure, or in the absence of an officer, they report to the senior career Firefighter/EMT on a scene in accordance with the applicable provisions of the Massachusetts General Laws.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responds to alarms with assigned company.
- Places, erects, and climb ladders.
- Ventilates burning buildings.
- Uses entry tools, if necessary, to force locked doors, windows, and skylights, and to break openings in roofs, floors, walls, and ceilings.
- Administers emergency first aid, including resuscitation, to accident or incident victims.
- When assigned to an ambulance, responds to calls for emergency aid, and provides emergency medical services to individuals on location or in the ambulance
- Transports individuals requiring emergency medical care to area hospitals.
- Performs emergency rescue and extrication work of victims from vehicles, elevators, machinery, water, or other locations.
- Removes excess water and debris from the scene of a fire or flood.
- Secures burned buildings from trespassers and weather.
- Maintains clean and orderly condition of buildings and grounds.
- Removes snow from areas surrounding fire station and fire cisterns/hydrants.
- Receive and transmit alarms, pertinent instructions, orders and information, while on desk duty.
- Receives station visitors.

- Logs building activity.
- All other related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

The duties listed above are intended only as examples of the 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.

REQUIRED MINIMUM QUALIFICATIONS

High School diploma or equivalent; one year of post high school education (i.e., EMT training). Must be a minimum of 18 years of age.

Recommended, but not required in addition to those listed in Per Diem Firefighter/EMT Job Description: Bachelor's or Master's Degree, Minimum qualifications of one to five(1-5) years Career or Per Diem Firefighter/EMT experience, NIMS 300, personnel management training and education.

Must live within a 40-mile radius of the Town of Boxborough. The distance shall be measured from the closest border limits of said city or town in which said member is employed to the closest border limits of the city or town in which said member lives.

REQUIRED LICENSING AND CERTIFICATIONS

- Must possess and maintain current CPR and Certifications as an Emergency Medical Technician Basic, (EMT-B) issued by the Commonwealth of Massachusetts, in conformance with Massachusetts Department of Health/Office of Emergency Medical Services (MDPH/OEMS) certification level EMT-B.
- Must be CORI (Criminal Offender Record Information) certified by the State and have valid Class D Motor Vehicle License.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge - Current applicable federal, state and local laws; Department rules and regulations; Principles and practices of municipal fire administration and organization; Requirements and knowledge of firefighting practices and techniques; Laws and policies pertaining to life safety code and emergency management; Basic computer operations and functions.

Ability - Read and understand departmental policies and procedures, rules and regulations, laws and emergency management documents; All interactions are required to respect and adhere to all federal and state regulations related to patient confidentiality. Ability to keep departmental records and make reports; performs mechanical work under adverse conditions.

Ability to communicate clearly and concisely, both orally and in writing. Must be able to hear spoken commands and distinguish differences among bells, buzzers, sirens, horns, etc. Ability to operate a wide variety of fire suppression vehicles including engines, ladders, ambulance and forest fire vehicles. Other equipment used includes trailers, boats, air packs, air compressors, and generator systems. Operates non-motorized tools and equipment including axes, pry bars, wrenches and breathing apparatus. Operates power tools such as saws, drills, extrication tools,

water pumps and fans, alarm panels and radios. Operates personal computer and general office equipment. Helps to lead implementation of technology applications related to Fire and EMS operations.

Skill – Emergency Management Training: takes pulse, blood pressure, observes patient signs, performs 1 and 2-person CPR, infant and child CPR, manages obstructed airways, provides bleeding/shock management, conducts mouth to mask ventilation, immobilizes fractures, spinal injuries, and joint dislocations, provides supplemental oxygen, uses albuterol, aspirin, epinephrine, glucose, semi-automatic defibrillator, pulse oximetry, glucometry, performs traction splinting. May assist patient in taking their prescribed medication. Applies all other skills required of MDPH/OEMS EMT certification.

TOOLS AND EQUIPMENT USED

The employee may be required to operate emergency medical aid equipment, fire apparatus, fire pumps, hoses, ladders, first aid equipment, radio, pager, and other standard firefighting/EMT equipment. The employee may be required to operate a Class D motorized vehicle.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Essential functions of the position, including the associated physical requirements, are described in Chapter VII. Municipal Fire Fighter Essential Functions of the Commonwealth of Massachusetts Human Resource Division Physician's Guide Initial-Hire Medical Standards, rev 2021.

Work requires strenuous physical effort during emergencies, sometimes for extended periods of time, and moderate to strenuous physical effort during non-emergencies.

Frequently required to talk, listen, stand, sit, walk, smell, bend/stoop, crawl/kneel, carry, reach, climb/balance, push/pull and drive motorized equipment. Requires the ability to lift and carry more than 100 pounds. Work requires the employee to meet and maintain State and Town physical fitness requirements.

Must have good vision to drive vehicles, read building maps and layouts, written instructions and signs. Requires color vision. Requires advanced manual dexterity in order to conduct emergency medical service including detailed physical examinations, and using medical supplies and equipment such as administering medication, tec.

Must be able to hear spoken commands and distinguish differences among bells, buzzers, sirens, horns, etc. Must pass State Firefighters' pre-employment physical and medical examination, drug test, and maintain appropriate State physical fitness level.

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

WORK ENVIRONMENT

Most work is performed under typical office conditions; emergency response work is performed under variable weather conditions, including temperature extremes; the employee is occasionally exposed to hazards associated with medical emergencies, fighting fires and responding to related emergencies, including smoke, noxious odors, fumes and chemicals; the noise level in the work environment is quiet in the office and loud at an emergency scene; work is subject to frequent fluctuations and is performed in emergency and stressful situations; the employee is on call to respond to emergency medical incidents, fires and other emergency incidents.

The employee has regular access to department-related confidential information, including details of calls for service. Errors could result in legal repercussions, inefficiencies, time loss, and loss of goodwill, land/or financial repercussions for the town.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position, unless such accommodations would pose an undue hardship on the Town.

This Job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Recommended: May 11, 2023 (Version 1)

Revised:

Approved (Name):

Approved (Date):

Town of Boxborough, MA

POSITION: Per Diem Fire Captain/EMT

DEPARTMENT: Fire

FLSA STATUS: Non-Exempt

REPORTS TO: Fire Chief

GENERAL SUMMARY:

The position assists the Fire Chief with daily oversight (on a part-time basis) of the non-union personnel and provides on call officer coverage and on scene command in the absence of a higher-ranking officer per the department's command structure.

SUPERVISION SCOPE

The Per Diem Fire Captain/EMT functions as the first or second level working supervisor under the Chief of the Department, and assists the Chief and in the performance of their duties as directed. This position works collaboratively with the Career Fire Captain/EMT.

SUPERVISION RECEIVED

Work is performed under the direct supervision of the Fire Chief and Deputy Fire Chief. Due to the nature of the work, orders must be executed promptly and efficiently.

SUPERVISION EXERCISED

In the absence of the Fire Chief or a higher-ranking officer per the department's command structure, the Per Diem Fire Captain/EMT shall be in charge of the Department and act with all the legal authority of the Fire Chief. The Per Diem Captain/EMT is responsible for the management, direction, coordination and evaluations of the Per-Diem Lieutenant(s), Per-Diem Firefighter/EMT's and Call Firefighters/EMTs.

In conjunction with the other department officers, the Per Diem Fire Captain/EMT oversees the operation of emergency personnel at emergency medical incidents, fire related incidents, hazardous material incidents, public education events, pre-fire planning inspections, training and in station activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works directly under the Fire Chief and higher-ranking officers in assisting with the daily operation of the Boxborough Fire Department.
- Keeps the Per Diem Fire Lieutenant/EMT, Per- Per-Diem Firefighter/EMT(s) and Call Firefighters/EMTs up to date with related rules, regulations and procedures.
- Coordinates with career Fire Captain on shift scheduling, and report to the Fire Chief as required.
- Responsible for the proficiency, conduct, appearance and initial discipline of all Full-Time Lieutenant/EMT(s), Full-Time Firefighter(s), Per-Diem/EMT Lieutenant(s), Per-Diem Firefighter/EMT(s) and Call Firefighters under their supervision.
- Assists subordinates with fire and rescue related activities to ensure fire department continuity.
- Completes Fire Officer Reports using accuracy, clarity and impartiality within a timely manner as determined by the Chief of the Department.

- Ensures proper procedures are followed and appropriate records and logs are maintained.
- Ensures that all department and State of Massachusetts mandatory reporting documents are filed in a timely manner. These documents include but are not limited to, NFIRS, MFIRS, Injured on Duty, Unprotected Exposure and 51 A forms.
- Adheres to the Incident Command System at all incidents.
- Respond to alarms and emergencies when scheduled and will make a reasonable effort to respond during escalated incidents.
- Responsible for the care, inventory, maintenance and replenishment of all department equipment.
- Performs all duties included in the Per-Diem Lieutenant/EMT(s), Per-Diem Firefighter/EMT(s) and Call Firefighters/EMTs Job Description(s).
- Attends at least one Fire Academy (MA or National) course every 18 months.
- Facilitates officer meetings.
- Provides learning and development for Per-Diem firefighters/EMT(s) and Call Firefighters, including at least two department drills annually to ensure compliance with related rules, regulations and procedures.
- All other related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

The duties listed above are intended only as examples of the 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.

REQUIRED MINIMUM QUALIFICATIONS

High School diploma or equivalent; one year of post high school education (i.e., EMT and firefighting fundamentals training). Must be a minimum of 18 years of age.

Recommended, but not required in addition to those listed in Per Diem Firefighter/EMT Job Description: Bachelor's Degree, Minimum qualifications of ten (10) years Career or Per Diem Firefighter/EMT experience, NIMS 300, personnel management training and education.

Must live within a 40-mile radius of the Town of Boxborough. The distance shall be measured from the closest border limits of said city or town in which said member is employed to the closest border limits of the city or town in which said member lives.

REQUIRED LICENSING AND CERTIFICATIONS

- Possess and maintain current CPR and Certifications as an Emergency Medical Technician Basic, (EMT-B) issued by the Commonwealth of Massachusetts, in conformance with Massachusetts Department of Health/Office of Emergency Medical Services MDPH/OEMS certification level EMT-B.
- Must attain certification as NFPA 1001 Firefighter Level I/II (applies to appointees after 7/1/2021).
- Must hold a Fire Officer I or II program certification.
- Must be CORI (Criminal Offender Record Information) certified by the State and have valid Class D Motor Vehicle License.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge - Current applicable federal, state and local laws; Department rules and regulations; Principles and practices of municipal fire administration and organization; Requirements and knowledge of firefighting practices and techniques; Laws and policies pertaining to life safety code and emergency management; Basic computer operations and functions.

Ability - Ability to establish and maintain regular interactions with members of the community in both emergency and non-emergency situations as the leader of an emergency crew. Read and understand departmental policies and procedures, rules and regulations, laws and emergency management documents; All interactions are required to respect and adhere to all federal and state regulations related to patient confidentiality. Ability to keep departmental records and make reports; performs mechanical work under adverse conditions.

Ability to communicate clearly and concisely, both orally and in writing. Must be able to hear spoken commands and distinguish differences among bells, buzzers, sirens, horns, etc. Ability to operate a wide variety of fire suppression vehicles including engines, ladders, ambulance and forest fire vehicles. Other equipment used includes trailers, boats, air packs, air compressors, and generator systems. Operates non-motorized tools and equipment including axes, pry bars, wrenches and breathing apparatus. Operates power tools such as saws, drills, extrication tools, water pumps and fans, alarm panels and radios. Operates personal computer and general office equipment. Helps to lead implementation of technology applications related to Fire and EMS operations.

Skill – Emergency Management Training: takes pulse, blood pressure, observes patient signs, performs 1 and 2-person CPR, infant and child CPR, manages obstructed airways, provides bleeding/shock management, conducts mouth to mask ventilation, immobilizes fractures, spinal injuries, and joint dislocations, provides supplemental oxygen, uses albuterol, aspirin, epinephrine, glucose, semi-automatic defibrillator, pulse oximetry, glucometry, performs traction splinting. May assist patient in taking their prescribed medication. Applies all other skills required of MDPH/OEMS EMT certification.

TOOLS AND EQUIPMENT USED

The employee is required to operate emergency medical aid equipment, fire apparatus, fire pumps, hoses, ladders, first aid equipment, radio, pager, and other standard firefighting equipment. The employee may be required to operate a Class D motorized vehicle.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Essential functions of the position, including the associated physical requirements, are described in Chapter VII. Municipal Fire Fighter Essential Functions of the Commonwealth of Massachusetts Human Resource Division Physician's Guide Initial-Hire Medical Standards, rev 2021.

Work requires strenuous physical effort during emergencies, sometimes for extended periods of time, and moderate to strenuous physical effort during non-emergencies.

Frequently required to talk, listen, stand, sit, walk, smell, bend/stoop, crawl/kneel, carry, reach, climb/balance, push/pull and drive motorized equipment. Requires the ability to lift and carry more than 100 pounds. Work requires the employee to meet and maintain State and Town physical fitness requirements.

Must have good vision to drive vehicles, read building maps and layouts, written instructions and signs. Requires color vision. Requires advanced manual dexterity in order to conduct emergency medical service including detailed physical examinations, and using medical supplies and equipment such as administering medication, tec.

Must be able to hear spoken commands and distinguish differences among bells, buzzers, sirens, horns, etc. Must pass State Firefighters' pre-employment physical and medical examination, drug test, and maintain appropriate State physical fitness level.

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

WORK ENVIRONMENT

Most work is performed under typical office conditions; emergency response work is performed under variable weather conditions, including temperature extremes; the employee is occasionally exposed to hazards associated with medical emergencies, fighting fires and responding to related emergencies, including smoke, noxious odors, fumes and chemicals; the noise level in the work environment is quiet in the office and loud at an emergency scene; work is subject to frequent fluctuations and is performed in emergency and stressful situations; the employee is on call to respond to emergency medical incidents, fires and other emergency incidents.

The employee has regular access to department-related confidential information, including details of calls for service. Errors could result in legal repercussions, inefficiencies, time loss, and loss of goodwill, land/or financial repercussions for the town.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position, unless such accommodations would pose an undue hardship on the Town.
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This Job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Recommended: May 11, 2023 (Version 1)

Revised:

Approved (Name):

Approved (Date):

DRAFT

Town of Boxborough, MA

POSITION: Per Diem Fire Lieutenant/EMT **DEPARTMENT:** Fire

FLSA STATUS: Non-Exempt **REPORTS TO:** Fire Chief

GENERAL SUMMARY:

The position assists the Fire Chief with daily oversight (on a part-time basis) of the non-union personnel and provides on call officer coverage for duty crews in the absence of a higher-ranking officer per the department's command structure.

SUPERVISION SCOPE

The Per Diem Fire Lieutenant/EMT functions as the first or second level working supervisor under the Chief of the Department and Full-Time and Per Diem Deputy Chief and Captains (higher-ranking officers). The position assists the higher-ranking officers in the performance of their duties as directed.

SUPERVISION RECEIVED

Work is performed under the direct supervision of the Fire Chief and higher-ranking officers. Due to the nature of the work, orders must be executed promptly and efficiently.

SUPERVISION EXERCISED

In the absence of the Fire Chief or a higher-ranking officer per the department's command structure, the Per Diem Lieutenant/EMT serves as the officer in charge of a particular incident, until they are relieved of this duty. They also are a key point of contact and supervision for all Per Diem staff working closely with the other officers of the Fire Department. .

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works directly under the Fire Chief assisting with the daily operation of the Boxborough Fire Department.
- Performs all duties included in the Per-Diem Firefighter/EMT(s) and Call Firefighters/EMTs Job Description(s).
- Responsible for the proficiency, conduct, appearance and initial discipline of all subordinates under their supervision.
- Assists subordinates with fire and rescue related activities to ensure fire department continuity.
- Provides learning and development for Per-Diem firefighter/EMT(s) and Call Firefighters/EMTs, including at least two department drills annually to ensure compliance with related rules, regulations and procedures.
- Ensures proper procedures are followed and appropriate records and logs are maintained.
- Ensures that all department and State of Massachusetts mandatory reporting documents are filed in a timely manner. These documents include but are not limited to, NFIRS, MFIRS, Injured on Duty, Unprotected Exposure and 51 A forms.
- Adheres to the Incident Command System at all incidents.
- Respond to alarms and emergencies when scheduled and will make a reasonable effort to respond during escalated incidents.

- Responsible for the care, inventory, maintenance and replenishment of all department equipment.
- Ensures the care, inventory, maintenance and replenishment of all department equipment.
- Attends at least one Fire Academy (MA or National) course every 18 months.
- Attends all scheduled officer meetings.
- All other related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

The duties listed above are intended only as examples of the 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.

REQUIRED MINIMUM QUALIFICATIONS

High School diploma or equivalent; one year of post high school education (i.e., EMT and firefighting fundamentals training). Must be a minimum of 18 years of age.

Recommended, but not required in addition to those listed in Per Diem Firefighter/EMT Job Description: Bachelor's Degree, Minimum qualifications of five (5) years Career or Per Diem Firefighter/EMT experience, NIMS 300, personnel management training and education.

Must live within a 40-mile radius of the Town of Boxborough. The distance shall be measured from the closest border limits of said city or town in which said member is employed to the closest border limits of the city or town in which said member lives.

REQUIRED LICENSING AND CERTIFICATIONS

- Possess and maintain current CPR and Certifications as an Emergency Medical Technician Basic, (EMT-B) issued by the Commonwealth of Massachusetts, in conformance with Massachusetts Department of Health/Office of Emergency Medical Services MDPH/OEMS) certification level EMT-B.
- Must attain certification as NFPA 1001 Firefighter Level I/II (applies to appointees after 7/1/2021).
- Completion of a Fire Officer program certification within one year of appointment.
- Must be CORI (Criminal Offender Record Information) certified by the State and have valid Class D Motor Vehicle License.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge - Current applicable federal, state and local laws; Department rules and regulations; Principles and practices of municipal fire administration and organization; Requirements and knowledge of firefighting practices and techniques; Laws and policies pertaining to life safety code and emergency management; Basic computer operations and functions.

Ability - Ability to establish and maintain regular interactions with members of the community in both emergency and non-emergency situations as the leader of an emergency crew. Read and understand departmental policies and procedures, rules and regulations, laws and emergency management documents; All interactions are required to respect and adhere to all federal and state regulations related to patient confidentiality. Ability to keep departmental records and make reports; performs mechanical work under adverse conditions.

Ability to communicate clearly and concisely, both orally and in writing. Must be able to hear spoken commands and distinguish differences among bells, buzzers, sirens, horns, etc. Ability to operate a wide variety of fire suppression vehicles including engines, ladders, ambulance and forest fire vehicles. Other equipment used includes trailers, boats, air packs, air compressors, and generator systems. Operates non-motorized tools and equipment including axes, pry bars, wrenches and breathing apparatus. Operates power tools such as saws, drills, extrication tools, water pumps and fans, alarm panels and radios. Operates personal computer and general office equipment. Helps to lead implementation of technology applications related to Fire and EMS operations.

Skill – Emergency Management Training: takes pulse, blood pressure, observes patient signs, performs 1 and 2-person CPR, infant and child CPR, manages obstructed airways, provides bleeding/shock management, conducts mouth to mask ventilation, immobilizes fractures, spinal injuries, and joint dislocations, provides supplemental oxygen, uses albuterol, aspirin, epinephrine, glucose, semi-automatic defibrillator, pulse oximetry, glucometry, performs traction splinting. May assist patient in taking their prescribed medication. Applies all other skills required of MDPH/OEMS EMT certification.

TOOLS AND EQUIPMENT USED

The employee is required to operate emergency medical aid equipment, fire apparatus, fire pumps, hoses, ladders, first aid equipment, radio, pager, and other standard firefighting equipment. The employee may be required to operate a Class D motorized vehicle.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Essential functions of the position, including the associated physical requirements, are described in Chapter VII. Municipal Fire Fighter Essential Functions of the Commonwealth of Massachusetts Human Resource Division Physician's Guide Initial-Hire Medical Standards, rev 2021.

Work requires strenuous physical effort during emergencies, sometimes for extended periods of time, and moderate to strenuous physical effort during non-emergencies.

Frequently required to talk, listen, stand, sit, walk, smell, bend/stoop, crawl/kneel, carry, reach, climb/balance, push/pull and drive motorized equipment. Requires the ability to lift and carry more than 100 pounds. Work requires the employee to meet and maintain State and Town physical fitness requirements.

Must have good vision to drive vehicles, read building maps and layouts, written instructions and signs. Requires color vision. Requires advanced manual dexterity in order to conduct emergency

medical service including detailed physical examinations, and using medical supplies and equipment such as administering medication, tec.

Must be able to hear spoken commands and distinguish differences among bells, buzzers, sirens, horns, etc. Must pass State Firefighters' pre-employment physical and medical examination, drug test, and maintain appropriate State physical fitness level.

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

WORK ENVIRONMENT

Most work is performed under typical office conditions; emergency response work is performed under variable weather conditions, including temperature extremes; the employee is occasionally exposed to hazards associated with medical emergencies, fighting fires and responding to related emergencies, including smoke, noxious odors, fumes and chemicals; the noise level in the work environment is quiet in the office and loud at an emergency scene; work is subject to frequent fluctuations and is performed in emergency and stressful situations; the employee is on call to respond to emergency medical incidents, fires and other emergency incidents.

The employee has regular access to department-related confidential information, including details of calls for service. Errors could result in legal repercussions, inefficiencies, time loss, and loss of goodwill, land/or financial repercussions for the town.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position, unless such accommodations would pose an undue hardship on the Town.

This Job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Recommended: May 11, 2023 (Version 1)

Revised:

Approved (Name):

Approved (Date):

Town of Boxborough, MA

POSITION: Per Diem Firefighter/EMT

DEPARTMENT: Fire

FLSA STATUS: Non-Exempt

REPORTS TO: Fire Chief

GENERAL SUMMARY:

The purpose of this position is to protect life and property by performing firefighting, emergency aid, hazardous materials, fire prevention duties in association with the operation of the EMT Service for the Boxborough Fire Department. This position is to respond to all emergency and non-emergency requests for help during a shift.

SUPERVISION SCOPE

Performs responsible duties requiring independent judgment and initiative in providing emergency medical services to patients. Employee is expected to exercise judgment in the analysis of facts and circumstances surrounding an individual's medical condition, in accordance with standard procedures and Boxborough Fire Department Standard Operating Guidelines. Works under the supervision of a duty officer in a given shift.

SUPERVISION RECEIVED

Work is performed under the general supervision of the Fire Chief and other officers per command structure, or in the absence of an officer, they report to the senior career Firefighter/EMT on a scene in accordance with the applicable provisions of the Massachusetts General Laws. Due to the nature of the work, orders must be executed promptly and efficiently.

SUPERVISION EXERCISED

This position typically, does not supervise the work of others. However, in the absence of an officer or career Firefighter/EMT, the most senior Per Diem Firefighter/EMT serves as the officer in charge of a particular incident, until they are relieved of this duty.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responds to alarms with assigned company.
- Drives and operates heavy fire apparatus, such as tank trucks, pumpers, rescue trucks, ambulances, and brush breakers.
- Lays, couples, and connects hoses.
- Advances hose into burning buildings to direct fog or water streams.
- Operates pumps, deck guns, and hose lines with nozzle adaptation for proper stream application.
- Places, erects, and climb ladders.
- Ventilates burning buildings.
- Uses entry tools, if necessary, to force locked doors, windows, and skylights, and to break openings in roofs, floors, walls, and ceilings.
- Enters burning buildings to evacuate and rescue persons in danger, using ladders, stretchers, life nets and lines.
- Administers emergency first aid, including resuscitation, to accident or incident victims.

- When assigned to an ambulance, responds to calls for emergency aid, and provides emergency medical services to individuals on location or in the ambulance
- Transports individuals requiring emergency medical care to area hospitals.
- Performs emergency rescue and extrication work of victims from vehicles, elevators, machinery, water, or other locations.
- Removes excess water and debris from the scene of a fire or flood.
- Secures burned buildings from trespassers and weather.
- Maintains clean and orderly condition of buildings and grounds.
- Removes snow from areas surrounding fire station and fire cisterns/hydrants.
- Maintains hydrants ready for use.
- Receive and transmit alarms, pertinent instructions, orders and information, while on desk duty.
- May function as EMS Coordinator, Public Education Coordinator, Training Coordinator, Department Mechanic, and/or Fire Inspector as delegated by the Chief of the Department or other Officer.
- Receives station visitors.
- Logs building activity.
- Participates in fire prevention inspections of buildings and schools.
- Assists Fire Chief or other Officers with appropriate administrative work, when assigned by the Chief of the Department or their designee, including vendor contact, inventory, documentation, filing, time tracking, expense tracking, internet research and grant writing.
- All other related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

The duties listed above are intended only as examples of the 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.

REQUIRED MINIMUM QUALIFICATIONS

High School diploma or equivalent; one year of post high school education (i.e., EMT and firefighting fundamentals training). Must be a minimum of 18 years of age.

Must live within a 40-mile radius of the Town of Boxborough. The distance shall be measured from the closest border limits of said city or town in which said member is employed to the closest border limits of the city or town in which said member lives.

REQUIRED LICENSING AND CERTIFICATIONS

- Possess and maintain current CPR and Certifications as an Emergency Medical Technician Basic, (EMT-B) issued by the Commonwealth of Massachusetts, in conformance with Massachusetts Department of Health/Office of Emergency Medical Services MDPH/OEMS) certification level EMT-B.
- Must attain certification as NFPA 1001 Firefighter Level I/II (applies to appointees after 7/1/2021).
- Must be CORI (Criminal Offender Record Information) certified by the State and have valid Class D Motor Vehicle License.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge - Current applicable federal, state and local laws; Department rules and regulations; Principals and practices of municipal fire administration and organization; Requirements and knowledge of firefighting practices and techniques; Laws and policies pertaining to life safety code and emergency management; Basic computer operations and functions.

Ability - Read and understand departmental policies and procedures, rules and regulations, laws and emergency management documents; All interactions are required to respect and adhere to all federal and state regulations related to patient confidentiality. Ability to keep departmental records and make reports; performs mechanical work under adverse conditions.

Ability to communicate clearly and concisely, both orally and in writing. Must be able to hear spoken commands and distinguish differences among bells, buzzers, sirens, horns, etc. Ability to operate a wide variety of fire suppression vehicles including engines, ladders, ambulance and forest fire vehicles. Other equipment used includes trailers, boats, air packs, air compressors, and generator systems. Operates non-motorized tools and equipment including axes, pry bars, wrenches and breathing apparatus. Operates power tools such as saws, drills, extrication tools, water pumps and fans, alarm panels and radios. Operates personal computer and general office equipment. Helps to lead implementation of technology applications related to Fire and EMS operations.

Skill – Emergency Management Training: takes pulse, blood pressure, observes patient signs, performs 1 and 2-person CPR, infant and child CPR, manages obstructed airways, provides bleeding/shock management, conducts mouth to mask ventilation, immobilizes fractures, spinal injuries, and joint dislocations, provides supplemental oxygen, uses albuterol, aspirin, epinephrine, glucose, semi-automatic defibrillator, pulse oximetry, glucometry, performs traction splinting. May assist patient in taking their prescribed medication. Applies all other skills required of MDPH/OEMS EMT certification.

TOOLS AND EQUIPMENT USED

The employee is required to operate emergency medical aid equipment, fire apparatus, fire pumps, hoses, ladders, first aid equipment, radio, pager, and other standard firefighting equipment. The employee may be required to operate a Class D motorized vehicle.

PHYSICAL REQUIREMENTS

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WORK ENVIRONMENT

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Recommended: May 11, 2023 (Version 1)

Revised:

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