



## **Framingham Fire Department**

### **Mayor's Summer Internship Program**

#### **Position Purpose:**

The Summer Intern-Fire Department will assist the Fire Department Administration with asset management, budget forecasting, records management, and customer support.

#### **Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. Other duties may be assigned if the work is similar, related, or a logical assignment to the position.*

1. Research and understand the operations of all divisions of the Framingham Fire Department, and use to assist with generating social media content and with customer support
2. Track the status of maintenance/repair projects of the Fire Department and service-requests to other City departments, including visiting fire stations to interact with Fire Department personnel, City staff and outside vendors, and assist in determining/communicating project priorities
3. Assist in tracking inventory and replacement cycle status of Fire Department assets, and determining their budget implications
4. Research Fire Department archives and use to develop social media content, as well as assist with generating and cataloging electronic archives.

#### **Required Qualifications:**

- Current student enrolled in an undergraduate or graduate program in good academic standing or recent graduate.

#### **Preferred Qualifications:**

- Interest in a career involving fire/emergency services or fire protection systems
- Has a valid driver's license
- Prior experience in fire/emergency services

- Prior experience in construction industries
- Prior experience computer programming and/or networking

**Preferred Skills:**

- Proficient in the use of common computer applications including MS Office applications
- Project management
- Public Speaking
- Organization and attention to detail
- Interpersonal, negotiation, and conflict resolution
- Problem Solving
- Operation of consumer appliances

**Physical and Mental Requirements:**

*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 position's essential functions.*

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift 15 pounds at times
- May be asked to visit outdoor locations to observe Fire Department training or incident responses.

**Supervision Required:**

This position reports to and is mentored by the Fire Department Director of Administration & Finance, as well as Fire Department Chiefs.

**Work Environment:**

Work is performed under typical office conditions; work environment is moderately noisy. Operates standard office equipment and Interacts with other city departments, the general public, and city officials. If opportunities permit, limited amounts of work may be outdoors under various weather conditions.

The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.

The City of Framingham is an Affirmative Action Equal Opportunity Employer

[www.Framinghamma.gov/internshipprogram](http://www.Framinghamma.gov/internshipprogram)