



# West Valley Fire-Rescue

## Yakima County Fire District 12

---

### JOB DESCRIPTION

<b>POSITION:</b>	<b>TRAINING - LIEUTENANT</b>
<b>DIVISION:</b>	TRAINING / OPERATIONS
<b>IMMEDIATE SUPERVISOR:</b>	TRAINING CAPTAIN
<b>FLSA STATUS:</b>	EXEMPT / FULL-TIME
<b>REVISION DATE:</b>	JANUARY 1, 2020

#### JOB SUMMARY

Assists the Training Captain in planning, developing and delivering the District training programs. Works in conjunction with the Training Captain to conduct ongoing training of District members related to fire protection, fire prevention, rescue, emergency medical services, hazardous materials, and emergency management. Directly instructs and oversees the High School Fire Science Futures class, responsible for developing the curriculum and organization of the class. Develops and coordinates curricula, lesson plans, examinations and schedule of courses. Serves as Department Volunteer Coordinator for recruiting new members and retaining current members. Monitors member's attitudes, opinions and Department morale through survey's, exit interviews and stations visits to identify operational, personnel or policy changes to improve retention of volunteer members.

#### JOB SCOPE

Directly supervises two to seven members and indirectly supervises approximately 100 members. Assists in the preparation, administration, and monitoring of the District budget. Responds to and participates in emergency incidents as assigned which includes after hour and weekend incidents.

#### PRINCIPAL DUTIES AND RESPONSIBILITIES

- Plans, organizes, supervises, and conducts on-the-job training and in-service instructional programs including classroom lectures and individual training covering fire suppressions, prevention, rescue, hazardous materials, EMS and supervisory principles and techniques; conducts and supervises Departmental training.
- Serves as the lead instructor for the Fire Science Futures class and supervises Cadets, assists with recruit schools and all recruit training.
- Serves as the District Volunteer Coordinator regarding recruitment of new members and the retention of current members, monitors the attitudes, opinions and morale of the members through one on one interaction and member surveys.

- Conducts targeted member recruitment drives.
- Prepares daily training schedules and reports for the Duty Crew; maintains personnel training records and reports on training activities; conducts training evaluations during drills and at emergency scenes.
- Assists in training activities with Training Captain for all stations; advises the Training Committee and Training Captain of training effectiveness.
- Evaluates Division reports on training; develops, recommends, and implements program improvements, policies and procedures.
- Writes and submits regular reports to the Training Captain, Fire Chief and Commissioners and other agencies on the progress of recruitment and retention efforts.
- Makes recommendation to the Fire Chief on Department morale and potential retention issues, suggests and implements retention programs and conducts exit interviews of members leaving the organization to determine what steps the District needs to take to retain members longer.
- Assists Training Captain with preparation of annual budget for the Training Division; develops recruitment and retention budget; assists in the preparation of the Fire District budget.
- Monitors budget responsibilities to ensure that budget amounts are not exceeded; writes equipment specifications and ensures approved equipment is requisitioned and purchased.
- Responds to the scene of incidents to evaluate training effectiveness including after hours and weekends.
- Attends Training Committee, Retention Committee Meetings, and Yakima County Training Officer Association monthly meetings.
- Assists in formulating policies, procedures and guidelines for the District as a member of the Management Team.
- Manages and maintains District apparatus and equipment to ensure in-service readiness.
- Manages District SCBA equipment for purchasing, tracking, testing and repairing.
- Manages District hose for purchasing, tracking, testing and repairing.
- Manages District PPE inventory for purchasing, tracking, testing and repairing.
- Maintains small engines for inventory, tracking, testing and repairing.
- Performs all other duties as assigned.

**MINIMUM EDUCATION, EXPERIENCE, AND CERTIFICATIONS**

- High school diploma or equivalent required.
- Five years of fire service experience. Graduate of YCFD 12 Recruit School or equivalent.
- Associate Degree in Fire Science or a related field or equivalent education and experience.
- NFA Executive Fire Officer Program graduate or Bachelor's Degree preferred.
- Incident Safety Officer certification.
- Emergency Vehicle Incident Prevention (EVIP) Instructor certification.
- National Fire Academy tactical operations certification (PICO, STICO, DMITCO).
- Emergency Medical Technician.
- ICS training, IS-100, IS-200, IS-700 and IS-800 certifications.
- Wildland Firefighter I red card certified.
- Ability to implement the Incident Command and Passport Accountability System.
- Instructor I 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 attend monthly Officer meetings and trainings related to this position.
- Must reside within the geographical boundary for membership indicated in Policy 2109 within six (6) months of hire.
- 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 and/or lead a team 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. Skills in applying, communicating and obtaining compliance to training standards, regulations and codes relating to fire training and safety. Skills in commanding fire, EMS, rescue, and hazardous material incidents. Knowledge of emergency medical procedures, fire extinguishing and alarm systems, and implementing comprehensive plans and programs to promote public safety. Ability to communicate effectively with peers, subordinates, and the public. Thorough knowledge of fire department operating guidelines, regulations, and policies.

**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.**