

# East Olympia Fire District 6

## JOB DESCRIPTION

### Career Fire Lieutenant (Floating Lieutenant/Shift Lieutenant)

(Updated November 2020)

*M*  
12/10/2020  
*CS*  
12/10/2020

#### **Wages:**

Per Local Bargaining Agreement (IAFF #3825).

#### **Reports to:**

The Fire Lieutenant reports to and is supervised by a Captain, Battalion, or Operations Chief, or Chief on Call.

#### **Nature of Work:**

The Fire Lieutenant provides emergency and non-emergency incident response. Provides for routine incident readiness. Supervises and provides training for shift responders. Is able to multi-task and complete tasks in a timely manner. The Fire Lieutenant position must present a positive image in the performance of his or her duties. This class is distinguished from Fire Captain in that the latter is a mid-manager with responsibilities for a number of administrative functions in addition to performing shift staff supervision.

#### **Supervision Responsibilities:**

The Fire Lieutenant provides direction and leadership, coordinating with the Volunteer Fire Lieutenant, for personnel of subordinate rank, relating to emergency responses, the District's training programs, community service, and policies and procedures. The Fire Lieutenant functions in a leadership role working to maintain morale, promote productivity, and contributing to departmental objectives

#### **Duties and Responsibilities:**

1. Able to perform all duties and responsibilities of firefighter.
2. Provides initial scene command functions and performs firefighting activities including, but not limited to, driving fire apparatus, operating fire pumps, and related equipment, laying hose, climbing ladders, and using Self-contained Breathing Apparatus (SCBA) equipment.
3. Provides scene command functions and performs emergency medical activities including, but not limited to, basic life support, first aid, and defibrillation.
4. Provides leadership and supervises all assigned responders.
5. Supervises other firefighters and emergency medical personnel as required.
6. Assists in other department supervisory and administrative activities as assigned.
7. Enforces Department rules and regulations and policies.
8. Provides training for shift responders on various skills including firefighting, driving, hydraulics, hazardous materials familiarization, heavy rescue, emergency medical services, and radio communications in order to maintain acceptable skill level.
9. Assists in the development and delivery of training, and other similar special assignments, as assigned, as well as maintenance and updating of shift training records of assigned personnel.
10. Monitors the achievement of assigned personnel, including performing annual and probationary evaluations.
11. Ensures appropriate Personal Protective Equipment (PPE) is assigned, utilized appropriately, inspected, and documented for all personnel.
12. Participates in pre-incident planning of buildings, hydrants and other fire prevention programs.
13. Assists with maintaining fire equipment, buildings and properties, and apparatus, including the performance of minor repairs to Department buildings and properties; and cleaning, polishing, and testing equipment.

14. Functions as part of the shift and assures that all shift responsibilities for maintenance, upkeep, and cleanliness of stations and apparatus are accomplished.
15. Utilizes computers and other electronic equipment for all related assignments.
16. Completes daily and monthly shift reports and reviews all fire and EMS reports on assigned shifts.
17. Ensures comprehensive documentation of incident response and personnel activities for all assigned personnel.
18. Assists with proper inventory and accountability of vehicle fuels.
19. Assists with proper inventory of EMS supplies.
20. Participates in Public Education and Fire Prevention activities.
21. Monitors daily staffing to meet District needs by modifying day-to-day apparatus assignments based on management directive.
22. Communicates daily activities effectively and timely, including citizen concerns, staffing changes, personnel concerns, vehicle, equipment and facility concerns, with Chief Officers.
23. Attends District meetings as scheduled by the Chief Officers.
24. Performs other related duties as assigned by the Chief Officers.

**Minimum Qualifications:**

1. High school diploma or equivalent.
2. At least 21 years of age.
3. Five years active service as a responder in a fire service agency
4. Valid Washington State driver's license (by hire date).
5. Driving record consistent with requirements of District insurance carrier.
6. Washington State EMT-B certification or National Registry.
7. Obtain Thurston County Medic One Protocol within 90 days of hire.
8. IFSAC Fire Officer 1
9. IFSAC Instructor I certification.
10. Incident Safety Officer
11. NWCG Wildland Firefighter Type 1 (within 12 months).
12. EVIP Instructor
13. International Assn of Arson Investigators - Basic Fire Investigation (or obtain within one year of hire).
14. Blue Card qualified (or obtain within one year of hire).
15. ICS Hazardous Materials Operations (or obtain within one year)

**Desired Qualifications:**

1. Associates degree, or bachelor's degree is acceptable.
2. Currently an officer in a fire service agency with scene command and supervisory experience.
3. Leadership Courses
4. NWCG Single Resource Boss
5. Washington State Certified Evaluator.

**Required Knowledge and Skills:**

1. Reading and math skills at high school level.
2. Ability to write legible organized paragraphs.
3. Ability to operate hand tools, small equipment, and all firefighting equipment.
4. Ability to follow instructions and take directions.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to meet District standards for customer service and teamwork.
7. Ability to perform safe work practices and procedures.
8. Ability to perform incident command functions.
9. Ability to participate in public relation and education programs.

10. Ability to work and manage independently.
11. Ability to function with the Incident Command System.
12. Ability to drive and operate all fire and EMS vehicles of the district.
13. Ability to develop and instruct training classes.

**Required Interpersonal Skills:**

1. Must be able to perform efficiently and effectively as a team member in a combination agency and in the interest of customer service.
2. Project an image of professionalism through appearance, cooperation, compatibility, punctuality, and enthusiasm.
3. Must be able to perform as a member of the district's management team, representing and carrying out policies and direction of the Chief and designees.

**Physical Requirements:**

1. Pass and maintain District's minimum medical and health standards physical requirements within the purview of the Americans with Disabilities Act.
2. Lift, move, and carry a minimum of 120 pounds.
3. Work at heights of 40 feet or more as required.
4. Successful completion of the District's SCBA Work-Rate.
5. Able to jump off a raised area 3 to 4 feet high.
6. Able to drive mobile apparatus under emergency response conditions.
7. Able to carry, on his/her back, a Self-contained Breathing Apparatus (SCBA) weighing approximately 35 pounds while carrying 100 pounds of hose on his/her shoulder for up to several minutes at a time.
8. Able to work at heights, such as on roof tops or ladders, where a sense of balance is needed.
9. Able to crawl on his/her hands and knees.
10. Able to climb up and down ladders and stairs with tools and/or equipment weighing up to 50 pounds.
11. Able to drag or pull heavy objects, such as a person weighing up to 200 pounds, over various floor surfaces and/or terrain.
12. Able to work in ambient temperatures of 100 to 150 degrees F wearing a Self-contained Breathing Apparatus (SCBA) on his/her back.
13. Able to work in a confined space, such as an attic or crawl space, of a structure.
14. Able to grip, lift, and carry equipment and/or tools with gloved hands from the ground, which may weigh up to 100 pounds.
15. Able to use tools to pull down ceilings or walls requiring his/her arms to be above head level.
16. Able to cut/chop holes in roofs, walls and floors using an axe or power saw.
17. Able to lift and carry a ladder weighing 75 pounds off a truck or from the ground.

**Equipment and Mechanical Aids Used:**

1. Drive and operate Fire service related apparatus and equipment
2. Drive and operate EMS apparatus and related equipment
3. Basic First Response and Hazardous Materials equipment and documents
4. Computers and other office equipment
5. Incident Command System tools (maps, marker boards, division boards, radios, etc.)

**Working Conditions:**

The Fire Lieutenant must be able to work effectively under physically and mentally stressful situations including exposure to extreme temperatures, contaminated atmospheres, hazardous materials, adverse weather, heights, confined areas, medical trauma, and illness.

**ACKNOWLEDGMENT OF RECEIPT OF  
EAST OLYMPIA FIRE DISTRICT NO. 6  
Job Description**

I acknowledge that I received a copy of East Olympia Fire District No. 6, Fire Lieutenant Job Description updated November 20, 2020.

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Print Name

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Date

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Signature

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Date

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Witness

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Date