

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 Emergency Medical Service (EMS) 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 as a firefighter and Emergency Medical Technician (EMT) 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.
- While on desk duty, receives and transmits alarms, pertinent instructions, orders, and information.
- May function as EMS Coordinator, Public Education Coordinator, Training Coordinator, Department Mechanic, and/or Fire Inspector as assigned 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.
- 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). 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 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.
- Certification as NFPA 1001 Firefighter Level I/II (applies to appointees after 7/1/2021).
- 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 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. Able to perform 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 operate 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, infant and child CPR, managing obstructed airways, providing bleeding/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, 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 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 unless such accommodations could pose an undue hardship on the Town.

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, land/or financial repercussions for 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