TOWN OF MILLIS

Human Resources
Veterans Memorial Building
900 Main Street • Millis, MA 02054
Phone: 508-376-7041

Full-time Firefighter/Paramedic

The Town of Millis is seeking a full-time Firefighter/Paramedic to serve in the Millis Fire/Rescue Department. This position is responsible for protecting life and property by performing firefighting, emergency medical, hazardous materials response, and fire prevention duties.

Required: Registered MA EMT – Paramedic or currently attending or enrolled in an approved Paramedic program, Firefighter I/II Certified, valid MA Driver's License.

Minimum: 18 years old; High school graduate/GED; able to pass physical agility test; fitness, medical exams; and background investigation. Must be physically able to lift and/or move up to 125 pounds and able to drag 175 pounds.

Preferred: Registered MA Paramedic or enrolled in a Paramedic Program.

Applications will be evaluated on education, experience and training.

Full job description attached.

This is a full-time, benefited union position with an average schedule of 42 hours per week.

Hourly pay ranges, depending on qualifications:

- ALS: $35.02–$43.50
- BLS: $31.85–$38.55

Applications are available upon request at the Human Resources Office, Veterans Memorial Building, 900 Main Street, Millis, MA 02054, or at www.millisma.gov

Completed job application, cover letter, and resume should be returned to the Human Resources Office or sent to humanresources@millisma.gov

Applications will be accepted until November 2, 2026.

The Town of Millis is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. The Town of Millis is committed to compliance with all fair employment practices regarding citizenship and immigration status.

TOWN OF MILLIS **DATE: January 2026**

JOB TITLE: Firefighter/Paramedic **UNION/PP:** PFFM Local 4704
DEPARTMENT: Fire Department **GRADE:** N/A
REPORTS TO: Fire Chief

DEFINITION

This position is responsible for protecting life and property by performing firefighting, emergency medical, hazardous materials response, and fire prevention duties. The role also includes maintenance of fire equipment, apparatus, and facilities, as well as community education and outreach.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Performs firefighting operations, including driving and operating fire apparatus, pumps, and related equipment; laying hose; and conducting fire suppression, containment, and extinguishment activities. Conducts salvage operations such as deploying salvage covers, removing debris, and mitigating water damage.
- Provides emergency medical services as an EMT, including responding to emergency calls, driving or leading ambulance operations, delivering immediate care to critically ill or injured patients, and transporting patients safely and efficiently to medical facilities.
- Completes required reports, utilizes EMS and extrication equipment effectively, delivers patient care consistent with certification level, and maintains all required credentials.
- Participates in fire drills and training sessions covering firefighting, emergency medical response, hazardous materials, and related topics.
- Operates radios and other communication equipment to ensure effective coordination during emergencies and daily operations.
- Assists with fire prevention programs, including the inspection of buildings, hydrants, and other structures.
- Maintains fire apparatus, equipment, and facilities; performs routine upkeep and minor repairs to departmental tools and vehicles.
- Conducts general facility and equipment maintenance, including cleaning, groundskeeping, minor repairs, and care of hoses, tools, and apparatus.
- Supports community outreach by assisting with public education programs on fire safety, emergency preparedness, and medical topics; conducts station tours and explains equipment functions.
- Performs all other related duties as assigned.

SUPERVISION RECEIVED

Performs duties under the direct supervision of a superior officer and in accordance with departmental policies and procedures. May occasionally be required to exercise independent judgment within the limits of established practices and instructions. Work is evaluated based on effectiveness, soundness of decisions, and ability to perform under pressure.

SUPERVISION EXERCISED
Work is performed independently; however, the employee may assist in the orientation and guidance of lower-level or new employees as needed.

ACCOUNTABILITY
The Firefighter/EMT–Paramedic is responsible for ensuring the readiness and proper functioning of fire apparatus, medical equipment, and station facilities. The employee must respond effectively to emergencies, complete accurate documentation, and adhere to all Town and departmental policies, regulations, and safety protocols. Active participation in training and professional development is expected. Performance is measured by effectiveness in emergency response, adherence to procedures, accuracy of reports, and demonstration of professionalism.

JUDGMENT
This role requires rapid, informed decision-making in stressful and unpredictable situations. The employee must assess emergency scenes, prioritize tasks, determine appropriate firefighting or medical interventions, and adapt procedures as circumstances evolve. Sound judgment and discretion are essential in all interactions with patients, colleagues, other agencies, and the public.

COMPLEXITY
The position involves managing multiple, varied, and unpredictable tasks simultaneously. Emergencies may include hazardous conditions, life-threatening situations, or multiple casualties. The employee applies technical knowledge, problem-solving, and independent decision-making while maintaining operational readiness, coordinating with team members, and balancing routine station responsibilities with emergency demands.

CONFIDENTIALITY
The Firefighter/EMT–Paramedic must maintain strict confidentiality regarding patient records, personnel data, and internal reports. Information may only be shared with authorized personnel in compliance with federal, state, and local regulations and departmental policies. Breaches of confidentiality, whether intentional or accidental, are considered serious violations of professional standards.

EDUCATION AND EXPERIENCE
Required to be at least 18 years old with a high school diploma or GED equivalent. A working knowledge of driver safety and first aid is required, along with the ability to learn and operate fire suppression and emergency equipment. Candidates must be able to perform physically demanding tasks in emergency, training, or station maintenance situations under extreme conditions, including heights, heat, cold, or smoke.

Candidates must possess, or obtain by hire, a valid Massachusetts driver’s license and current certification as a Massachusetts EMT-Paramedic or enrollment in an approved paramedic program. Preferred qualifications include Certified Firefighter 2 certification and completion of the Massachusetts Firefighting Academy Recruit Program or equivalent training. All candidates must pass a physical agility test, meet fitness and medical requirements, and successfully complete a background investigation.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Comprehensive knowledge of firefighting techniques, emergency medical procedures, hazardous materials response, fire prevention, and departmental policies and regulations.

Ability: Ability to assess emergency situations quickly, make sound decisions under pressure, perform physically demanding tasks safely, and maintain effective working relationships with colleagues, other agencies, and the public.

Skills: Proficient in operating fire apparatus, medical equipment, and communication devices. Strong problem-solving, critical thinking, and communication skills, with the ability to maintain certifications, perform routine maintenance, and participate in ongoing professional development.

WORK ENVIRONMENT

The work environment characteristics described below are representative of those encountered while performing the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform these functions.

Employees regularly work outdoors in varying weather conditions and may occasionally be exposed to moving mechanical parts, elevated heights, or confined spaces. They may also encounter wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, electrical hazards, or vibration. Noise levels are generally moderate but may become loud during firefighting operations, emergency medical response, or training activities.

This position requires the use of a variety of tools and equipment, including emergency medical aid units, fire apparatus, fire pumps, hoses, ladders, radios, pagers, personal protective gear, computers, phones, and other standard firefighting and emergency medical equipment.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills: Frequent standing, walking, climbing, balancing, stooping, kneeling, crouching, or crawling. Must lift and carry up to 125 pounds and drag up to 175 pounds under physically demanding or hazardous conditions.

Motor Skills: Regular use of hands and arms to operate equipment, tools, and controls with precision. Ability to reach, handle, manipulate objects, and communicate verbally and through hearing. Fine and gross motor coordination is required for operating fire apparatus, emergency medical equipment, and other tools.

Visual Skills: Close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Essential for reading instruments, operating vehicles and equipment safely, and responding effectively in emergency situations.