



Title: Fire Chief

Shift: Part-time/Call (20 to 30 hours per week)

Number of Positions: 1

Job Summary:

The Town of Oakham, MA, a community of approximately 2,000 in central MA, is seeking a qualified individual to fill the position of Fire Chief. The Fire Department is comprised of 20 +/- call firefighters and EMTs. The Chief is responsible for the direction of all EMS, rescue, firefighting, fire prevention, life safety, and fire service-related activities of the Town; for developing recommendations for the protection of life and property in the community; and for planning, directing, and controlling all department activities and equipment.

Candidates must have strong leadership and managerial skills combined with excellent interpersonal and communication skills. Strong work ethic, integrity, proven leadership abilities, adaptability, and creativity are essential. Oakham is looking for a collaborator with problem-solving skills and team building; planning and directing the work activities and operations of the department. The successful candidate may be required to drive emergency apparatus and assist as an EMS provider.

Minimum Requirements:

- Must be willing to respond to any call 24/7, when able, unless adequate staffing is on duty.
- Must be willing and able to attend relevant local & regional meetings at various times of day.
- Must have 5 or more years of experience in a supervisory or fire officer role.
- Must have training and experience working at the MA Firefighter 1-2 level.
- Must possess and maintain a current MA EMT License (or higher).
- Must possess and maintain a valid Massachusetts Class B or A driver's license.
- Must be trained at Incident Command System Level 300 (or within 6 month of hire).
- Must have experience developing and working with budgets.
- Must be able to demonstrate comfort/proficiency with MS Office products.
- Must be able to demonstrate comfort/proficiency with Fire and EMS reporting software.
- Must be responsible for accounts receivable and give a written monthly report to BOS.

All qualified applicants are encouraged to send a resume to the Administrative Assistant of the Board of Selectmen of the Town of Oakham, MA at ashley.sturges@oakham-ma.gov.