



TOWN OF CHARLTON

Fire Department

PO Box 114, Charlton City, MA 01508
Phone 508-248-2299 Fax 508-248-6190
Headquarters located at 10 Power Station Road
Rob Barton, Fire Chief



NOTICE OF VACANCY

OPEN DATE: November 4 2025 **CLOSE DATE:** November 18, 2025 (or until filled)

DEPARTMENT: Fire Department

JOB TITLE: EMS Officer

SALARY RANGE: \$89,900 - 92,000 per year

BENEFITS:

Vacation Time	Tuition Reimbursement	Health Insurance	Paid EMS Certification
Sick Time	Degree Stipends	Dental	\$1000 Clothing Allowance
Personal Time	Paid non-working holidays	Vision	Vacation Carryover
Paid Training Time	Assigned Department Vehicle	Flexible Spending Account	

HOLIDAYS: Paid holidays when not scheduled to work, days off with pay when scheduled on a working day.

SUBJECT TO:

One-year probationary period, employment physical, background check (including CORI), and drug screening.

WORK SCHEDULE:

Administrative schedule 42 hours per week to be agreed upon with the Fire Chief.
Occasional off-hours/weekend response may be required due to incidences.

JOB DESCRIPTION CAN BE FOUND ON NEXT PAGE

APPLY ONLINE AT: TOWN OF CHARLTON HUMAN RESOURCE DEPARTMENT

<https://www.townofcharlton.net/472/Employment-Opportunities>

RESUMES, COVER LETTERS OR APPLICATIONS WILL NOT BE ACCPETED IN PERSON.

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Position Title: EMS Officer
Department: Fire Department
Reports to: Fire Chief
Date: November 4, 2025

EMS OFFICER – JOB DESCRIPTION

SCOPE

The Emergency Medical Services (EMS) Officer is a supervisory-level position responsible for the coordination, administration, and continuous improvement of the Charlton Fire Department's Emergency Medical Services program. This position ensures compliance with all applicable laws, regulations, and standards established by the Massachusetts Department of Public Health, Office of Emergency Medical Services (OEMS), and oversees EMS operations, training, and quality assurance initiatives.

The EMS Officer provides leadership and guidance in all matters related to pre-hospital emergency medical care, medical oversight, EMS education, controlled substances, and documentation. This individual plays a key role in maintaining the department's readiness, clinical excellence, and operational effectiveness in EMS response.

The EMS Officer also maintains the ability to perform all phases of firefighting duties, including attending required fire trainings, and may act as the EMS authority on fire or EMS incidents. The position requires strong administrative, technical, and leadership skills to ensure the safe, efficient, and compliant delivery of emergency medical services to the residents and visitors of Charlton.

GENERAL DUTIES AND RESPONSIBILITIES

The following list is intended to be representative of the tasks performed within this position. The omission of a duty does not preclude management from assigning additional tasks that are logical and necessary to the position.

As a member of the department leadership team, the EMS Officer:

Administrative and Operational Oversight

- Works directly under the supervision of the Fire Chief and/or Deputy Fire Chief.

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- Serves as the department's authority on EMS-related matters during incidents.
- Oversees the operation, evaluation, and improvement of the department's EMS system.
- Submits recommendations, revisions, and procedural updates to enhance efficiency and compliance.
- Maintains detailed statistics on emergency care incidents, treatment trends, and EMS operations.
- Communicates effectively with department personnel, medical facilities, and the public on EMS matters.
- Maintains personal certification and professional competence through continuing education, training, and recertification.

Regulatory Compliance and Recordkeeping

- Serves as the department administrator for EPCR (EPICA) and liaison with UMass Memorial EMS.
- Ensures compliance with UMass policies regarding EPCR access and data management.
- Serves as MATRIS administrator, maintaining records in accordance with OEMS standards and producing reports as required.
- Coordinates and manages the annual OEMS inspection process, including preparation, applications, and follow-up.
- Oversees the Controlled Substance License application process and compliance with associated regulations.
- Ensures current and valid hospital affiliation and mutual aid agreements with partner agencies.
- Conducts monthly narcotic log audits to ensure accuracy and compliance.

EMS Supplies and Equipment

- Oversees the ordering, maintenance, and inventory of all EMS supplies, equipment, and forms.
- Manages service contracts and maintenance for specialized medical devices such as CPAP/BiPAP and IV pumps.
- Ensures all purchases are made in a cost-effective manner while maintaining operational readiness.
- Tracks and reports EMS-related expenses, including quarterly, semi-annual, and annual cost analyses.
- Assists in developing the annual EMS budget and forecasts for upcoming fiscal years.
- Evaluates and recommends changes to ambulance equipment in consultation with the Fire Chief and Deputy Chief.

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Training and Certification

- Coordinates and/or conducts continuing education for all department personnel to maintain EMS certification and competency.
- Oversees EMS training for Charlton Police Department first responders and CERT personnel.
- Maintains accurate records of certifications, renewals, and training attendance.
- Administers and maintains department affiliation with the National Registry of Emergency Medical Technicians (NREMT), ensuring timely renewals.
- Works with the Medical Director to implement training initiatives and clinical updates as directed by the Fire Chief.
- Oversees Community CPR training program, works with Board of Health for other community outreach programs.

Designated Infection Control Officer

- Serves as the Department's Designated Infection Control Officer (DICO).
- Receives and reviews reports of unprotected exposure incidents and ensures compliance with reporting requirements.
- Files and reports exposure incidents to the Department of Public Health and coordinates follow-up with hospital infection control staff.
- Ensures proper completion of Injury on Duty (IOD) forms in accordance with department policy.

Quality Assurance / Quality Improvement (QA/QI)

- Conducts 100% review of all EMS call reports to ensure adherence to OEMS standards and identify performance trends.
- Develops, implements, and maintains a comprehensive QA/QI program to improve clinical outcomes and operational consistency.
- Investigates EMS-related complaints and submits factual findings to the Fire Chief or designee without recommendation of discipline.
- Serves as the Department's HIPAA Compliance Officer, ensuring confidentiality and secure handling of medical records.

Disaster Preparedness and Community Outreach

- Assists with Disaster and Mass Casualty Incident (MCI) planning and interagency coordination.

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- Oversees the maintenance and readiness of ASHER (Active Shooter/Hostile Event Response) equipment.
- Manages the Public Access Defibrillator (AED) program, ensuring all AEDs in town buildings, police vehicles, and schools are inspected and functional.
- Supports community outreach and public education initiatives related to EMS and emergency preparedness.

Other Duties

- Performs other EMS-related functions as required by OEMS, Central Mass EMS, or department policy.
- Assists the Fire Chief or designee with special projects or initiatives as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Comprehensive knowledge of EMS operations, systems management, and OEMS regulations.
- Proficiency in emergency medical care and patient management in both clinical and operational settings.
- Strong understanding of medical equipment, controlled substances handling, and supply chain management.
- Familiarity with incident command, fireground operations, and integrated emergency response.
- Excellent communication and leadership skills, both oral and written.
- Ability to organize, analyze, and present data effectively.
- Skill in developing and implementing training and quality improvement programs.
- Capacity to maintain confidentiality and ensure compliance with HIPAA and related laws.
- Ability to work effectively with department personnel, healthcare providers, and municipal officials.
- Ability to remain calm, make sound decisions, and manage personnel under stressful conditions.

MINIMUM QUALIFICATIONS

- High school diploma or GED equivalent (Associate's or Bachelor's degree preferred).

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- Certification as a Paramedic by the Massachusetts Department of Public Health, Office of Emergency Medical Services.
- Current CPR, ACLS, and PALS certifications.
- CPR Instructor, ACLS Instructor, PALS Instructor (must obtain within 1 year)
- Possession of a valid Massachusetts driver's license.
- Successful completion of the Massachusetts Firefighting Academy Career Recruit Training Program or equivalent, with Pro Board certification as Firefighter I/II.
- Demonstrated administrative or supervisory experience in EMS preferred.
- Must be a non-smoker, on and off duty.

ADA COMPLIANCE STATEMENT

In accordance with the Americans with Disabilities Act (ADA), the Town of Charlton will provide reasonable accommodations to qualified individuals with disabilities who can perform the essential functions of the job. Employees or applicants who need reasonable accommodation should contact the Human Resources Department.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Town of Charlton is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, national origin, ancestry, age (40 or older), disability, genetic information, military service, veteran status, or any other characteristic protected by federal, state, or local law.

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