



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: Fire Prevention Officer

SALARY RANGE: \$70,900 (EMT) – 79,400 (Paramedic) 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.

“Serving with Integrity, Honesty and Compassion”



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Position Title: Fire Prevention Officer (FPO)

Department: Fire Department

Reports To: Fire Chief

Date: November 3, 2025

SCOPE

The Fire Prevention Officer (FPO) is responsible for fire code enforcement, life safety inspections, and public fire prevention education in accordance with the laws of the Commonwealth of Massachusetts, including M.G.L. Chapter 148, 527 CMR (Massachusetts Comprehensive Fire Safety Code), 780 CMR (State Building Code), and applicable NFPA standards.

This position also requires the ability to perform the essential functions of a Firefighter and Emergency Medical Technician (EMT-Basic or higher), including responding to fires, medical emergencies, and other incidents as needed.

The FPO plays a key role in reducing community risk through inspections, code enforcement, plan reviews, public education, and fire prevention initiatives.

GENERAL DUTIES AND RESPONSIBILITIES

As a member of the department, the Fire Prevention Officer:

- Performs inspections of buildings, systems, and occupancies under M.G.L. Chapter 148, 527 CMR, and 780 CMR.
- Enforces fire prevention laws and codes, issues citations, and prepares abatement or enforcement orders.
- Maintains accurate inspection, enforcement, and permit records.
- Coordinates with Building, Planning, and Zoning Departments to ensure compliance with codes.
- Reviews building, sprinkler, fire alarm, and subdivision plans with the Chief and building officials.
- Conducts fire safety education programs and public outreach initiatives.

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- Performs all duties of a Firefighter/EMT-Basic or higher, including responding to emergencies, driving and operating fire apparatus, and performing firefighting, rescue, and EMS operations.
- Participates in departmental training, drills, and professional development programs.
- Maintains apparatus, tools, and equipment in a service-ready condition.
- Prepares reports, requisitions, and correspondence accurately and promptly.
- Reports unsafe conditions, defective equipment, or personnel issues affecting safety or discipline.
- Maintains station discipline and ensures appropriate use of facilities and equipment.
- Takes command at incidents when first to arrive until relieved by a superior officer.
- Participates in tactical pre-incident planning and safety reviews of buildings and facilities.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of M.G.L. Chapter 148, 527 CMR, 780 CMR, and applicable NFPA standards.
- Strong understanding of fire behavior, suppression methods, building construction, and life safety systems.
- Knowledge of firefighting, rescue, EMS, and hazardous materials response operations.
- Ability to interpret and enforce fire and building codes effectively and tactfully.
- Ability to operate fire and EMS vehicles and equipment safely in compliance with Massachusetts law.
- Proficiency in verbal, written, and computer-based communication.
- Ability to prepare reports, maintain accurate records, and present information clearly.
- Ability to remain calm and make sound decisions under stressful or emergency conditions.
- Strong interpersonal skills and ability to work cooperatively with coworkers, contractors, and the public.

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MINIMUM QUALIFICATIONS

Education and Experience:

- 5 years of full-time firefighting experience
- High school diploma or GED equivalent.
- Possess and maintain a valid Massachusetts driver's license.
- Possess and maintain certification as an EMT-Basic or higher by the Massachusetts Department of Public Health, Office of Emergency Medical Services.
- Possess and maintain CPR certification
- Ability to successfully complete the Massachusetts Firefighting Academy Career Recruit Training Program or equivalent and obtain Pro Board certification as Firefighter I/II
- Must be a non-smoker, on and off duty.
- FPO Basic

Special Requirements:

- Completion of Fire Prevention Officer I within 12 months of appointment.
- Fire Prevention Officer II within 36 months of appointment.
- Ability to pass a physical examination, background check (CORI), and drug screening.
- 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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