



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



Position Title: Firefighter/EMT-Paramedic
Department: Fire Department
Reports To: Fire Chief, Deputy Fire Chief, Captain, Lieutenant
Date: November 5, 2025

SCOPE

The Firefighter/Paramedic is a dual-role member of the department, having advanced emergency medical care responsibilities in addition to firefighting duties. Depending on the nature of the emergency, these personnel provide basic and advanced life support, perform extrication and rescue, and are responsible for combating, extinguishing, and preventing fires, as well as saving lives and property.

A Firefighter/Paramedic is responsible for rapidly and efficiently performing various duties under emergency conditions frequently involving considerable hazard. This position is technical and skilled in nature and requires the ability to interact with patients, independently assess and treat medical emergencies, follow established advanced treatment protocols, supervise patient care, and document findings and events for the patient's medical record.

Work is often carried out under stressful conditions and may involve exposure to contagious disease, environmental hazards, chemicals, or physical violence. The Firefighter/Paramedic's work includes routine duties in the maintenance of firefighting equipment and fire department property. This individual is responsible for carrying out specific orders and directions from superior officers in both emergency and maintenance operations. Considerable independence of judgment and action is expected in situations of extreme urgency where immediate supervision is not possible.

GENERAL DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this position. The omission of an essential function does not preclude management from assigning duties not listed if such functions are a logical assignment to the position.

As a member of a team, the Firefighter/Paramedic:

- Responds to fire alarms, lays and connects hose, holds nozzles, and directs water streams.
- Raises and climbs ladders; uses chemical extinguishers, tools, hooks, lines, and other equipment.

"Serving with Integrity, Honesty and Compassion"



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- Ventilates fires to release heat and smoke; places salvage covers to prevent water damage and prevent rekindling.
- Drives and operates motorized firefighting equipment, as assigned.
- Receives and records telephone calls and may assist in dispatching apparatus and equipment.
- Performs maintenance on apparatus, equipment, and stations.
- When assigned to fire prevention, perform inspections and related clerical duties under supervision.
- Performs necessary basic and advanced life support on sick, injured, or convalescent persons at emergency scenes and during transport.
- Provides emergency medical care including hemorrhage control, treatment for shock, intravenous therapy, medication administration, ECG interpretation, defibrillation or cardioversion, transcutaneous pacing, CPR, airway maintenance (intubation or cricothyroidotomy), fracture stabilization, and pain management.
- Records event information including patient condition, medical history, treatments, vital signs, and scene observations.
- Follows established basic and advanced medical protocols as set forth by the Massachusetts Department of Public Health, Office of Emergency Medical Services.
- Maintains required documentation for controlled substances and ensures proper stocking of emergency vehicles.
- Operates emergency vehicles enroute to and from emergencies and during patient transport.

Performs other related duties assigned by department administration.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of apparatus operation, firefighting methods, and rescue work.
 - Proficiency in providing approved emergency medical care.
 - Knowledge of fire department rules and regulations.
 - Understanding of equipment maintenance and safe operation.
 - Knowledge of building construction, electricity, hydraulics, and municipal hazardous occupancies.
 - Mechanical aptitude and knowledge of water systems and mains.
 - Physical agility and endurance to perform prolonged, strenuous work under adverse conditions.
 - Ability to react quickly and remain calm under pressure.
 - Ability to follow oral and written instructions.
 - Skill in the operation of firefighting and rescue vehicles and equipment.
 - Willingness to participate in community service and outreach.
 - Training in advanced emergency medical procedures (e.g., ACLS and PALS).
 - Training in patient assessment techniques.
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- Knowledge of medical emergency symptoms and appropriate interventions.

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- Ability to evaluate patients and render appropriate emergency care, including medication administration.
- Ability to establish and maintain effective working relationships with medical directors, supervisors, coworkers, and the public.
- Ability to respond quickly and effectively in emergency situations.
- Effective communication skills, both oral and written.

MINIMUM QUALIFICATIONS

- High school diploma or GED equivalent.
- Possess and maintain a valid Massachusetts driver's license.
- Possess and maintain certification as an EMT/Paramedic by the Massachusetts Department of Public Health, Office of Emergency Medical Services.
- Possess and maintain ACLS and PALS certification
- Ability to successfully complete the Massachusetts Firefighting Academy Recruit Training Program or equivalent.
- Ability to obtain Pro Board certification as Firefighter I/II
- 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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