

## **Town of Boxborough, MA**

**POSITION: Per Diem Fire Captain**

**DEPARTMENT: Fire**

**FLSA STATUS: Non-Exempt**

**REPORTS TO: Fire Chief**

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### **GENERAL SUMMARY:**

The position assists the Fire Chief with daily oversight (on a part-time basis) of 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 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.

### **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 responsible for 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, Call Firefighters, and Call EMTs.

In conjunction with 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 Department. Due to the nature of the work, orders must be executed promptly and efficiently.
- Keeps the Per Diem Fire Lieutenant/EMT, Per-Diem Firefighter/EMT(s), Call Firefighters, and Call EMTs up to date with related rules, regulations, and procedures.
- Coordinates with Career Fire Captain on shift scheduling, and reports 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), Call Firefighters, and Call EMTs under their supervision.
- Assists subordinates with fire and rescue related activities to ensure Department continuity of operations.
- Completes Fire Officer Reports with 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.
- When in responsible charge of an emergency scene, supervises engine company assignments on the fire ground consistent with the policies and procedures of the Department.
- Adheres to the Incident Command System at all incidents.
- Responds 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, Call 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), Call Firefighters, and Call EMTs including at least two Department drills annually to ensure compliance with related rules, regulations, and procedures.
- Performs 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 (e.g., EMT and firefighting fundamentals training in accordance with Commonwealth of Massachusetts requirements). 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 and five (5) years of those as a command officer, 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 Boxborough to the closest border limits of the city or town in which employee lives.

#### **REQUIRED LICENSING AND CERTIFICATIONS**

Must attain, 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 Public Health/Office of Emergency Medical Services MDPH/OEMS) certification level EMT-B.
- Chief of the Department may require Fire Officer Program Training/Certification as they see fit.

- CORI (Criminal Offender Record Information) certified by the Commonwealth of Massachusetts.
- 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 - Able 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. Able to read and understand departmental policies and procedures, rules and regulations, laws, and emergency management documents; All interactions must respect and adhere to all federal and state regulations related to patient medical privacy. Able to keep departmental records and make reports; performs mechanical work under adverse conditions.

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

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

Skill – Skilled at all activities included in Emergency Management Training, including taking pulse and blood pressure, observing patient signs, performing 1 and 2-person CPR, performing infant and child CPR, managing obstructed airways, providing bleeding and shock management, conducting mouth to mask ventilation, immobilizing fractures, spinal injuries, and joint dislocations, providing supplemental oxygen, using albuterol, aspirin, epinephrine, glucose, semi-automatic defibrillator, pulse oximetry, and glucometry, and performing traction splinting. Skilled at assisting patient in taking their prescribed medication. Able to apply 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. Failure to enter data accurately and otherwise follow protocols could result in legal repercussions, inefficiencies, time loss, and loss of goodwill, and/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:      June 9, 2023 (Version 2)**  
**August 1, 2023 (Version 3)**

**Approved (Name): Personnel Board**

**Approved (Date): August 1, 2023**