



1 North Main Street
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TOWN OF BERKLEY

MASSACHUSETTS

BOARD OF
SELECTMEN



JOB POSTING

POSTING: ☒ IN HOUSE ☒ OUTSIDE ADVERTISEMENT

DEPARTMENT: Fire Department

POSITION: Full-time Deputy Fire Chief

☒ NEW ☐ EXISTING

CLASSIFICATION: ☒ REGULAR ☐ SALARIED ☐ PART TIME ☐ CASUAL

HOURS: ☒ 42 hours per week ☐ ON CALL

JOB DESCRIPTION: ☒ See Job Description Attached

PAY RATE: ☐ GENERAL SCHEDULE: GRADE , STEP \$
☒ SPECIAL SCHEDULE: GRADE , STEP : \$ 79,000 per year

SUBMIT: ☐ APPLICATION ☒ RESUME TO: Firerescue@berkleyma.us

CLOSING DATE: August 15, 2025 by close of business

DEPT. HEAD SIG.:  7/30/2025
SIGNATURE DATE

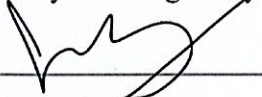
THE TOWN OF BERKLEY IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION ADA EMPLOYER

TOWN SEAL TO BE APPLIED TO THIS FORM BY TOWN CLERK PRIOR TO DISTRIBUTION

COPIES TO: ☐ PERSONNEL BOARD ☐ FINCOM ☐ UNION LOCAL 1144 IF UNION LEVEL

This notice shall be posted at least seven days prior to any outside or newspaper advertisement and I certify that I have posted this notice at the following locations:

- | | | |
|---------------------------------------------------------------|-------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Town Clerk (certified copy) | <input type="checkbox"/> Old Town Hall | <input type="checkbox"/> Library |
| <input type="checkbox"/> Highway Dept. Office (employee area) | <input type="checkbox"/> Community School | <input type="checkbox"/> Middle School |
| <input type="checkbox"/> Public Safety Building lobby | | |

 7/30/2025
SIGNATURE DATE



5 NORTH MAIN STREET
BERKLEY, MA 02779

TOWN OF BERKLEY MASSACHUSETTS

FIRE DEPARTMENT



JASON PERRY
FIRE CHIEF

JOB POSTING

Position:

Full-time Deputy Fire Chief



Job Description:

The Deputy Fire Chief serves as a key member of the fire department's leadership team and assists the Fire Chief in planning, organizing, directing, and evaluating the operations and administration of the fire department. This role involves supervision of staff, oversight of emergency response activities, training, budgeting, and policy implementation. The Deputy Fire Chief may act as Fire Chief in their absence.

Duties and Responsibilities:

- Assists in developing and implementing departmental goals, objectives, policies, and procedures.
- Provides leadership and supervision to fire officers, firefighters, and other personnel.
- Oversees daily operations, including emergency response, fire suppression, EMS, rescue, hazardous materials incidents, and special operations.
- Assists in preparation and administration of the department budget.
- Manages personnel matters including recruitment, training, evaluation, and discipline.
- Coordinates and ensures compliance with local, state, and federal regulations, including OSHA, NFPA standards, and ISO guidelines.
- Oversees department training programs and professional development initiatives.
- Assists in planning and directing fire prevention, public education, and community outreach programs.
- Conduct or oversee investigations of major incidents and personnel issues.
- Prepares reports, maintains records, and provides data to the Fire Chief, municipal officials, or regulatory agencies.
- Participates in emergency responses and may serve in command roles at large-scale incidents.
- Acts as the Fire Chief when designated or in the Chief's absence.

Minimum Qualifications:

- High School Diploma or equivalent
- Valid Massachusetts Class D Driver's License

- Employment is contingent upon successful completion of a background investigation with no disqualifying criminal history involving moral turpitude, dishonesty, violence, or offenses incompatible with the responsibilities of a public safety leadership role
- Massachusetts EMT-Paramedic (will consider EMT with ability to obtain Paramedic certification within 1 year of hire)
- Firefighter I/II (Mass Fire Academy)
- Min 10 years Fire and EMS experience
- Min 3 years supervisory experience
- Town resident (must be able to obtain residency within 1 year of hire)

Preferred Qualifications and Experience:

- Commercial Fire alarm and SigCom radio box experience
- Fire Prevention Officer I/II training
- Commercial & Residential code enforcement experience
- Fire Officer I/II training
- NIMS ICS 700, 100, 200, 300, 400

Work Environment and Physical Demands:

- May be required to work extended hours, including nights, weekends, and holidays.
- Subject to call-back for emergencies.
- Must be physically capable of performing firefighting and rescue duties under hazardous conditions.
- Work is performed in both office and emergency response environments.

Salary, Schedule and Benefits:

- Starting annual salary of \$79,000 plus holiday pay (holidays paid bi-weekly)
- Overtime paid for callbacks and shift coverage outside regular schedule
- Educational incentive 2.5% Associates, 5% Bachelors and 7.5% Masters
- Schedule will be 4 days (42 hours/week) hours and days set by the Chief
- Schedule may be temporarily changed to cover an open full-time rotation position for periods of extended leave due injury/illness/military leave
- Department take home vehicle for official use