



CENTERVILLE-OSTERVILLE-MARSTONS MILLS FIRE DISTRICT

DEPARTMENT OF FIRE-RESCUE & EMERGENCY SERVICES

1875 Route 28 • Centerville, MA 02632-3117
508-790-2375 x1 • FAX: 508-790-2385

Michael J. Winn, Chief
Byron L. Eldridge, Deputy Chief

Patrick R. Hill, Fire Prevention Officer
Shawn Lehane, Fire Prevention Officer

TO: Fire Prevention Officer Applicant

FROM: Chief Michael Winn

DATE: May 9, 2024

Thank you for your interest in applying for a position at COMM Fire Department. Enclosed you will find the following forms to be completed legibly by the applicant himself/herself.

1. Employment Application
2. Fire Prevention Office Duties/Qualifications
3. Tobacco Smoking Regulation

You are applying for a responsible public safety position. It is essential that you follow instructions specifically as directed. Make sure all dates and information are absolutely accurate. Incomplete applications will not be accepted.

All of the questions must be answered. If not applicable, indicate such with "n/a." **Your application is not complete unless all questions are answered or signed or dated.** Failure to answer any and all questions truthfully, accurately or completely may result in the applicant's disqualification, or, if discovered after an individual is hired, termination of employment.

Completed application packets must be returned to our offices at the above address by May 24, 2024 at 1600 hrs.

Should you have any questions you may call our Administration Office at 508-790-2375 Ext. 1. I look forward to receiving and reviewing your application.



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DATE: May 9, 2024
RE: FIRE PREVENTION OFFICER

ARTICLE XXVI – Duties of Centerville-Osterville-Marstons Mills Firefighters

Section A. PRINCIPAL DUTIES:

The principle duties of the members of the Centerville Osterville Marstons Mills Fire Department shall consist of the following:

Under direct supervision, to perform general duty firefighting work in combating and extinguishing fires, this may involve the performance of hazardous tasks under emergency situations while protecting life and property and frequently requiring strenuous physical exertion under conditions of smoke, extreme heat, gases, and cramped surroundings; and to perform related work as required. Alarm response with an assigned company to assist in combating and extinguishing fire; driving and operating equipment and appurtenances of heavy apparatus, including aerial ladder trucks, hose wagons, pumpers, rescue trucks, and similar firefighting apparatus; laying, coupling, connecting fire hose; advancing fire hose into burning buildings to direct fog or water stream, using various heavy stream appliances and extinguishers and placing, erecting, and climbing ladders, including aerial ladders. Ventilation of burning buildings; using forcible entry tools, if necessary, to open locked doors, windows, and skylights, and to chop out or break openings in roofs, floors, partitions, and ceilings. The entering of burning buildings to evaluate and rescue persons in danger, using ladders, stretchers, life nets, life guns, and life lines; administering first aid, resuscitation and performing emergency rescue, such as from drowning and extrication work such as from elevators, machinery, motor vehicles and similar accidents, the conducting of fire prevention practices and education programs to eliminate hazards and to promote public awareness of fire-rescue needs; and other related duties as prescribed by the Chief.

TITLE 4 – FIRE PREVENTION OFFICER

QUALIFICATIONS:

1. As determined by the Fire Chief and Board of Fire Commissioners.
2. High school graduate or equivalent

3. New department appointees shall successfully complete the Massachusetts Fire Training Academy Recruit Program or hold a current certificate from an equivalent and similarly accredited fire academy.
4. Employees covered by this Agreement shall maintain their Emergency Medical Technician - Ambulance (EMT-B) certification to operate in Massachusetts. Loss of said certification is grounds for dismissal. Employees covered by this Agreement shall be given one (1) year grace period due to extended on the job or off the job related injury or illness to obtain certification.
5. Must possess or successfully complete and maintain accreditation as **Fire Prevention Officer I** in the state of Massachusetts (or equivalent to be determined by the Fire Chief.)
6. Competent individual, able to conduct oneself respectfully, while maintaining a professional appearance.
7. Must possess or successfully complete the following courses in addition to state accreditation:
 - a. Fire Instructor I
 - b. Public Fire & Life Safety Educator (PFALSE)
 - c. Licenses, Permits & Permitting
 - d. Existing Building Codes
 - e. New Fire Code Orientation
8. A twelve (12) month probationary period shall be served by all new permanent appointees to the Fire Department.

If an applicant does not carry the abovementioned certifications/qualifications, a reasonable timeframe shall be granted to attain (not to exceed three years). Applicants may appeal if courses are not available.

DUTIES:

1. FPO operates within the fire prevention division and works directly under the direct supervision of the Senior FPO.
2. Must have and maintain the ability to perform all phases of firefighting as outlined in Article XXVI, although exempt from normal housekeeping duties, truck inspections, maintenance, and related duties, as long as sufficient manpower is available for such tasks.
3. Willingness to assist SFPO with all job-related duties as outlined in Procedure 1341 Title V.
4. Develop and maintain working relationships with outside agencies including neighboring fire prevention officers, TOB building officials, private/public-school faculty (including superintendents, principals, and directors), and Department of Fire Services (DFS) fire engineers and code compliance officers.
5. Perform inspections of businesses and occupancies as mandated by applicable law. Engage in investigation, education, prevention and mitigation of fire incidents or accidents.
6. Vast knowledge of M.G.L. c148, and all other applicable fire codes, building codes, and standards.
7. Required to maintain job specific knowledge by attending regularly scheduled meetings, conventions, and courses, along with active participation in memberships and associations, at the Fire Chiefs discretion.

8. The Fire Prevention Officer shall work with public groups, schools, and other organizations to enhance Fire Prevention Education.

GENERAL BENEFITS:

Fire Prevention Officers shall receive the same benefits as all other employees.

WORK SCHEDULE:

*The work schedule shall be as follows for the Fire Prevention Officers:

Monday-Thursday 0800-1630hrs

Friday 0800-1600hrs

*Unless otherwise determined by the Fire Chief and Board of Fire Commissioners.

SALARY:

FPO/EMT-B \$111,121.92 (base salary)

By signing below, I acknowledge my receipt and understanding of the above.

Printed Name

Signature

* The "Agreement between the Centerville-Osterville-Marstons Mills Fire District and the Centerville-Osterville-Marstons Mills Professional Firefighters Local 2346, IAFF" dated July 1, 2021 through June 30, 2024.

**CENTERVILLE-OSTERVILLE-MARTSONS MILLS FIRE DISTRICT
FIRE DEPARTMENT
1875 ROUTE 28
CENTERVILLE, MA 02632**

GENERAL LAWS OF MASSACHUSETTS

**TITLE VII.
CITIES, TOWNS AND DISTRICTS**

CHAPTER 41. OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS

Chapter 41: Section 101A Police officers or firefighters: tobacco smoking

Section 101A. Subsequent to January first, nineteen hundred eighty-eight, no person who smokes any tobacco product shall be eligible for appointment as a police officer or firefighter in a city or town and no person so appointed after said date shall continue in such office or position if such person thereafter smokes any tobacco products. The personnel administrator shall promulgate regulations for the implementation of this section.

I have read and understand the above law.

Applicant signature: _____

Applicant printed name: _____ Date: _____

C-O-M-M FIRE DEPARTMENT

EMPLOYMENT APPLICATION

As an equal opportunity employer, COMM Fire Department does not discriminate in hiring or in terms and conditions of employment because of an individual's race, creed, ancestry, color, sex, age, religion, handicap or disability, marital or veterans' status, national origin, sexual orientation or any other legally protected status. COMM Fire Department only hires individuals authorized for employment in the United States.

If you are submitting a resume and cover letter as substitution in completing any portion of this application, you may write "See Resume". In doing so, you are expressly certifying that any statements and information contained therein are incorporated into the application form and the conditions of your affixed Applicant signature.

Position Applying For: _____ **Date of Application:** _____

Schedule Desired: () Full Time () Part Time () Temporary () Seasonal Are you on layoff subject to recall? _____

Are there any hours, shifts or days you cannot or will not work? _____

Are you willing to work overtime as required? _____

Are you able to meet regular attendance & punctuality requirements of the job? _____

Available start date? _____

PERSONAL INFORMATION

 (Last Name) (First Name) (Middle Name) Are you authorized for employment in the U.S.? () Yes () No

 (Present Street Address) (City) (State) (Zip) If you are under 18 years of age state your age? _____

 (Home Phone) (Cell Phone) (Email address)

For applicants for jobs that require driving:

Do you have a valid MA Driver's License? Number _____ Class _____ Expiration Date _____

Do you authorize COMM to check your driving record for repeated or significant traffic violations? Yes _____ No _____

EDUCATION

TYPE OF SCHOOL	NAME & LOCATION OF SCHOOL	DEGREE/AREA OF STUDY	NO. OF YEARS COMPLETED	GRADUATED (Check One)
HIGH SCHOOL				() Yes () No
COMMUNITY COLLEGE				() Yes () No
COLLEGE				() Yes () No
GRADUATE SCHOOL				() Yes () No
TECHNICAL SCHOOL				() Yes () No
OTHER				() Yes () No

TRAINING & PROFESSIONAL LICENSES OR CERTIFICATIONS

List job-related licenses or certificates that you possess, and/or academic and professional activities and achievement awards, publications or technical-professional associations you are a member of. Exclude organizations which indicate race, creed, color, sex, age, religion, handicap or national origin of its members.

Date Awarded

SKILLS

	Beginner	Intermediate	Advanced Level
Knowledge of word processing			
Knowledge of spreadsheets			
Knowledge of databases			
Accounting systems knowledge			
Bookkeeping knowledge			

In addition to work history (below), what other experiences, skills or qualifications would be applicable to position applied for: (include word processing, spreadsheet, machinery or equipment able to operate)

Indicate any foreign languages you can speak, read and/or write either fluently or conversationally:

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EMPLOYMENT HISTORY

Starting with your present or last job list *all* paid, volunteer, full or part-time work, military service, and summer jobs performed during the last 10 years (include work performed more than 10 years ago if it applies to the job you want). Use the back of the application and/or additional sheets of plain white paper if you need more space.

May we contact you present employer? () Yes () No

Name and Address of Employer & Date of Employment	Position & Duties	Reason for Leaving
Phone: Dates (From/To):		
Phone: Dates (From/To):		
Phone: Dates (From/To):		
Phone: Dates (From/To):		

Please list three employment-related references who are familiar with your work. Do not list relatives or friends.

Name	Address	Phone	Place of Employment	Position Held
1.				
2.				
3.				

PERSON TO CONTACT IN CASE OF EMERGENCY

Full Name:	Address:	Phone:
Place of Employment:	Address:	Phone:
Relationship to you?		

APPLICANT’S CERTIFICATION AND AGREEMENT

Please Read this Statement Carefully

I understand that this application is not a contract of employment. I understand that to be employed, I must be lawfully authorized to work in the United States, and I must show COMM Fire Department documents that will prove this. I also understand that I may be required to successfully complete a medical or psychological examination, including a urine drug analysis, before employment and/or as a condition of continued employment, submit to such lawful examinations, medical, substance abuse, or other, as may be required by COMM Fire Department.

I authorize and understand that COMM Fire Department may investigate my work and personal history which may include a Criminal Offender Record Inquiry (CORI) and/or a Sex Offender Registry Information (SORI) check, military history and verify data given on this application, on resume or related papers, and/or interviews regarding my education, past employment history and background. I authorize all individuals, schools, and firms named herein, except my current employer, if so noted, to provide any information requested about me and I release them from all liability for damage in providing this information. I understand that the information released is for COMM Fire Department’s use only. Conviction of a crime or termination from a job is not an automatic bar to your employment, all circumstances will be considered. I understand that I am not required to take a lie detector test as a condition of employment as it is unlawful in the State of Massachusetts to be required to do so.

If I am hired, I agree that my employment and compensation can be terminated with or without cause and for any reason not prohibited by statute at any time with or without prior notice, at the option of COMM Fire Department or myself. I understand that all appointments are probationary and that I must demonstrate my ability for continued employment. I also understand that I must be available from time to time to work outside of my normally scheduled hours, as the needs of the department require.

I understand that this application for employment will be considered active until the position I am applying for has been filled. I understand if I wish to be considered for future employment, I must inquire regarding re-submitting this application or completing another for any vacant position.

I certify that all the statements herein are true and understand that any falsification or misrepresentation of facts stated or implied shall be sufficient cause for dismissal or refusal of employment. I understand, also, that I am required to abide by all rules, policies or regulations of COMM Fire Department.

Applicant’s Signature _____ Date _____
 (You must sign and date this application to be considered for employment)

