



LEICESTER

EMERGENCY MEDICAL SERVICES DEPARTMENT

3 Paxton St Leicester MA 01524 • (508) 892 – 7006 (P) • (508) 892 – 7044 (F)

Michael R. Dupuis – Fire Chief

Brian D. Kelley – Interim EMS Director



JOB POSTING FOR THE POSITION OF:

EMS Director

The position of Full-Time (Benefited) EMS Director will remain open until filled. Those interested in the position shall submit a letter of intent/interest along with a resume to the Fire Chief. Review of letters/and resumes will begin on September 4, 2023 and will continue until the position is filled.

To apply, email letter of intent/interest and resume to the Fire Chief at mdupuis@leicesterfireems.org with “EMS Director Application” as the Subject.

SUMMARY

The Town of Leicester is a suburban community in Worcester County, Massachusetts. The town is 24.7 square miles, with a population of approximately 11,000. Leicester Fire Department and Leicester Emergency Medical Services Department are two separate municipal departments, operated out of a joint Fire-EMS Station. The Fire Department responds to between 300 and 400 emergency calls, whereas the EMS Department responds to between 2,100 and 2,300 emergency calls annually. In addition, the EMS Department performs approximately 300 to 300 non-emergency Inter-Facility Transports (IFTs) annually.

The EMS Director will be a salaried position that works 40-hours per week, with a 3-year contract. The EMS Director will report directly to the Fire Chief. In addition, the EMS Director will be provided a take home, emergency vehicle.

COMPENSATION

This is a salaried position that is overtime eligible, after all open shifts have been offered to qualified department personnel. The permanent schedule shall be 40 hours per week, weekdays. The salary range shall be dependent upon experience, and qualifications:

- EMS Director - \$ 65,000.00 to \$ 80,000.00 annually

The employee shall accrue paid time off per Town of Leicester By-Laws, to include Vacation, Personal and Sick Time. Employees will receive Holiday Compensation per Town of Leicester By-Laws. The employee shall be eligible for Health Insurance through the Town of Leicester. The employee shall be eligible to receive a municipal retirement pension through Worcester County Retirement, according to established Town / Worcester County Retirement guidelines.

RESIDENCY REQUIREMENT(S):

- The EMS Director need not be a resident of the Town but must live in the Town or in a community within Worcester County, Massachusetts and/or 30 air miles from the border of Leicester within 12 months following initial appointment.
- Residency requirements may be negotiated for the right, qualified candidate.

MINIMUM EDUCATION, EXPERIENCE & REQUIREMENTS:

- Certified as a Massachusetts Paramedic with experience performing both 911 and Inter-Facility Transports (IFTs).
 - Candidates who are certified as a Massachusetts EMT or Advanced EMT, who have experience performing both 911 and Inter-facility Transports (IFTs) with a demonstrated history of managing a Paramedic Level service may be considered.
- Must maintain all EMS Credentials and attend Trainings as required (Massachusetts Paramedic Certification, CPR, ACLS, M&M Rounds, Inter-Facility Transport, etc)
- Ability to legally operate a Motor Vehicle in the Commonwealth of Massachusetts. And maintain an insurable driving record.
- 5 Years of Experience providing Pre-Hospital Emergency Care
- 2 to 5 Years of EMS Supervisory Experience
- ICS & NIMS Courses
 - ICS 100
 - IS 700

PREFERRED EDUCATION, EXPERIENCE:

- Associates Degree (or higher) in Emergency Medical Services, Emergency Management, Public Administration or Business Administration.
- Center for Public Safety Excellence Chief EMS Officer Credential.
- Experience developing and managing a municipal budget.

** The Town of Leicester is an equal opportunity employer **