



BENTON COUNTY FIRE DISTRICT 6
JOB DESCRIPTION
CAREER LIEUTENANT/EMT

Position: (1) Career Lieutenant/EMT

Subject: To describe a career Lieutenant position of the District

Original: November 3, 2020

General Statement of Duties:

Under the direction of the Fire Chief is responsible for assisting on emergency calls, clerical functions, overall coordination of information systems, including alarms, training, volunteer personnel, and EMS records. Assist with special District and volunteer projects as assigned.

Supervision Received:

Works under the direction of the Fire Chief who will assure tasks are completed and who reviews performance for conformity with District rules, procedures, and policies.

Supervision Exercised:

Supervises subordinate Career and Volunteer staff to ensure assigned tasks and directives are met. In the absence of the Fire Chief, the Lieutenant will be assigned as a Duty Officer for the District. As Duty Officer, the Lieutenant will be responsible for emergency response and daily operational activities.

Essential Job Functions: Includes but not limited to the following

1. Respond to emergency alarms including, fires, MVA, EMS, and other calls for assistance during normal 48/96 work schedule and as needed for call back.
2. Responds to fire alarms and other emergencies with fire company apparatus. Performs hose lays, ladder, salvage, rescue, ventilation and overhaul operations. Uses specialized firefighting equipment and tools as circumstances warrant.
3. Responds to emergency medical and rescue alarms with rescue or medical apparatus. Performs rescue and patient care functions. May function as a senior medical responder and direct others during patient care activities.
4. Practices firefighting, EMS, rescue, and apparatus operations skills during regularly scheduled drills.
5. The employee shall utilize the District computer and information systems to include reporting software. Maintain District emergency alarm data and EMS records. Prepare reports and recommendations for any software and relevant training.



**BENTON COUNTY FIRE DISTRICT 6
JOB DESCRIPTION
CAREER LIEUTENANT/EMT**

7. Performs a variety of office related functions including receiving telephone calls, typing and filing reports, records, correspondence, and responding to inquiries from property owners, staff and the general public. The employee may be assigned special details or reports that require independent research and reporting.
8. Develop and produce articles, reports, spreadsheets, graphs, manuals, etc. from limited dictation, copy or rough draft as directed by the Fire Chief.
9. Operate copy machine, calculator, typewriter, computer and all standard office equipment.
10. Oversee and coordinate District and Volunteer grant projects including researching grant opportunities, writing grants, and applying for grants.
11. Attend conferences, specialized schools, seminars and other training functions to keep abreast of new developments in firefighting, EMS skills, and fire service information management, public safety and prevention, and training as the Fire Chief may direct or authorize.
12. Performs special projects or programs as assigned, which may include project management functions.
13. May provide support to volunteer functions during regular work hours.
14. Keep work area clean and orderly.
15. Conducts all dealings with the public in a manner to reflect credit on the District.
16. Performs other duties as assigned by the Fire Chief.

Specifications:

Job Requirements:

- Graduation from high school or equivalent GED certificate is required. A.A.S. Degree in Fire Science preferred.
- Specialized skills required include competency in Incident Command techniques for fire and EMS response, apparatus operations and 5 years firefighting experience with a volunteer or paid fire agency.
- Must have competent rescue skills and emergency medical skills at the EMT Basic level. Advanced EMT or Paramedic preferred.
- Minimum requirements are a current Washington EMT Basic, IFSAC Firefighter I, EVIP certified driver, NWCG Wildland Firefighter 1 and Hazardous Materials Operations certifications. ICS 100, 200, 700, 800. Certificates must be maintained throughout employment in these classifications.



BENTON COUNTY FIRE DISTRICT 6
JOB DESCRIPTION
CAREER LIEUTENANT/EMT

- At the District's discretion, may be required to pass a background investigation take a medical examination, including a drug test, prior to hiring.
- Must have a valid driver's license at time of appointment and must maintain a valid Washington driver's license throughout employment in this classification and be insurable by the District insurance provider.

Salary and Benefits:

- \$43,819 with a 5% per year step for 4 years
- Accrued vacation and sick leave
- Family medical, dental, and vision insurance package and District funded VEBA account
- Washington State retirement

Communications:

A person in this position must exhibit positive, effective internal and external communication skills. Relationships outside the organization include those agencies that provide mutual or automatic aid, neighboring fire department staff, and other service providers during alarms, training sessions, incident critiques and other technical discussions.

Working Conditions:

Adverse conditions or unusual expectations required as part of the job include driving emergency vehicles in inclement weather and under emergency conditions, unusual physical exertion, such as lifting, climbing, bending, and crawling, as well as exposure to intense heat and toxic environments utilizing the appropriate PPE.

An appointee may be exposed to a wide variety of physical risk during the work day including hazardous, flammable, explosive or toxic materials due to spills or other circumstances; collapsing building; extreme temperatures; exposure to all weather conditions; water risks while engaged in rescue operations; risks from operating at heights while involved in structure fires or rescue operations, including high-angle rope rescue operations; and the diseases and illnesses of EMS clients. The frequency of exposure is dependent on the number and type of calls responded to.

This position shall be scheduled using a 91 hours per 12 day work period as authorized under the FLSA. The appointee will be assigned to a 48/96 shift.



**BENTON COUNTY FIRE DISTRICT 6
JOB DESCRIPTION
CAREER LIEUTENANT/EMT**

Essentials:

- Ability to communicate effectively verbally and in writing
- Must have the ability to work a regular schedule established for the position
- Ability to respond to emergency medical/hazardous material/rescue calls
- Ability to understand and follow sometimes complex/technical written and oral communications.
- Ability to solve problems, make quick decisions and sometimes use innovative methods and approaches to situations
- Ability to maintain sufficient physical exertion and exposure to intense heat or toxic environments while utilizing the appropriate level of PPE.

ADDITIONAL INFORMATION

The employee will be subject to a 12-month probation period.

Hiring Process Timeline

- Applications available November 11, 2020
- Application Due December 14, 2020 - 5:00 pm
- Application Review Begins December 15, 2020
- Finalists are notified by December 21, 2020
- Finalist Interviews and Assessment anticipated - January 09, 2021
- Conditional Job Offering anticipated - January 11, 2021
- Position anticipated to begin the week of February 01, 2021

Application

Due Date – December 14, 2020 - by 5:00pm

APPLICATION PROCESS

APPLICATIONS CAN BE OBTAINED ONLINE AT: www.bcf6.com OR IN PERSON.

Interested applicants are encouraged to visit the Fire District. Applicants must submit a cover letter, a résumé, and copies of relevant certifications with the application. Application with supporting documentation must be received by 5:00 p.m. on the closing date. Applications received after 5:00 p.m. on the closing date will not be accepted. Selected candidates will be mailed the interview date and time. Make sure to include a valid mailing address, contact phone number, and e-mail address.



**BENTON COUNTY FIRE DISTRICT 6
JOB DESCRIPTION
CAREER LIEUTENANT/EMT**

A completed application packet should be mailed to the address listed below:

**Lieutenant Applicant Process
Benton County Fire District 6
P.O. Box 218
Paterson, WA 99345**

**Or Deliver: Benton County Fire District 6 - Paterson Station
48001 Prior Ave
Paterson, WA 99345**

BCFD6 is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, non-job-related disability, or any other characteristic prohibited by state or local law. We are dedicated to providing a work environment free from discrimination and harassment and where employees are treated with respect and dignity.