

## **TOWN OF STOUGHTON**

### **FIRE CHIEF**

Department:	Fire Department	Date:	9-26-2023
Reports to:	Fire Chief	Hours Worked:	40
FLSA Status			

#### **Statement of Duties**

Description of job role.

Under administrative direction, plans, directs, manages and oversees the activities and operations of the Fire department including policy development, fiscal management, code enforcement, emergency medical services, fire prevention and code enforcement, fire suppression operations and grant management, the coordination of assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the Town Manager; performs related duties, as required. Executes the duties and responsibilities as the town **Emergency Management Director**. Perform requirements as detailed in employment contract or MOA.

#### **Supervision**

Works under the general supervision of the Town Manager. *Performs a variety of responsible duties according to department policies and procedures; work requires the application of independent judgment to analyze unusual situations and determine the best course of action. May utilize initiative to complete work assignments. New or unusual assignments may require additional instruction and supervisory review. Unusual situations, requiring clarification of policies or procedures, are referred to the supervisor.*

Works under the direction of the Town Manager; responsible for all management and administrative functions of the department, in conformance with applicable provisions of the Massachusetts General Laws professional standards and Town policies and bylaws.

#### **Job Environment**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

Work is performed in typical office conditions; as required work is performed at emergency scenes and firefighting operations under varying weather conditions, and under conditions which

may involve considerable personal danger, with exposure to extreme heat, fuel spills, fumes or toxic substances. The Fire Chief is on call to respond to emergencies.

The Fire Chief operates standard office equipment, fire and rescue equipment, medical equipment, an automobile, and is required to wear protective clothing at emergency scenes.

The Fire Chief has ongoing contact with other town departments, such as the personnel department, public works department, police department, auditor, treasurer and others. The Chief has contact with outside agencies, vendors and the public.

### **Essential functions**

*The essential functions or duties listed below are intended only as illustrations of the various 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.*

Include but not limited to the following:

Organizes, directs, prioritizes, administers and coordinates the fire and emergency response services for the town; ensures effective and efficient provision of emergency and non-emergency services.

Directs daily management and administration of the Fire Department, including the administration of personnel matters, dealing with labor/management concerns, post- incident evaluation and analysis and preparation and execution of the budget.

Exercises command of firefighters and firefighting resources and operations at major or special fire and emergency incidents; observes the performances of personnel at emergency scenes.

Engages in short- and long-term planning, including an annual update of the capital improvement plan; prepares reports, grant applications and other documents.

Develops annual training plan with the department Training Officer for departmental personnel incorporating initial training needs, special training needs, recertification requirements, and required emergency medical training.

Works with Town appointed and elected officials; makes public presentations; keeps the Town Manager and other officials informed of fire and rescue related needs and activities. Collaborates with town committees and agencies as required.

Perform the duties and responsibilities as the Town's Emergency Management Director as required.

Conducts hiring and promotional processes for department employees. Recommends candidates for hire and promotion to the Town Manager.

Provides mentoring, counseling and career development for Officers, firefighters and civilian employees of the fire department.

## **Recommended Minimum Qualifications**

### **Education and Experience**

Bachelor's Degree in fire administration, public administration or a related field desired; Masters' Degree in public administration or emergency management preferred; CFO course desirable; 20 years of full time experience in firefighting and EMS operations, 10 years of supervisory and management experience, fire prevention and emergency medical services, including five years' experience in a command position; or an equivalent combination of education and experience.

### **Knowledge, Ability and Skills**

#### **Knowledge**

Thorough knowledge of the management of a fire and rescue department, financial management and personnel management; thorough knowledge of modern firefighting principles, equipment, techniques and incident command practices and emergency management. Thorough knowledge of the principles and practices of fire and rescue operation. Thorough knowledge of the town's emergency and fire risks; thorough knowledge of labor relations; through knowledge of current technological development.

#### **Ability**

Ability to develop plans for departmental operations; ability to plan, assign, direct and review the work of subordinates and direct operations of firefighters and equipment under emergency conditions and non-emergency situations; ability to implement an incident command structure. Ability to establish and maintain effective relationships with subordinates, the public, and town officials; ability to develop a positive labor relations climate. Ability to assess risks. Ability to communicate clearly and in writing and orally and speak publicly on behalf of the town.

#### **Skill**

Skill in motivating personnel; skill in managing an emergency incident; planning organization and communication skills.

#### **Special Requirements**

Supervises Chief Officers, Company Officers, Firefighters, Program Administrator and Emergency Vehicle Technician.

Massachusetts Driver's License.

Emergency Medical Technician or Paramedic.

#### **Physical and Mental Requirements**

Establish and maintain effective relationships with subordinates, the public, and town officials; ability to develop a positive labor relations climate. Ability to assess risks. Strong written and oral skills. Ability to speak publicly on behalf of the town. Perform duties and responsibilities under extremely stressful conditions.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirement of the job change.*

## TOWN OF STOUGHTON

### ASSISTANT FIRE CHIEF

Department:	Fire Department	Date:	9-26-2023
Reports to:	Fire Chief	Hours Worked:	40
FLSA Status			

#### **Statement of Duties**

Description of job role.

Under the Fire Chief's direction supports plans, directs, manages and oversees the activities and operations of the Fire department including policy development, fiscal management, code enforcement, emergency medical services, fire prevention and code enforcement, fire suppression operations and grant management, the coordination of assigned activities with other departments and outside agencies; performs related duties, as required. Executes the duties and responsibilities as the town **Emergency Management Director in the Fire Chief's absence**. Perform requirements as detailed in employment contract or MOA.

#### **Supervision**

Works under the general supervision of the Fire Chief. *Performs a variety of responsible duties according to department policies and procedures; work requires the application of independent judgment to analyze unusual situations and determine the best course of action. May utilize initiative to complete work assignments. New or unusual assignments may require additional instruction and supervisory review. Unusual situations, requiring clarification of policies or procedures, are referred to the supervisor.*

Works under the direction of the Fire Chief; responsible for supporting management and administrative functions of the department, in conformance with applicable provisions of the Massachusetts General Laws professional standards and Town policies and bylaws.

#### **Job Environment**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

Work is performed in typical office conditions; as required work is performed at emergency scenes and firefighting operations under varying weather conditions, and under conditions which

may involve considerable personal danger, with exposure to extreme heat, fuel spills, fumes or toxic substances. The Assistant Chief is on call to respond to emergencies.

The Assistant Chief operates standard office equipment, fire and rescue equipment, medical equipment, an automobile, and is required to wear protective clothing at emergency scenes.

The Assistant Chief has ongoing contact with other town departments, such as the personnel department, public works department, police department, auditor, treasurer and others. The Assistant Chief has contact with outside agencies, vendors and the public.

#### **Essential functions**

*The essential functions or duties listed below are intended only as illustrations of the various 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.*

Include but not limited to the following:

Collaborates and coordinates the fire and emergency response services for the town; ensures effective and efficient provision of emergency and non-emergency services.

Supports the daily management and administration of the Fire Department, including the administration of personnel matters, dealing with labor/management concerns, post- incident evaluation and analysis and preparation and execution of the budget.

Exercises command of firefighters and firefighting resources and operations at major or special fire and emergency incidents; observes the performances of personnel at emergency scenes.

Engages in short and long-term planning, including annual update of the capital improvement plan; prepares reports, grant applications and other documents.

Assists in developing the annual training plan with the department Training Officer for departmental personnel incorporating initial training needs, special training needs, recertification requirements, and required emergency medical training.

Works with Town appointed and elected officials; makes public presentations; keeps the Fire Chief and other officials informed of fire and rescue related needs and activities. Collaborates with town committees and agencies as required.

Perform the duties and responsibilities as the Town's Emergency Management Director as required in the Fire Chief's absence.

Assists with the hiring and promotional processes for department employees. Recommends candidates for hire and promotion to the Fire Chief.

Provides mentoring, counseling and career development for Officers, firefighters and civilian employees of the fire department.

#### **Recommended Minimum Qualifications**

## **Education and Experience**

Bachelor's Degree required; fire administration, public administration or a related field desired; 20 years of full time experience in firefighting and EMS operations, 10 years of supervisory and management experience, fire prevention and emergency medical services, including five years' experience in a command position; or an equivalent combination of education and experience.

## **Knowledge, Ability and Skills**

### **Knowledge**

Thorough knowledge of the management of a fire and rescue department, financial management and personnel management; thorough knowledge of modern firefighting principles, equipment, techniques and incident command practices and emergency management. Thorough knowledge of the principles and practices of fire and rescue operation. Thorough knowledge of the town's emergency and fire risks; thorough knowledge of labor relations; through knowledge of current technological development.

### **Ability**

Ability to develop plans for departmental operations; ability to plan, assign, direct and review the work of subordinates and direct operations of firefighters and equipment under emergency conditions and non-emergency situations; ability to implement an incident command structure. Ability to establish and maintain effective relationships with subordinates, the public, and town officials; ability to develop a positive labor relations climate. Ability to assess risks. Ability to communicate clearly and in writing and orally and speak publicly on behalf of the town.

### **Skill**

Skill in motivating personnel; skill in managing an emergency incident; planning organization and communication skills.

### **Special Requirements**

Supervises Deputy Chief, Company Officers, Firefighters, Program Administrator and Emergency Vehicle Technician.

Massachusetts Driver's License.

Emergency Medical Technician or Paramedic.

### **Physical and Mental Requirements**

Establish and maintain effective relationships with subordinates, the public, and town officials; ability to develop a positive labor relations climate. Ability to assess risks. Strong written and oral skills. Ability to speak publicly on behalf of the town. Perform duties and responsibilities under extremely stressful conditions.

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## **TOWN OF STOUGHTON**

### **Deputy Chief of EMS Operations**

Department:	Fire Department	Date:	9-26-2023
Reports to:	Fire Chief	Hours Worked:	40
FLSA Status			

#### **Statement of Duties**

The Deputy Chief of EMS Operations is responsible for the coordination and administration of a comprehensive Emergency Medical Service (EMS) program that will meet the needs of the Town of Stoughton. This position also oversees the Group EMS Coordinators as well as all EMS personnel within the Stoughton Fire Department.

#### **Supervision**

Works under the general supervision of the Fire Chief and Assistant Fire Chief.

#### **Job Environment**

The job environment involves mostly administrative duties handled at Fire Department Headquarters. There is frequent travel between both firehouses as well as other town departments. Other travel will be required for regional EMS meetings as well as quarterly medical director meetings. The Deputy Chief will also serve on the Command Staff in large fire or EMS incidents.

#### **Essential functions**

Include but not limited to the following:

- Manages the EMS Division of the Stoughton Fire Department.
- Delegates various duties to the Group EMS Coordinators.
- Will have EMS Command under the authority of the Fire Chief at large scale incidents.
- Maintains an adequate stock of supplies and equipment necessary for both the ambulances and engines.
- Serves as a liaison between line personnel and the town information technology (IT) department in the servicing and maintenance of computers used for patient care reports (PCR).
- Oversees quality assurance/quality improvement (QA/QI) auditing of all PCRs.
- Must be able to communicate information regarding EMS to department personnel as well as the public.
- Maintain statistics on EMS incidents and operations as specified by the Fire Chief.
- Assist in disaster planning and training with other agencies and governmental entities.
- Prepares and submits recommendations, revisions and other changes to the policies and procedures of the Stoughton Fire Department.

- Conducts and/or arranges training for all paramedics and EMTs employed by the Department.
- Maintains the records of certifications for all paramedics and EMTs.
- Attends regularly scheduled meetings with the Department's medical control physician.
- Maintains relationships with area hospitals.

### **Recommended Minimum Qualifications**

- Member of the Stoughton Fire Department for Ten (10) years.
- Nationally registered paramedic for a minimum of ten (10) years.
- Experience in EMS administration.
- Experience in EMS instruction.

### **Education and Experience**

#### Required:

- Nationally Registered Paramedic

#### Preferred:

- Associates or Bachelor's degree in Fire Science.
- Associates or Bachelor's degree in Para medicine.
- Fire Officer I
- Fire Instructor I

### **Physical and Mental Requirements**

Must maintain physical standards to handle firefighting and EMS duties. In addition, the Deputy Chief of EMS Operations must possess organizational qualities to handle the wide variety of duties involved with this job. The Deputy Chief must also be able to decide which duties to delegate to Group EMS Coordinators and which duties to handle personally.

## TOWN OF STOUGHTON

### Captain of Fire Prevention

Department:	Fire Department	Date:	9-26-2023
Reports to:	Fire Chief	Hours Worked:	40
FLSA Status			

#### **Statement of Duties**

This position involves administrative and active participation in the performance and direction of activities to support the Fire Prevention Division. Ensure that Fire Prevention Laws and Regulations are followed and execute responsibilities consistent with the department's standard operating guidelines. Performs Residential and Commercial Fire Prevention requirements.

#### **Supervision**

Works under the general supervision of the Chief, Assistant Chief and Deputy Chief. *Performs scheduled residential smoke/CO detector inspections in accordance with MGL ch. 148 and assists with commercial building inspections and plan reviews as requested by the Building Department and Code Enforcement Officer.*

#### **Job Environment**

*By utilizing department vehicles (FP1), the Fire Prevention Captain travels to scheduled appointments for inspections including but not limited to, quarterly inspections of healthcare facilities, schools, and hotel type facilities. Inspections will also occur for all restaurants, gas stations and commercial occupancies and any other occupancies included in MGL Ch. 148.*

#### **Essential functions**

*The essential functions or duties listed below are intended only as illustrations of the various 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.*

Include but not limited to the following:

Responds to rescue calls as necessary and performs rescue in compliance with the department's SOPs and directives.

Commercial plan review of fire alarm and sprinkler systems.

Issue permits for Aboveground and Underground Storage tanks

Functions as Incident Commander or scene officer when required.

As a team member assesses and coordinates the resources and personnel to facilitate the Fire Prevention Division.

Participate in department Staff Meetings.

Issue verbal warnings when appropriate.

Promotes departmental policies, procedures, objectives and safety programs.

Participate in a post-incident analysis and debriefings.

Performs scheduled inspections and minor maintenance of equipment and facilities. Interacts effectively, professionally, tactfully with the general public and all participating agencies; dispatch, law enforcement.

Performs duties of Lieutenant of Fire Prevention in his/her absence.

Other duties as assigned by the Fire Chief, Assistant Fire Chief and Deputy Chief.

### **Recommended Minimum Qualifications**

- Firefighter I/II
- Rank of Captain or Acting Captain.
- Possess Massachusetts EMT/EMT-P certification.
- CPR Certification
- Massachusetts Driver's License
- Fire Prevention Officer Basic (obtained within 6 months of promotion)
- Fire Officer I

### **Education and Experience**

- Minimum 1 year off probation per civil service promotional exam
- Attend recruit training per CBA

### **Knowledge**

- Mass General Laws
- CMR/CFR codes
- NFPA regulations
- International Building Code
- International Fire Code

### **Ability**

- Work well with the public
- Work well with town building department and code compliance
- Efficient in duties of a company officer in charge of emergency scenes
- Maintain a safe work environment
- Problem solving

### **Skill**

- Utilization of departmental computer software for report writing
- Keeping up-to-date fire prevention records
- Assist with personnel issues

### **Special Requirements**

- Advanced Fire Prevention Officer (once available through Mass Fire Academy)
- Fire Instructor I (assists when visiting schools and department training)

### **Physical and Mental Requirements**

- Both physical and mental requirements evaluated in pre-employment evaluation

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## **TOWN OF STOUGHTON**

### **Lieutenant of Fire Prevention**

Department:	Fire Department	Date:	9-26-2023
Reports to:	Fire Chief	Hours Worked:	40
FLSA Status			

#### **Statement of Duties**

This position involves administrative and active participation in the performance and direction of activities to support the Fire Prevention Division. Ensure that Fire Prevention Laws and Regulations are followed and execute responsibilities consistent with the department's standard operating guidelines. Performs Residential Fire Prevention requirements.

#### **Supervision**

Works under the general supervision of the Captain of Fire Prevention. *Performs scheduled residential smoke/CO detector inspections in accordance with MGL ch. 148 and assists with commercial building inspections and plan reviews as requested by the Captain of Fire Prevention.*

#### **Job Environment**

*By utilizing department vehicles (FP1), the Fire Prevention Lieutenant travels to scheduled appointments for inspections including but not limited to, quarterly inspections of healthcare facilities, schools, and hotel type facilities. Inspections will also occur for all restaurants, gas stations and commercial occupancies and any other occupancies included in MGL ch. 148.*

#### **Essential functions**

*The essential functions or duties listed below are intended only as illustrations of the various 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.*

Include but not limited to the following: Responds to rescue calls as necessary and performs rescue in compliance with the department's SOPs and directives.

Functions as Incident Commander or scene officer when required.

As a team member assesses and coordinates the resources and personnel to facilitate the Fire Prevention Division.

Participate in department Staff Meetings.

Issue verbal warnings when appropriate.

Promotes departmental policies, procedures, objectives and safety programs.

Participate in a post-incident analysis and debriefings.

Performs scheduled inspections and minor maintenance of equipment and facilities. Interacts effectively, professionally, tactfully with the general public and all participating agencies; dispatch, law enforcement.

Performs duties of Captain of Fire Prevention in his/her absence.

Other duties as assigned by the Fire Chief, Assistant Fire Chief and Deputy Chief.

### **Recommended Minimum Qualifications**

- Firefighter I/II
- Rank of Lieutenant or Acting Lieutenant.
- Possess Massachusetts EMT/EMT-P certification.
- CPR Certification
- Massachusetts Driver's License
- Fire Prevention Officer Basic (obtained within 6 months of promotion)
- Fire Officer I

### **Education and Experience**

- Minimum 1 year off probation per civil service promotional exam
- Attend recruit training per CBA

### **Knowledge**

- Mass General Laws
- CMR/CFR codes
- NFPA regulations

- International Building Code
- International Fire Code

**Ability**

- Work well with the public
- Work well with town building department and code compliance
- Efficient in duties of a company officer in charge of emergency scenes
- Maintain a safe work environment
- Problem solving

**Skill**

- Utilization of departmental computer software for report writing
- Keeping up-to-date fire prevention records
- Assist with personnel issues

**Special Requirements**

- Advanced Fire Prevention Officer (once available through Mass Fire Academy)
- Fire Instructor I (assists when visiting schools and department training)

**Physical and Mental Requirements**

- Both physical and mental requirements evaluated in pre-employment evaluation

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## **TOWN OF STOUGHTON**

### **FIREFIGHTER/EMERGENCY MEDICAL TECHNICIAN**

Department:	Fire Department	Date:	9-26-2023
Reports to:	Fire Chief	Hours Worked:	40
FLSA Status			

#### **Statement of Duties**

Provides emergency services that protect life, property and the environment, including fire protection, rescue, emergency medical care, hazardous materials incident control and disaster response. Responsible for equipment and apparatus maintenance and performs tasks to ensure that equipment and other emergency response resources are working safely and properly and are maintained in a continual state of readiness to meet all emergency situations. Provides administrative support of department business and financial operations, primarily for emergency medical services. Assists with fire code enforcement, EMS and fire safety programming. Assists with EMS and fire department training programs. All other related work as required.

#### **Supervision**

Works under the general supervision of the Company Officers. Works under the general direction of the Fire Chief. Duties require independent judgment, initiative, and the ability to follow through without direct supervision.

#### **Job Environment**

Some work is performed under typical office and workshop conditions. Some work is performed teaching fire safety programs to school students and coordinating CPR and First Aid training to department members and the general public. Some work is performed in commercial, industrial and residential buildings during fire safety inspections required by the Massachusetts Fire Code. Some work is performed under typical emergency conditions, consisting primarily of operations at fires, accidents, medical emergencies, and hazard emergencies. Some work is performed under poor weather conditions and during nighttime. Emergency work may involve considerable personal discomfort and danger, including exposure to fire, toxic substances, blood borne pathogens and other hazardous environments. Firefighting, emergency medical care and rescue tasks often involve extreme physical exertion such as lifting heavy objects or persons, some while wearing full protective clothing and SCBA. High noise levels often make communication difficult. Work is often performed in darkened conditions.

#### **Essential functions**

*The essential functions or duties listed below are intended only as illustration of the various 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.*

- Responds to fires, accidents, medical emergencies, hazardous conditions, and other emergencies providing assistance that protects life and property.

- Examples of tasks include:
  - fire suppression using hoses, nozzles, ladders, self-contained breathing apparatus (SCBA) and other specialized equipment;
  - search and rescue of trapped victims;
  - victim extrication at accident scenes;
  - ventilation of fire buildings;
  - advanced emergency medical care;
  - isolation and control of hazardous materials accidents;
- Operates power, electrical and other firefighting and rescue equipment including hydraulic and air operated rescue tools, power saws, positive pressure fans, generators, portable pumps, forcible entry tools, self-contained breathing apparatus (SCBA) and other fire department equipment.
- Operates EMS equipment including EKG and defibrillator, portable and on board suction units, portable and on board oxygen devices, splinting devices, stretcher, CMED radios and other equipment necessary for patient care and transport.
- Drives and operates department ambulance(s), heavy fire apparatus, including pumper, aerial ladder, and rescue truck.
- Provides emergency medical care at the Emergency Medical Technician
- Has access to confidential patient information and must maintain confidentiality in accordance with Massachusetts EMS regulations.
- Detects and preserves evidence of fire origin and cause and assists in the investigation of fires.
- Evaluates hazardous materials incidents to identify potential dangers, initiate control measures and determine if further action is required
- Coordinates and performs maintenance and repair of fire and EMS apparatus and equipment and ensures that it is ready for response to any emergency at all times.
- Assists members of the public who visit or call the station with fire department and EMS business matters.
- Assists in conducting public safety programs for the general public and school students.
- Inspects and approves buildings, equipment and fire safety measures regulated by the Massachusetts Fire Code (527 CMR).
- Attends training and professional development programs, both in and outside of the Department, to maintain and increase skills and knowledge.
- Performs other similar or related work as required or as the situation dictates.

### **Recommended Minimum Qualifications**

High School Diploma or GED equivalent

EMS certifications; Massachusetts Department of Public Health regulations.

Firefighter/EMT, Firefighter I/II certification by Massachusetts Fire Training Council  
Massachusetts Certified Emergency Medical Technician Healthcare Provider CPR certification  
and ACLS required

Must be a non-smoker

### **Special Requirements:**

Valid Driver's License.

Current CPR certification; Massachusetts EMT-B certification.

### **Education and Experience**

- Minimum 1 year off probation per civil service promotional exam

- Attend recruit training per CBA

**Knowledge**

- Through knowledge of modern firefighting techniques and problems including those involved in industrial, commercial, and residential structures and in large fuel fires;
- Knowledge of the capabilities and limitations of all applicable firefighting equipment;
- Knowledge of fire suppression, emergency medical services, emergency management, hazardous materials incident management and mitigation;

**Ability**

- Work well with the public
- Maintain a safe work environment
- Problem solving

**Skill**

- Skill in the application of administrative and management methods and procedures to departmental activities;
- Skill in operating computers including word processing,
- Excellent customer service skills.

**Physical and Mental Requirements**

Both physical and mental requirements evaluated in pre-employment evaluation Required Physical Activities: Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, repetitive motions.

Environmental Conditions: The work is performed inside or outside and includes being exposed to cold, heat, noise, vibration, mechanical or electrical hazards, atmospheric conditions that affect the respiratory system, oils, and use of Self Contained Breathing Apparatus.

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## **TOWN OF STOUGHTON**

### **FIRE EQUIPMENT FLEET MANAGER**

Department:	Fire Department	Date:	9-26-2023
Reports to:	Fire Chief	Hours Worked:	40
FLSA Status			

This single-position class is characterized by the responsibility to manage the County Fire Department's fleet of vehicles. Under general direction plans, organizes, manages, and directs the operation of the Fire District's vehicle fleet services, which includes the fire apparatus, vehicle and equipment maintenance and repair shop; and performs other related duties as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

High school diploma or GED AND seven years' journey level automotive or truck repair; OR two years of full time experience managing fleet operations; OR an equivalent combination of experience, education and certification.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment. Certification by the National Institute for Automotive Services Excellence as an ASE Master Mechanic for Automobiles and Trucks. A valid Class A Commercial Driver's License with an endorsement for hazardous materials must be obtained within six months of hire. Certification by the Emergency Vehicle Technician Certification Commission, Inc. as an EVT Master Technician for Fire Apparatus and Ambulances. All licenses and certifications required to be kept current and maintained for continued employment.

#### **SUPERVISION EXERCISED**

This position exercises supervisory responsibility over the Mechanic positions, and/or any other positions as assigned in conjunction with the maintenance of fleet vehicles.

**EXAMPLES OF DUTIES** (The following is used as a partial description and is not restrictive as to duties required.) Prioritizes, schedules and performs timely maintenance and repairs on fleet of fire vehicles, equipment and apparatus to ensure a state of readiness for emergency response. Locates and purchases parts, supplies and equipment necessary to perform repairs and modifications. Contracts with outside vendors to perform repairs that are outside the scope or available time of the fire department fleet. Identifies and maintains an inventory of parts, supplies, tools and equipment necessary to perform repairs. Responds to large emergency events to oversee apparatus operations, including evaluation and repair apparatus and equipment as needed.

#### **CLASS SPECIFICATION**

(Fire Equipment Fleet Manager)

Assists in the preparation of the budget; maintains budgetary control over supplies and equipment. Develops apparatus maintenance and repair programs; supervises and oversees personnel in the inspection and maintenance of fire apparatus and equipment; coordinates maintenance and repairs on fire tools and equipment; ensures all maintenance records are completed and filed; maintains knowledge of operation and maintenance; develops and applies

fleet management programs, writes apparatus and equipment specifications; assists in purchasing of fire apparatus and equipment. Ensures that assigned personnel perform duties and responsibilities in a safe and prudent manner which does not expose them or others to unnecessary harm or risk of on-the-job injury.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

Knowledge of: Emergency fire and medical response vehicle, apparatus and equipment laws, statutes, rules, regulations, practices and procedures. Vehicle and equipment maintenance, diagnosis, repair, design and fabrication methods and practices. Federal, State, and County fire service rules and regulations. Fire suppression methods, practices and procedures for a variety of fire, hazardous material responses, emergency medical services and rescue operations.

Specialized electrical and hydraulic systems. Computers and related equipment, hardware and software for preparing reports, maintaining inventory and tracking repair records. Basic OSHA safety rules and procedures. Skill in: Applying the ASE Master Mechanic training when troubleshooting, diagnosing and repairing fire department fleet vehicles. Employing the training elements of the ASE Master Mechanic when performing job duties. Demonstrating the training elements of the EVT Master Technician training when performing job duties. Ability to:

Communicate effectively, both orally and in written communications. Provide program direction to staff engaged in equipment repair and maintenance. Plan, organize, administer and evaluate the work of staff. Manage fleet budget. Resolve moderately complex problems encountered in performance of work assignments. Research and prepare materials, apparatus, and equipment specifications for the bid and construction process. Assist in, and perform duties of contact person for bid evaluations and administration of construction projects. Design and fabricate equipment modifications to meet changing needs of the fire department. Equipment Fleet

Perform annual inspection testing of pumper, valves, gauges, controls and equipment to meet established guidelines and standards of the National Fire Protection Association. Locating and obtaining repair equipment, tools and supplies. Establishing and maintaining effective working relationships with others. Perform annual inspection of vehicles to meet the Department of Transportation, National Fire Protection Association and Federal Specifications for the Star of Life Ambulances. Ensure fleet maintenance shop equipment, practices and procedures meet National Fire Protection Agency (NFPA) Standards requirements. List hazardous supplies in the Safety Data Sheets (SDS) book, and properly label and store supplies.

### **SPECIAL REQUIREMENTS**

(Essential duties require the following physical skills and work environment.) Work involves extended workdays outside the regular working hours to respond, manage and repair fleet vehicles and apparatus during emergency response incidents. Work requires data entry, lifting, carrying and transporting equipment and tools and supplies weighing up to 50 pounds. Vision and hearing is required to perform essential functions. Work is performed in office and field environments. Work may involve potential exposure to extreme weather conditions, extreme heat, hazardous chemicals and materials, emergency disaster situations, body fluids, infectious diseases and air and water borne pathogens when repairing and maintaining emergency vehicles and equipment during large emergency events. Requires the safe use of a Town vehicle on Department business. All applicants will be required to pass a thorough medical examination, which may include, but is not limited to, a physical agility test prior to appointment and for continuing employment. Applicants will be required to undergo a background investigation prior to being considered for employment. This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.

## TOWN OF STOUGHTON

### TRAINING AND SAFETY OFFICER

Department:	Fire Department	Date:	9-26-2023
Reports to:	Fire Chief	Hours Worked:	40
FLSA Status			

#### **Statement of Duties**

Will provide training for the department as outlined by the Chief and Assistant Chief of the Department. Will develop classroom and practical training evolutions for all members of the department. The Captain of Safety/Training also has the responsibility, when on scene, to ensure safety protocols and procedures are adhered to by all fire and emergency service personnel on any scene, fire or medical. Will also perform misc. daily duties that may include, but not limited to individual training, acquiring supplies, researching and acquiring equipment.

#### **Supervision**

Works under the general supervision of the Chief, Assistant Chief and Deputy Chief. Also needs the ability to work independently, without direct supervision, to develop training plans and communicate with outside agencies. Gives weekly reports on completed and forthcoming training. *Performs a variety of responsible duties according to department policies and procedures. May utilize initiative to complete work assignments. New or unusual assignments may require additional instruction and supervisory review. Unusual situations, requiring clarification of policies or procedures, are referred to the supervisor.*

#### **Job Environment**

In addition to working in an office environment and being a part of the Administration Staff, the position will require travel to many training sites, utilizing a department vehicle. The Captain of Safety and Training will develop and maintain a rapport with all Officers and Firefighters to further education and training.

#### **Essential functions**

Essential functions will include but are not limited to:

##### ***The ability to lead***

Safety and well being of personnel on emergency scenes.

Keep the Department up to date in the field of Fire and Emergency Services

Maintain records of individual training

Assume the functions of Command when appropriate

Participate in Command Staff Meetings

Promotes Departmental policies and procedures  
Lead post-incident analysis and debriefings  
Assist with duties of all members of the Command Staff when needed  
Function as Incident Commander or Scene Officer when required

### **Recommended Minimum Qualifications**

- Minimum 8 years as fire officer
- Rank of Captain or Acting Captain
- Massachusetts Driver's License

### **Education and Experience**

- Possess Massachusetts EMT/EMT-P certification
- MA Fire Training Council, Incident Safety Officer: Fire Suppression Certification (Preferred)
- MA Fire Training Council, Fire Instructor One

### **Knowledge**

Must have working knowledge of all equipment and apparatus, Standing Operating Procedures and Guidelines

### **Ability**

Must have the ability and skill to plan, teach, communicate, and evaluate all aspects of the Emergency Services Provided by the Department

### **Skill**

Supervisory Skills

Interpersonal Skills

Communication Skills

### **Special Requirements**

Must be able to adapt to meet the needs of the department members as well as the Citizens of Stoughton

### **Physical and Mental Requirements**

The member that holds the position of Safety and Training will need all the physical strength and conditioning that is inherent in firefighters, with the added responsibility of being mentally prepared during high stress situations.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirement of the job change.*

## **TOWN OF STOUGHTON**

### **Program Administrator I**

Department:	Fire Department	Date:	9-26-2023
Reports to:	Fire Chief	Hours Worked:	40
FLSA Status			

#### **Statement of Duties**

Highly skilled administrative and supervisory work in assisting various senior management in discharging the duties of their office; all other work as required.

#### **Supervision**

Works under the direct supervision of the Fire Chief.

#### **Job Environment**

Most work is performed under typical office conditions. Operates computer and general office equipment, such as a personal computer, calculator, copier, facsimile machine and telephone.

Makes frequent contact with officials, department heads, other employees, and state, federal and local agencies. Also makes regular contact with the general public, in-house personnel and vendors doing business with the department. Contact is by telephone, in person and correspondence and personal meetings.

Has access to highly confidential information, personnel records, bid proposals, reports and personal information regarding citizens receiving services from the department. Has access to litigation and billing documents, and to confidential communication from legal counsel, department heads and citizens, employees and other outside agencies.

Errors in the application of established departmental procedures could result in monetary loss, reduced levels of service, confusion and delay in the provision of services and could have legal and/or financial repercussions for the town.

#### **Essential functions**

Include but not limited to the following:

- Answers inquiries, routes requests and addresses complaints from the general public, providing information and making referrals to department managers and other departments as necessary.
- Explains procedures, regulations and/or policies based on knowledge of Town Government.
- Must use initiative in providing assistance.
- Provides assistance to the Fire Chief, as required, with frequent encounters with Staff members.
- Assists senior management in fulfilling their responsibilities.
- Coordinates activities of the Fire Chief or department with others.
- Serves as a sounding board on various issues.
- Provides any information which may be helpful in accomplishing duties.
- Maintains all department confidential information, such as personnel records, bid proposals, reports, litigation documents, collective bargaining/union grievances, labor relations documents and other confidential communication between Town and legal counsel, department heads and citizens, employees, and other outside agencies.
- Gather background information on issues, as directed.
- Provides coordination for special projects or special events as assigned.
- Maintains and administers departmental budgetary accounts, payroll, and accounts payable, and generates purchase orders. Prepare monthly vouchers as assigned.
- Coordinates and maintains all salary, overtime, and attendance information in compliance with Town's procedures, contractual and statutory obligations.
- Manages injury on duty claims
- Maintains daily departmental scheduling of assignments; processes vacation and other shift adjustments, in accordance with departmental manning procedures.
- Provides administrative support to the Department, preparing agenda information and gathering background files for action items; prepares all necessary correspondence and follow-up actions.
- Maintains all office files and records.
- Assists in the preparation of official documents and correspondence to ensure accuracy and compliance with local and state laws and policies.
- Coordinates repair and maintenance of the office machines and ensures that department's supplies are ordered and kept up to date.
- Technical support including updating the department's web page and databases.

Performs other related duties as required.

## **Recommended Minimum Qualifications**

### **Education, Training, and Experience:**

Associate Degree and a minimum of three (3) years of experience or any equivalent combination of education, professional training and experience.

Bachelor's Degree and one (1) year administrative experience preferred.

### **Knowledge, Ability and Skill**

**Knowledge:** Thorough knowledge of business practices, records management, municipal procedures, office terminology, and equipment. Working knowledge of state laws, local bylaws and town government procedures. General knowledge of computers and electronic data processing. Efficiency with Microsoft Office; Munis software, specifically requisition's, purchase orders and payroll.

**Ability:** Ability to deal effectively and appropriately with the general public as well as town, state, and federal officials. Must have excellent multi-tasking; organizational and prioritization skill sets. Ability to communicate effectively, orally and in writing. Ability to maintain detailed and accurate records and to execute oral and written instruction in a precise manner. Ability to use a personal computer and related office software. Ability to work effectively under time constraints to meet deadlines. Ability to work independently and manage multiple unrelated projects at one time. Ability to maintain highly confidential information. Ability to use advanced computer and word processing skills including Microsoft Word, Access, Excel, Publisher, Outlook; advanced database skills including creating and maintaining multiple databases and spreadsheets. Ability to have the utmost of professionalism in representing the Fire Department in all functions.

### **Physical and Mental Requirements**

Minimal physical effort generally required in performing administrative, counseling duties. Position requires the ability to operate a keyboard and standard office equipment. Occasionally required to lift office equipment weighing no more than 30 pounds. The employee is frequently required to use hands to finger, handle, or feel equipment and to reach with hand and arms. The employee is frequently required to sit and talk and hear. Specific vision requirements include close vision, distance vision and to adjust focus.

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