



# Thurston County Fire Protection District 8

*Proudly Serving Northeast Thurston County Since 1953*

## POSITION DESCRIPTION: LIEUTENANT

**Summary:** Incumbent provides first line supervision for incident readiness and response (IR&R) personnel at the company level. Incumbent may have a primary (without supervisory responsibility) or secondary District business function responsibility assigned to them. This position is responsible for the performance of assigned company personnel, training, business functions and emergency responses. Ensures that assigned personnel fulfill District-assigned training requirements. Responsible to ensure that training for assigned personnel is documented according to District policies & procedures. Actively coaches and promotes assigned member development, including mentoring and evaluation.

**The incumbent shall sincerely subscribe to the spirit of the District's Servant Attitude behavior model.**

**Note:** Incumbent's position description may include subsidiary section with more specific listing of primary or secondary District business function responsibilities.

**Supervision/responsibility:** A single tactical resource unit (staffed by Firefighters and EMTs), and/or, functional District business unit responsibility.

**Reports to:** assigned Battalion Chief or Assistant Chief

### Duties and Responsibilities:

1. Coordinates and ensures response to fires and emergency scenes.
2. Performs District business function responsibilities as assigned/required.
3. Provides coaching, training, guidance, performance reviews and career development counseling for any assigned personnel including timely completion of members' *Performance & Development Plan* documentation; ensures accurate completion of training records and incident reports.
4. Directs personnel to complete tasks as needed to balance the workload among their assigned personnel.
5. Oversees the on-duty conduct and general behavior of any assigned personnel.
6. Evaluates job performance of their assigned personnel. Recommends revisions to procedures and requirements for personnel as necessary.
7. Assists jurisdictional authorities with fire investigation to determine cause and origin of common fires.
8. Ensures service readiness of assigned apparatus and fire suppression and EMS equipment.
9. Assists as appropriate in District station facility maintenance requirements or safety discrepancies.
10. Participates in the application and enforcement of District policies, regulations and safety and health standards. Works to ensure a safe working environment.
11. Additional duties may be assigned to assist in the organization, management, and administration of the District.

### Essential Functions:

1. A District IR&R officer position reporting to an assigned Battalion Chief or Assistant Chief.
2. Maintains operational and basic fiscal knowledge of any assigned District business function responsibilities assigned; coordinates functions with other District Staff and members as appropriate.
3. Manages, supervises and facilitates communications with assigned & on-duty personnel.
4. Provides training as appropriate to assigned personnel.
5. Ensures assigned personnel follow safe work practices.
6. Assists in the monitoring of the facilities, apparatus & equipment for proper operation, repair and maintenance needs, and communicates those needs to their assigned District Staff.
7. Provides fire suppression, emergency medical and other District authorized IR&R services as assigned.
8. Participate in the development, review and implementation of rules and regulations, guidelines and policies pertaining to the District.

J.D. Lieutenant Approved 1 November 2023

A handwritten signature in dark ink, appearing to be 'J.D.', is written over the date.

### **Education and Experience:**

- Must have a minimum of three (3) years' career experience as a firefighter, emergency medical services responder and/or fire service officer. Experience will be recognized as such:

Experience Type	Time Equivalency
Career experience	1 month = 1 month
Internal volunteer	2 months = 1 month
External volunteer	3 months = 1 month

- Must possess a valid Washington State driver's license and maintain authorization to operate all currently used mobile apparatus under the *District's Driver Training & Certification Program*.
- Must have IFSAC Firefighter I, Haz-Mat Awareness, and Haz-Mat Operations, Firefighter II, Instructor 1 and Fire Officer 1 certifications at time of application (or equivalent certification).
- Must have NIMS ICS 100, 200, 700, & 800.
- Must have NREMT or WA EMT-B certification. Must complete Thurston County Medic 1 reciprocity within 6 months if not already approved.
- Must have successfully completed the online Blue Card Incident Command course.
- Must have successfully completed the District Officer Development Program (ODP) or provide documentation of having previously obtained equivalent knowledge, skills and abilities through training or experience.
- Must have Incident Safety Officer certification.
- Mandatory requirement shall be enforced for all Lieutenants that join or promote in the department after 1 July 2023.

### **Knowledge, Skills and Abilities:**

1. Ability to supervise and train personnel; ability to lead personnel through example and create an environment that promotes positive motivation, teamwork, and safety.
2. Knowledge of current fire service principles and techniques, including emergency medical services principles, procedures, techniques and equipment.
3. Must be proficient in the operation of District vehicles, equipment, information technology and communications equipment.
4. Must have the ability to prioritize and organize tasks in an emergency setting.
5. Knowledge and experience of IMS protocols.

**Equipment/Mechanical Aids Used:** Working knowledge of operational apparatus, appliances & equipment and administrative equipment (e.g. computers).

**Working Conditions:** Response & training conditions may include physically and mentally stressful situations to include extreme temperatures, contaminated atmosphere, hazardous materials, adverse weather, heights, confined areas, medical trauma and illness. Other conditions include routine office (working with electronic equipment, files, furnishings), classroom (working with audio-visual equipment), drill-ground (miscellaneous props & structures) and outdoor (a variety of weather extremes) environments. Contact with the public in both emergency and non-emergency situations.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

