



**Massachusetts Fire District Fourteen**  
**P.O. Box 472**  
**Hudson, MA 01749**  
**firedistrict14chiefs@gmail.com**

<b>Job Title:</b> Communications Manager	<b>Reports To:</b> Executive Board
<b>Department:</b> Communications Unit	<b>Rate of Pay:</b> \$30/Hour
<b>Location:</b> Massachusetts Fire District 14	<b>Hours per week:</b> As Necessary

**Summary:** Responsible for performing a management role, supervising first responders during emergency and non-emergency situations, often times in adverse weather conditions and situations endangering personal safety. Performs management tasks as well as direct support for emergency incidents, training evolutions and equipment maintenance activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Assists District 14 Chiefs with management duties relating to radio communications and emergency notifications systems.

Responds to fire, rescue and medical emergency incidents and supervises Communications personnel under their command in all phases of emergency operations.

Supervises Communications personnel during training activities.

Enforces the rules and regulations of Massachusetts Fire District 14.

Keeps Massachusetts Fire District 14 Chiefs informed of all issues arising relative to the Massachusetts Fire District 14 Communications Unit.

Performs Communications related duties and that may be required to carry out the mission of Massachusetts Fire District 14.

**Supervisory Responsibilities:** Manages Communications Unit employees working for Massachusetts Fire District 14. Is responsible for the overall direction, coordination, and evaluation of the Massachusetts Fire District 14 Communications Unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; addressing complaints and resolving problems in coordination with the Communications Chief and/or the Massachusetts District 14 Chiefs Executive Board.

**Language Skills:** Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to make effective and persuasive presentations on complex topics to the Massachusetts Fire District 14 Chiefs.

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**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

**Certificates, Licenses, Registrations:** Must be certified Firefighter I/II at minimum and possess a valid driver's license. COML/COMT certification preferred.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation and vibration.

The noise level in the work environment is usually loud.

<b>Prepared By:</b> Patrick Purcell, Chair	<b>Date:</b> 10/19/2023
<b>Approved by:</b> District 14 Chiefs	<b>Date:</b>