



# West Valley Fire-Rescue

## Yakima County Fire District 12

---

### JOB DESCRIPTION

<b>POSITION:</b>	<b>STATION LIEUTENANT</b>
<b>DIVISION:</b>	<b>OPERATIONS</b>
<b>IMMEDIATE SUPERVISOR:</b>	<b>STATION CAPTAIN</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT / PAID-ON-CALL</b>
<b>REVISION DATE:</b>	<b>JANUARY 1, 2020</b>

#### JOB SUMMARY

Lieutenant is a technical supervisory and skilled firefighting position, responsible for the direction of a fire company and assigned to various fire department programs to assist in the completion of the District Mission. Commands fire combat and other emergencies until relieved, with the responsibility for participating in all emergency activities. Assignment and supervision are received from the Station Captain.

#### JOB SCOPE

Provides leadership and supervision for a company of three to seven personnel for training, administrative and emergency functions and is responsible for the direction of an emergency response team. Supervises and coaches' firefighters, coordinates activities closely with Station Captain. The Station Lieutenant is the first line supervisor and is crucial to the success of our Members.

#### PRINCIPAL DUTIES AND RESPONSIBILITIES

- Leads by example in safety, training, response and supports the District Mission.
- Responds to emergencies, determines the route and directs firefighting and other emergency work until relieved. Must be able to perform all tasks with the crew they are managing, including interior firefighting with an SCBA.
- Receives assignments and supervision from senior officers, following chain of command. Such assignments required little to no supervision.
- During the absence of a senior officer, may be assigned additional fire department duties and responsibilities including acting Captain.
- Supervises size-up, rescue, exposure, suppression, overhaul and salvage operations, emergency medical services and other related emergency activities.

- Serves as “Duty Officer” for an assigned period of time.
- Instructs the principles and practices of firefighting, fire prevention, emergency medical services, hazardous materials, and other related subjects.
- Conducts fire safety / public education tours, demonstrations, presentations to the public and businesses.
- Supervises assigned squad and monitors activity levels, training and evaluation.
- Supervises training and ensures training requirements of each firefighter in assigned squad are met and documented in training files.
- Communicates on a regular basis with each firefighter assigned to squad to assure firefighters have the necessary information and training for success.
- Prepares records and reports regarding incidents, supplies, personnel, coaches and disciplines within the guidelines and policies of the Department to ensure member compliance with District policies and guidelines.
- Supervises and participates with the testing and maintenance of equipment and apparatus.
- Represents the Fire Department at meetings and other activities, works with other members and the public to accomplish the goals and objectives necessary to complete the mission of the Department.
- Assists Training Captain in planning and delivery of training programs.
- Expected to attend a minimum of 50% of drills and 25% (or 20% depending on call volume of station) of alarms at their assigned station as per Policy 2110.
- Expected to attend a minimum of 50% Officer Meetings as per Policy 2110.
- Performs all other duties as assigned.

#### **MINIMUM EDUCATION, EXPERIENCE, AND CERTIFICATIONS**

- High school diploma or equivalent required.
- Five years of fire service experience.
- Incident Safety Officer certification.
- Emergency Vehicle Incident Prevention (EVIP) certification.
- National Fire Academy tactical operations certification (PICO, STICO, DMITCO).
- Emergency Medical Technician or the Department’s Advanced First Aid certified.
- ICS training, IS-100, IS-200, IS-700 and IS-800 certifications.
- Wildland Firefighter I red card certified or obtain within two (2) years.
- Ability to implement the Incident Command and Passport Accountability System.
- Instructor 1 certified or obtained within two (2) years.
- Valid Washington State Driver’s License required.
- Must have access to a vehicle.

- Must possess auto insurance.
- Must meet and maintain minimum participation requirements in Policy 2110.
- Must attend monthly Officer meetings and trainings related to this position.
- Must reside within the geographical boundary for membership indicated in Policy 2109.
- This position is required to wear a SCBA and must meet Policy 3301, Section 4, Equipment Use 4.3.

### **SKILLS, KNOWLEDGE, AND ABILITIES**

Ability to act as an effective team member at all emergency incidents involving fire protection, emergency medical services, and emergency management functions. Ability to communicate and effectively deal with the general public and school age children. Ability to perform effectively under stressful and adverse conditions. Ability to understand and follow oral and written communications. Ability to instruct firefighting and emergency medical skills and techniques. Ability to evaluate Departments training needs and works with Training Officer. Thorough knowledge of the operation and maintenance of all Department equipment and apparatus. Thorough knowledge of Fire Department rules, regulations, and policies and procedures. Ability to understand and work within the chain of command. Ability to work with the public. Able to write comprehensive reports and maintain records. Make recommendations to the Station Captain to better the enhance Departments operating procedures. Ability to deal with and effectively handle personnel problems. Adaptable and flexible to change, committed to Department growth and improvement. Able to supervise the work of subordinates during emergency and routine work activities, maintaining discipline and respect. Familiar with the geography of the District including streets, fire hydrants, and water supplies. Must be credible, enthusiastic, confident and understand the Mission of the Department.

### **ESSENTIAL JOB FUNCTIONS**

Full duty is an assignment of a member, who meets all the essential job functions listed in Appendix B of Policy 2115 as well as the thirteen (13) essential job tasks listed in NFPA 1582 Section 5.1.1.

This position requires work at a computer/display terminal and desk for periods of time, including repetitive motions of the wrists, hands and fingers. Constant use of both hands in reaching, handling, grasping, pushing and pulling while performing duties. Able to lift and carry. May require sitting, climbing, crawling, kneeling, crouching, standing, walking, stepping over items, twisting, lifting, reaching or bending for periods of time. Seeing, speaking and hearing to evaluate and communicate situations. Must be able to speak, and to receive and understand written and oral communications in English and give written and oral instruction.

Must be capable of donning an SCBA according to manufactures requirements, including annual fit testing and SCBA quarterlies.

The physical demands described here are representative of those that must be met by a member to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Yakima County Fire Protection District 12 is an Equal Employment Opportunity employer. It does not discriminate against its members or against applicants for appointment. Decisions regarding selection, promotion and/or tenure shall be free from restrictions based on physical, cultural, religious or other biases. Decisions regarding selections, promotions and/or tenure shall be directly related to the applicant's qualifications and ability to perform the requirements of a position. If you feel you have been discriminated against, please contact the Fire Chief or Board of Fire Commissioners.**

**This job description does not constitute an employment agreement between the Fire District and the employee and is subject to change as the needs of the Fire District and requirements of the job change.**