



Town of Spencer  
11 West Main Street  
Spencer, MA 01562  
Tel. 508-885-3555 Fax. 508-885-2732

## **Career Firefighter**

### *Town of Spencer*

The Firefighter works under the direction of the Fire Chief, and is responsible for emergency response and activities at fires, rescue scenes and emergency medical incidents. The Firefighter performs general duties in support of primary responsibilities including general maintenance, upkeep, documentation/record keeping and office tasks. Requirements include a high school diploma or equivalent, Fire Fighter I/II certification from the Massachusetts State Fire Academy or equivalent preferred, and 3 years experience in firefighting. Residency requirement is 15 miles town border to town border, starting hourly rate is \$19.57 with a 42 hour average workweek. Submit letter of interest, resume, and references to Spencer Fire Department, Chief of Department, 11 West Main Street, Spencer, MA 01562, or email to [rparsons@spencerma.gov](mailto:rparsons@spencerma.gov). Review of applications will commence on July 12, 2018 and continue until the position is filled.

All interested, qualified candidates should submit a letter of interest, along with a resume, and the names of three professional references to Fire Chief, Town of Spencer Fire and Emergency Services, 11 West Main Street, Spencer, MA 01562 or e-mail same to [rparsons@spencerma.gov](mailto:rparsons@spencerma.gov). Review of resumes will commence on July 12, 2018 and will continue until a suitable candidate is determined.

*The Town of Spencer is an Equal Opportunity Employer*



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### NOTICE

POSTED: July 5, 2018  
NOTICE: 1<sup>st</sup> posting  
CLASSIFICATION: Career Firefighter  
DIVISION: Fire and Emergency Services  
REQUIREMENTS: Per attached job description  
WAGE: \$19.57 hourly \$42,750.00 Salary  
AVAILABLE: Immediate

APPOINTING AUTHORITY: Town Administrator

All interested, qualified candidates should submit a letter of interest, along with a resume, and the names of three professional references to Fire Chief, Town of Spencer, 11 West Main Street, Spencer, MA 01562 or e-mail same to [rparsons@spencerma.gov](mailto:rparsons@spencerma.gov). Review of resumes will commence immediately and will continue until a suitable candidate is determined.

Posted: Town Hall, Library, Fire Department, Utilities and Facilities, Senior Center, Police Station, Sewer Department

This position will be posted for a minimum of 10 business days

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**JOB TITLE:** Career Firefighter  
**DEPARTMENT:** Fire Department  
**REPORTS TO:** Fire Chief

**DATE:** July 5, 2018

### **Summary**

Responsible for emergency scene response and activities at all fire, rescue and emergency medical incidents. Performs general duties in support of primary responsibilities including general maintenance, upkeep, documentation/record keeping and office tasks.

### **Essential Functions**

- Emergency response: initial response to incidents, watch duties, driving, pump operations, hose and extinguisher operations, mechanical ladder operations, manual ladder operations, forcible entry, ventilation, search, rescue, salvage, overhaul, clean-up/pick up, patient evaluation, first aid, treatment.
- Station duties and maintenance; equipment maintenance, apparatus maintenance, facility maintenance.
- Fire prevention and inspection; inspection of buildings and fire protection devices, pre-fire planning, investigations.
- Public and community relations; public relations, public training and education, audio visual production.
- Professional development.
- Performs tasks listed on the Commonwealth of Massachusetts Fire Fighter Task List (hereby adopted by reference).
- Other duties as assigned.

### **Minimum Qualifications**

#### Education and Experience

- Requires a minimum of high school diploma or equivalent.
- Requires a valid Massachusetts Class D Motor Vehicle License.
- Requires current First Responder Certification and current rescuer/health care level certification in cardio-pulmonary resuscitation issued by either the American Red Cross or American Heart Association.
- Requires certification as Firefighter I/II issued by the National Board on Fire Service Professional Qualifications.
- Requires completion of FEMA national incident management system (NIMS) incident command system (ICS) training courses IS-700 and IS-100.
- Requires minimum of 3 years experience as a firefighter.

#### **Knowledge, Ability & Skills**

- Requires a thorough knowledge of firefighting operations and emergency medical care including field operations, local, regional, state and federal protocols where applicable.
- Requires basic computer skills in word processing and spreadsheets. Requires a basic knowledge of department's specific technology, software applications and equipment.
- Requires the ability to operate in a positive team environment
- Requires a basic knowledge of town geography, streets, and infrastructure (i.e.: water distribution system, municipal fire alarm system, etc.).

In order to be considered proficient in the position, the employee must also demonstrate:

- Ability to exercise independent action and judgment as this position's activities are varied in nature requiring the solving of both commonly encountered and unusual problems. The supervisor is consulted for clarification on policies where needed. Occasionally the position requires significant independent action and judgment subject to standard operating procedures and guidelines due to complex activities.
- Ability to examine facts, information and circumstances around particular issues or problems in order to determine the appropriate course of action. May require further research and/or investigation into the issue.
- Ability to set priorities for assigned tasks (for work planned by others).
- Ability to occasionally give advice/input/information to the supervisors, managers, peers, and/or the public as they relate to specific position functions and/or department procedures.
- A basic understanding of the operations of all Town departments.
- Ability to have cooperative work interactions with employees both within and outside the department. Gives and receives factual information. Has contact with the public. Ordinary courtesy and tact are required.
- Ability to properly handle confidential information in compliance with policies, protocols and standards regarding such information.
- Ability to respond to customer requests using basic knowledge of department and town operations to meet customer needs.

### **Tools and Equipment Used**

The employee is required to use a variety of tools and equipment on a regular basis in this position. Non-motorized tools and equipment such as axes, pry bars, wrenches and breathing apparatus as well as power equipment such as saws, drills, extrication tools, water pumps, air compressors, generator systems, and fans are operated in this position. Electronic equipment such as computers, meters, alarm panels, radios and other general office equipment are operated on a regular basis. The employee in this classification is required to operate fire apparatus including engines, ladder trucks and water supply apparatus as well as a Massachusetts Class D motorized vehicles including pick-up trucks.

### **Physical Demands**

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk, hear, smell, sit, stand, walk, bend and stoop, crawl and kneel, reach, climb/balance, push/pull, and operate a motor vehicle. The employee must regularly lift and/or carry more than 100 lbs.

The employee must have advanced manual dexterity that requires extreme accuracy in combination with eye-hand coordination to fulfill job requirements.

The employee must have good vision required to regularly read documents for general understanding (i.e.: correspondence, memos, e-mails), read documents for analytical purposes (i.e.: system programs, detailed reports and print outs), review non-written materials (i.e.: maps, blueprints, instrumentation for analytical purposes), and color vision (i.e.: requiring the ability to determine color differences).

**Work Environment**

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. When responding to emergency calls it is likely that work is performed with exposure to outside weather extremes (cold or excessive heat), temperature extremes within a building, loud noise, and potentially hazardous and dangerous conditions including fire and fumes/gases/toxic chemicals. The employee works around mechanical parts and may be required to work in confined, cramped quarters.

**Other Qualifications Required.**

The Firefighter shall obtain the on line Blasting Detail within 6 months of appointment.

The Firefighter shall obtain Fire Prevention Officer Basic within 6 months.

The Firefighter shall obtain Fire Prevention Officer Level I within the first year or as available at the MFA.

The Firefighter shall complete the Public Fire and Life Safety Educator course at MFA when available.

The Firefighter shall complete the Senior SAFE Educator Course at MFA when available.

The Firefighter must obtain qualifications on all apparatus within 6 months.