

The Town of Richmond is seeking a part-time working Fire and EMS Chief. The Chief, appointed by the Board of Selectmen and reporting to the Town Administrator, oversees the Richmond Fire/EMS Department. This role supervises full-time and volunteer staff, managing all aspects of Fire and EMS response, operations, administration, and leadership functions. The Chief ensures the Department meets local, state, and federal regulations while fostering volunteer recruitment and retention, and coordinating with neighboring service areas.

Applicants must be a minimum high school graduate with preference given to college graduates with a degree in fire related fields. Must be Massachusetts Certified Paramedic or Basic certification or be able to obtain certification as a Massachusetts registered EMT. Ten (10) years of Fire service/EMS experience, two (2) of which are in the role of Fire/EMS Supervisor, Assistant/Deputy Chief or Fire Chief. 5 years' experience in a leadership role is preferred.

An equivalent combination of education and experience will be considered. Completion of appropriate certifications/credentialing is required and must be obtained within a timeframe agreeable to the Selectboard. Please contact the Town Administrator for complete job description and details.

Interested applicants should submit a cover letter and resume to Danielle Fillio, Town Administrator, 1751 State Road, Richmond, MA 01254 or by email at [townadmin@richmondma.org](mailto:townadmin@richmondma.org). Applications will begin to be reviewed January 20, 2025.

<b>Fire and EMS Chief</b>
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**Job Summary:**

The working Fire and EMS Chief, appointed by the Board of Selectmen and reporting to the Town Administrator, oversees the Richmond Fire/EMS Department. This role supervises full-time and volunteer staff, managing all fire and EMS response, operations, administration, and leadership functions. The Chief ensures the Department meets local, state, and federal regulations while fostering volunteer recruitment and retention, and coordinating with neighboring service areas.

**Supervision:**

Works under the supervision of the Town Administrator. Performs various duties unsupervised under a predetermined schedule of responsibilities.

**Essential Functions:**

Coordinates the scheduling of department personnel to ensure adequate staffing levels are maintained for EMS, fire suppression, and other related department needs to provide services to the residents and visitors within the service zone.

Coordinate all efforts to maintain all licenses required to operate as an ambulance in the Commonwealth of Massachusetts.

Ensure that the ambulance and supplies meet the requirements of OEMS and that the service is prepared for inspection by the state at any given time. This shall include assuring supplies are available and within their expiration dates.

Responsible for maintaining employee records in accordance with OEMS regulations and town policies. This shall include training records, certifications, and proof of driver's license and to ensure all personnel are compliant with state and local certification requirements.

Prepare and administer the Department's Annual Operating and Capital budgets with Town Administrator.

Process and submit invoices for all expenses incurred by the department to Town Accountant for payment.

Works with third-party billing companies to handle EMS cost recovery from insurances, Medicare, Medicaid and private payers

Shall oversee an approved outside service to assure complete and thorough QA/QI of all calls completed by the agency.

Dedicated Infectious Control Officer (DICO) for the agency. This position requires completion of state exposure forms as well as arranging appropriate medical care for providers who may experience an unprotected exposure to pathogens during their assigned duties.

Maintain working knowledge and Supervise maintenance of various types of apparatus and equipment used by the department to ensure that they are available as needed.

As Fire Warden, responsible for controlling all burn permit applications.

Attends staff meetings and participates in administrative assignments, special projects, and committees assigned

Shall respond to fire calls when available. He shall assume the position of incident command and provide direction and oversight for the safe and efficient operation of the emergency scene. Must respond to majority of all Emergency calls.

Shall ensure that all inspections which fall under his authority are completed within a timely fashion. The chief may delegate authority to a qualified individual to assist in inspections to assure they are completed.

To complete any other task as deemed essential by the Town Administrator.

**Education, Experience and Ability:**

Minimum high school graduate with preference given to college graduates with a degree in fire related fields.

Massachusetts Certified Paramedic or Basic certification.

Current CPR certification

Valid Massachusetts drivers license.

Knowledge of Massachusetts OEMS pre-hospital protocols and regulations pertaining to Massachusetts Ambulance Law.

Ability to communicate well with others. Organizational skills and ability to work unsupervised.

Ten (10) years of Fire service/EMS experience, two (2) of which are in the role of Fire/EMS Supervisor, Assistant/Deputy Chief or Fire Chief. 5 years' experience in a leadership role is preferred.

Five (5) years' experience as a firefighter

Fire prevention level 1, Fire Prevention level 2, Fire Officer Certification

Hold or obtain certifications in NIMS 100, 200, 300, 400, and 700

Thorough knowledge of local, state, and federal laws, regulations, codes, and standards for emergency services

Hands-on experience in: Fire and EMS services, Administration and budget management,

Preference shall be given to those with residences that meet qualifications Applicants must live within bordering communities.

**Job Environment:**

Administrative duties consist of an indoor environment. Operation of computer and office equipment. Has access to confidential patient and personnel records. Makes frequent contact with the public, other emergency services, and hospital personnel. Errors could endanger persons and property, cause delays of services, have legal or financial repercussions and result in adverse public relations. Moderate exposure to adverse weather conditions. While performing the duties of the job, the employee may be required to stand for long periods of time, frequently talk and hear, use hands to finger, handle, grasp and feel. The employee may also be required to wear and perform tasks in protective clothing and lift up to 50 pounds. The position requires the ability to sit, walk, climb, balance, stoop, crouch, kneel, to reach and pull, work in close spaces, and wear protective clothing.