



## Town of Oakham

2 Coldbrook Rd., Unit 1  
Oakham, MA 01068  
(508) 882-5549 ext. 300

# EMPLOYMENT OPPORTUNITY:

## Oakham Fire & EMS Department Head

Employer:	<b>Town Of Oakham</b>
Official Title:	<b>Chief Fire &amp; EMS Officer</b>
Functional Title:	<b>Oakham Fire Chief</b>
Position Type:	<b>Non-Civil Service</b>
Full-Time or Part-Time:	<b>Part-Time</b>
Salary Range:	<b>\$12,398 to \$16,398 Annually</b>
Bargaining Unit:	<b>N/A</b>
Shift:	<b>Call/Volunteer Response</b>
Number Of Vacancies:	<b>1</b>
City/Town:	<b>Oakham</b>
Region:	<b>Worcester County</b>
Facility Location:	<b>178A Barre Road, Oakham, MA</b>
Application Deadline:	<b>11-10-2016</b>
Apply on paper/in person:	<b>Yes</b>

*This position is funded from the Town of Oakham's annual operating budget.*

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### General Duties:

The Town of Oakham is seeking a candidate with demonstrable experience in firefighting leadership and administration. The Fire Chief is the highest ranking position in the Oakham Fire Department. The Chief has the responsibility to ensure the Department's provision of quality Fire Prevention, Inspectional, Firefighting and EMS services to the Town of Oakham and mutual aid service to partner communities. The Fire Chief is concurrently responsible

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for taking all reasonable steps and precautions to protect the safety of the members of the Department, both Fire and EMS. The Chief is responsible to ensure the provision and support for the ongoing education/training to Department personnel to maintain compliance with standards and practices as they evolve and change. The Chief is responsible for the coordination of personnel and the operational command of fire scenes, emergency calls, and any response that Department personnel is involved in. The Chief is responsible for overseeing the timely maintenance (and replacement, when necessary) of all equipment and apparatus of the Department, managing the budget of EMS and Fire, including payroll. The Chief is responsible for appointing officers and delegating/assigning duties and responsibilities to the officers and members of the Department.

The Fire Chief ensures the delivery of quality services that are compliant with applicable state and federal laws, regulations, codes, and standards including those established by the Massachusetts Firefighting Academy.

**Qualifications:**

**MINIMUM ENTRANCE REQUIREMENTS:**

Applicants must have at least ten (10) years of call/volunteer fire department experience, of which at least four (4) years must have been in a supervisory or managerial position as an officer. Applicants must have current/active EMT certification.

**SPECIAL REQUIREMENTS:** None.

**Preferred Qualifications:**

- A. Applicable certifications by Massachusetts Fire Training Council (MFTC) and/or knowledge of current firefighting techniques and equipment.
  - B. Current/active certification as an EMT.
  - C. Experience managing a budget and performing budgetary functions.
  - D. Residency within Oakham town limits.
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**Preferred Qualities:**

- Excellent verbal and written communication skills.
- Able to communicate and work well with others, seek solutions to and resolve problems which may arise within the Department or from outside sources.
- Fair, unbiased, and reasonable with the personnel, yet willing to lead and make final decisions.
- Able to work well with members of fire departments from other towns in a mutual aid capacity.
- Able to work well with other municipal Department heads (Oakham police, Highway, School Department and Board of Selectmen).
- Values the role of the Department as a service to the community; will continue the Department's involvement with community activities (Memorial Day, Joint Community events with Library, Parks & Rec., etc.)
- Able to establish rapport with a wide array of diverse individuals both internally and externally.
- Knowledge of Human Resources and hiring protocols.
- Basic computer skills.

**TO APPLY FOR THIS POSITION:**

Send your resume and cover letter by mail or fax to:

Board of Selectmen  
Town Of Oakham  
2 Coldbrook Rd., Unit 1  
Oakham, MA 01068  
(508) 882-5549 ext. 300

The Town of Oakham is an Equal Opportunity/Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

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