

**Civil Service Commission Meeting  
Friday, January 27, 2023, at 11:00 a.m.**

**Mid-Columbia Fire & Rescue  
Station 1  
1400 West 8<sup>th</sup> Street,  
The Dalles, Oregon**

**1. Call Meeting to Order - Roll Call - Agenda Changes**

**2. Minutes**

- a. Correction of Minutes, if any – Friday, June 10, 2022

**3. Public Comment**

- a. During this portion of the meeting, an individual may speak upon being recognized by the Commission Chairperson. The individual must state their name, address, and their discussion topic for the meeting minutes. Five minutes per person may be allowed. If a response by the District is requested, the speaker will be referred to the Fire Chief for further action. At the discretion of the Board President, the issue may appear on a future meeting agenda for Fire District consideration.
- b. The public may observe and/or listen to the meeting virtually by using either the link or the telephone number and access code provided below:

TELEPHONE NO.: +1 (415) 655-0052

AUDIO ACCESS CODE: 794-949-176

COMPUTER LINK: <https://attendee.gotowebinar.com/register/6966941508739105887>

WEBINAR ID: 592-525-515

**4. Chief Examiners Report**

- a. Update - Status of District recruitment (Firefighter, Lieutenant, and Captain classifications).
- b. Update – Firefighter Apprenticeship program joint partnership.

Upon request, auxiliary aids and/or special services will be provided. To request services, please contact us at 541-296-9445 or through Oregon Relay 1-800-735-2900 at least three business days in advance.

**5. Old Business**

- a. None

**6. New Business**

- a. Information Sheet – Update of Lieutenant position description and selection criteria.

**7. Commission Remarks**

**8. Adjournment**



**OUR MOTTO:**

*Educate, Serve & Protect*

**OUR SHARED VISION:**

*“To provide for the optimal safety and welfare of the community and our members.”*

**OUR MISSION:**

*“We are committed to providing professional emergency and non-emergency services to minimize suffering, protect life, environment and property.”*

**OUR VALUES:**

*P*-rofessionalism  
*R*-espect  
*I*-ntegrity  
*D*-uty  
*E*-ngaged

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CIVIL SERVICE COMMISSION MEETING

FRIDAY JUNE 10, 2022, at 11:00am

MID-COLUMBIA FIRE AND RESCUE STATION 1

1400 W 8<sup>TH</sup> ST, THE DALLES OR 97058

**1. CALL MEETING TO ORDER**

Commission Chair Chuck Covert called the Mid-Columbia Fire and Rescue Civil Service Commission meeting to order at 11:00am.

**ROLL CALL**

Commission Chair Chuck Covert, Commissioner John Willer, Commissioner John Hutchison, Fire Chief Bob Palmer, Assistant Chief David Jensen, and Office Manager Stephanie Ziegler.

**GUESTS**

Legal Counsel Mark Sandri, Diana Bailey, and Firefighter Adam Cole.

**AGENDA CHANGES**

None.

**2. MINUTES**

Commission Chair Covert asked if there were any changes to the March 24, 2022, minutes. Commissioner Hutchison made a motion to approve the minutes as written. Commissioner Willer seconded. Chair Covert called for a vote: 3 Ayes, 0 Nays. Motion carried.

**3. PUBLIC COMMENT**

None.

**4. CHIEF EXAMINERS REPORT**

Chief Palmer gave an update on Testing and Assessment. He stated as of right now we have 3 openings, one on each shift. Chief Palmer went on to explain the different positions that are open. He stated that there are 3 individuals that we have made offers to pending their background investigation. Chief Palmer stated that URE Consulting did the testing and assessment to establish an entrance level register to fill the 3 firefighter vacancies. Chief Palmer then turned the report over to AC Jensen. Chief Jensen explained that Captain and Lieutenant positions have been advertised, stated that we may have another vacancy to fill if someone were to fill the Captain or Lieutenant vacancies from within the District. URE Consulting will also do the testing and assessment for these positions. Jensen went on to explain how that would work stating the assessment results would be based on a points system and gave a brief explanation on how that system would work. Guest Diana



Bailey, who resides at 1416 Nevada St, The Dalles OR, asked how the Vets and Disability point system works. Chief Jensen gave a more detailed explanation on how that process will work. Commissioner Willer asked what the total points would be if you aced every part of the assessment. Assistant Chief Jensen further clarified the point spread for the Commission. There were no other questions.

#### **5. OLD BUSINESS**

None.

#### **6. NEW BUSINESS**

Entrance Level Testing and Assessment – Chief Palmer provided an overview of the Civil Service rules and criteria, stating they were approved and adopted back in 2015. Chief Palmer explained the purpose of the Civil Service Rules noting they are in place to keep the testing and assessment fair and equitable. Chief Palmer advised the commission that we have an employee, Firefighter Adam Cole who has submitted a letter of request for an exception to the selection criteria which would allow him to test for the vacant Captain position. Commission Chair Covert asked FF Cole if he had anything he would like to present to the Commission. FF Cole stated that he is requesting the exemption because he feels he possesses the years of service required for the position. He stated that this experience comes from his time working for the Boardman Fire Department. FF Cole stated he was a Captain while he worked there adding if he was not currently employed with MCFR he would qualify for the position. FF Cole stated because he does work for MCFR he does not qualify to participate in the assessment process without an exception. FF Cole is requesting the Commission make an exception so that his years of experience with Boardman Fire Department would enable him to apply and subsequently test for the Captain’s position if qualified. Chair Covert asked Legal Counsel Sandri for his opinion. Legal Counsel Sandri stated it would equitable, based on FF Cole’s years of service in the next lower grade from a previous department, to allow FF Cole to apply for the Captain’s position and participate in the process if qualified. Chair Covert stated the selection criteria should be reviewed and updated to reduce the need for future requests involving issues of this nature.

Commissioner Willer made a motion to approve a one-time exception for FF Cole to apply for the Captain position. Commissioner Hutchison seconded. Chair Covert called for a vote: 3 Ayes, 0 Nays. Motion approved.

#### **7. COMMISSION REMARKS**

Commissioner Hutchison made a directive to the Staff to review the rules and criteria and bring the review back to the Commission.



**8. ADJOURNMENT**

Commissioner Hutchison made a motion to adjourn the meeting. Commissioner Willer seconded. The meeting was adjourned at 11:23am.

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\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

## MCFR INFORMATION SHEET

**DATE:** January 27, 2023

**TO:** Civil Service Commission Members

**FROM:** David Jensen, Assistant Fire Chief

**THRU:** Robert Palmer, Fire Chief

**ISSUE:** Hiring Update

### **BACKGROUND:**

The District currently has budgeted to employ 42 members (administrative and operational employees) in 12 job types. This is a great deal of growth for the District as it begins to specialize and expand programs such as EMS, Wildland, and the operational capacity of Station 2. The District's Staff is continually seeking out ways to enhance the service provided in which many times requires more staffing to complete.

In November, Chief Palmer and I had a discussion with the Oregon State Fire Marshal, Chief Deputy of OSFM, and the President of the Oregon State Firefighters Council (IAFF) regarding the State of Oregon and staffing challenges statewide. In this conversation it was surmised by the State labor council that we are in a 12-year staffing crisis (of which we are in the 2<sup>nd</sup> year). It was noted that all agencies are in the same situation, citing Portland, Clackamas, Salem all seeing a third or less of the applicant pool they had seen just four years ago. MCFR is in the same situation and fortunate to be able to maintain filling vacancies and even grow over the past three years.

This is the current state of each operational position:

### ***Dual Role-***

In December the District conducted a hiring and recruitment process which resulted in 14 applications to the position of Firefighter/EMT, one of which was also applying for Firefighter/ Paramedic. 13 were found qualified to test and 11 attended the assessment center on December 2<sup>nd</sup>. Seven of the applicants passed the examinations and made it on the Firefighter/EMT register. The only Firefighter/Paramedic who tested did not pass the written examination.

The District has filled three new Firefighter/EMT positions. These positions were funded through the annual District budget process and planned this fiscal year. The Oregon State Fire Marshal's Office has also created the possibility for two additional Firefighter/EMT or Paramedic positions primarily funded through an Oregon State Fire Marshal Grant with the intention of maintaining these positions after the three-year grant.

### ***Single Role EMS-***

The District has budgeted for three Single-Role Paramedics and three Single-Role EMTs. There are currently two paramedic single-role positions open. These positions are open with continuous recruitment.

**Single Role Wildland-**

The District has budgeted for six Single-Role wildland firefighters (Engine Bosses and Firefighters). Recruitment to fill these non-permanent (less than 6-month duration) employees will begin in February.

**Lieutenants-**

The District budgets for three lieutenant level positions. These positions are the supervisory positions for Station 2. One lieutenant is assigned to each shift. We currently have one lieutenant opening and another anticipated opening in late February. These positions will be recruited for following a decision on changes to the lieutenant job description and selection criteria.

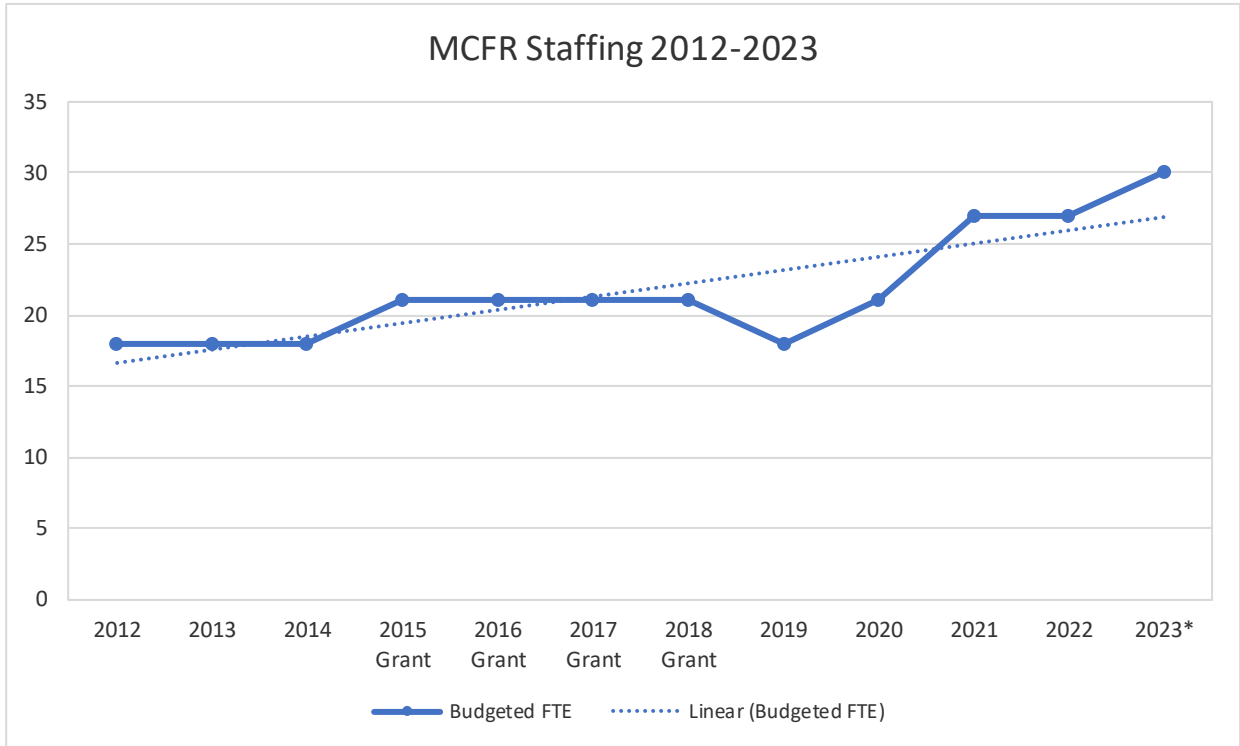
**Division Chief-**

The District has a rank structure which separates responsibilities of the District into divisions. Currently, the Division Chief positions of Prevention (Fire Marshal) and Training are filled. With expanded wildland, and new apprenticeship programs on the horizon, there was clearly a need to create an additional Division Chief position. The position serves two purposes for the future of MCFR. These new programs have a great deal of workload built-in, but we also see future retirements at the chief officer levels for which succession planning is necessary. This third Division Chief position is intended to be permanent, but if the need arises, the District will be able to scale back to its current level of chief officers through normal retirement attrition.

**District Growth-**

The current Dual-Role Academy consists of four new firefighters (Academy 2023-01). In the second quarter of this year, Academy 2023-02, will consist of three to four new personnel, contingent on OSFM funded positions. In terms of departmental growth at the line staffing level, at the point of merger between City of The Dalles Fire Department and Wasco Rural Fire Protection District in 1995, both organizations had 18 FTE Firefighters combined. This number stayed status quo until 2015- 2018 in which the District was awarded a SAFER grant to raise the number of employees by one Firefighter per shift (total of 21 Firefighters). In 2019, the Safer grant ran out, and the line staffing total dropped back to 18 Firefighters. In FY 2020-21 the district budgeted to fill back up to 21-line staff. In FY 2021/22 the Single-Role staffing was established which raised the budgeted FTE level from 21 to 27 on the line. In FY 2022/23 the district then budgeted for three more firefighters to bring the FTE total to 30 FTE. The lowest staffing level the district has seen within this time period was 15 (of the budgeted 18) firefighters and currently the District is at 25-line FTE (Dual Role and Single Role). When comparing our low to the current level of filled positions, this is a growth of 66% in just the past 3 years. Below is a chart of the growth MCFR has realized over the past 10 years for FTEs.

*Note: This chart does not include potential new firefighters from the OSFM staffing grant program or seasonal wildland which would begin in the second quarter 2023. This also does not include administrative staff.*



**BUDGET IMPLICATION:** The Fire District has budgeted funds allocated for all positions noted.

**ACTION RECOMMENDED:** No action required. Informational only.



## MCFR INFORMATION SHEET

**DATE:** January 27, 2023

**TO:** Civil Service Commission Members

**FROM:** Robert Palmer, Fire Chief

**ISSUE:** FF Apprenticeship Program

### **BACKGROUND:**

In November 2022, the District engaged in discussion with the Oregon State Fire Marshal, Chief Deputy of OSFM, and the President of the Oregon State Firefighters Council (IAFF) regarding the State of Oregon and staffing challenges statewide. During this conversation it was noted by the State labor council that we are currently in year 2 of a 12-year staffing crisis. Many agencies within the State are experiencing the same circumstances to include large departments as well. All are realizing a third or less of the applicant pool they were getting over the past 4-5 years. MCFR is experiencing similar circumstances. Fortunately, the District, through the strong efforts of Assistant Chief Jensen, has been successful in recruiting qualified candidates, filling District vacancies and continuing to consistently grow over the past few years.

Upon meeting with Karl Koenig, President of the Oregon State Firefighters Council, to learn more about the Oregon State Apprenticeship Program, we determined such an opportunity falls directly in line with our Fire District Vision and Strategic Plan. The OSFM initially approached Chief Palmer during the 2022 wildland season asking if MCFR would be interested accepting funding (1.5 million dollars) on their behalf to establish a two-year FF apprenticeship program in Wasco County. The aforementioned revenue would fully fund 6-7 firefighters for a period of two years.

Upon conclusion of firefighter training, the apprentices would be awarded their FF journeyman card. The goal of the program is to recruit local members of the public with little to no experience, train them to the level of FF I and EMT Basic, thereby creating a larger pool of trained and qualified firefighters for the job market. MCFR will benefit from the additional staffing capacity during the two-year apprenticeship period based on the potential to directly hire trained/experienced firefighters if a vacancy should come about within the District, either during or upon the conclusion of the two-year program.

Currently, a letter addressed to the apprenticeship coordinator expressing the District's interest in establishing this program within Wasco County has been forwarded to the apprenticeship coordinator and remains pending. Staff is also engaged in establishing an IGA outlining the responsibilities tied to the apprenticeship program with the Oregon State Fire Marshal's Office. We will also be coordinating with CGCC to establish educational opportunities relative to college courses associated with the apprenticeship program.

The establishment of an apprenticeship program will involve collaboration with IAFF Local 1308 for items impacting the Collective Bargaining Agreement. Additionally, a new job classification must be developed by Staff and adopted by the Commission for this

program. Finally, the District will be required to follow the recruitment and hiring process set forth through the rules and regulations established by the apprenticeship program. In light of this, the apprenticeship program rules and regulations will take precedence over the District Civil Service Rules and Regulations during circumstances where the rules may conflict with each other. Staff will keep the Commission updated on our progress as we move forward with this exciting opportunity.

**BUDGET IMPLICATION:** Upon approval, funds will be appropriated for unanticipated revenue and expenditures through the supplemental budget process.

**ACTION RECOMMENDED:** No action required. Informational only.

## MCFR INFORMATION SHEET

**DATE:** January 27, 2023

**TO:** Civil Service Commission Members

**FROM:** David Jensen, Assistant Fire Chief

**THRU:** Robert Palmer, Fire Chief

**ISSUE:** Lt. Job Description and Selection Criteria

### **BACKGROUND:**

The District currently has a Job Description and Selection Criteria for the position of Lieutenant. As it stands, some of the requirements limit the upward mobility of firefighters currently employed. The District has met with IAFF Local 1308 to discuss and agree on changes to facilitate upward mobility and recognize a current employee's previous experience prior to being employed with MCFR when determining qualification.

### ***Paramedic Requirement:***

The current selection criteria require Lieutenants to hold a Paramedic License with the State of Oregon. As the employment and structure of MCFR has expanded, the need for the Lieutenant to hold this license is less important. This is because their job is moving to more of a company supervisory role and is not solely operating on the ambulance. Also, the growth of the District includes staffing Station 2 at a higher level. Once filled, the Lieutenant is unlikely to be the primary technician on an ambulance.

Also, The District now hires employees at the firefighter/ EMT level. To be promoted to the next higher grade, it would be very difficult to obtain the certification and much easier for the firefighter to find a position in an organization which does not have this requirement. It is our intention to create a clear and feasible path and remove any unnecessary obstacles to promotion qualification for those who seek to put in the work and time necessary.

### ***Experience Requirement:***

The current Selection Criteria sets forth a different set of rules for current employees and outside candidates. Current employees who have experience outside of the organization do not have the ability to count this experience towards meeting the minimum requirement of time-in-grade. There have been several examples of employees who have had experience outside of the organization which have needed exceptions by the civil service commission to test. Also, Local 1308 and MCFR Staff have agreed on how to define that experience and further agree to set the length of experience at the next lower grade to three years.

**BUDGET IMPLICATION:** There are no budget implications for these changes.

**ACTION RECOMMENDED:** Motion to approve the amended Job Description and Selection Criteria as modified in collaboration with IAFF Local 1308.

# POSITION DESCRIPTION

## LIEUTENANT

Mid-Columbia Fire and Rescue

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<b>DIVISION:</b>	<b>OPERATIONS</b>
<b>CIVIL SERVICE STATUS:</b>	<b>YES</b>
<b>BARGAINING UNIT:</b>	<b>LOCAL 1308</b>
<b>REVISED:</b>	<b><u>3-11-15 01-27-2023</u></b>

### GENERAL STATEMENT OF DUTIES

The Lieutenant's perform administrative, technical, and supervisory work functions in directing the activities of subordinate employees. Duties and responsibilities include supervising assigned staff; assisting the Fire Captain with planning, coordination, and control of all aspects of shift/department operations; maintaining readiness for emergency call response; responding to fire, medical, and related emergency calls when dispatched and taking proper action; educating staff and public on fire safety/prevention; and performing other tasks related to Fire District activities.

The Lieutenant attends regularly scheduled training in company level supervisory practices, basic and advanced firefighting methods, apparatus operation, emergency medical triage, treatment and transport, fire code enforcement and prevention practices, salvage operations, public relations, public education, physical fitness, and other associated topics. The Lieutenant will play an active role in preserving and protecting life and property by performing and directing firefighting activities, basic and advanced emergency medical care, hazardous materials response, fire prevention and public education, and other associated job performance requirements.

The Lieutenant is responsible to perform as a supervisor at the company officer level. A Lieutenant may be required to perform the functions of a Captain or Firefighter as the need arises. To meet this requirement, Lieutenant's are expected to possess sufficient technical knowledge and skills to function in this capacity. The Lieutenant must successfully complete the one-year probationary process to continue in this classification.

### SUPERVISION

Lieutenants are directly responsible to a Captain or a Division Chief of the Fire Department. Lieutenants receive general direction and guidance in the performance of their duties from the Captains of the Fire District. Lieutenants consult with Captains regarding day-to-day operations, emergency operations, and unusual events regarding personnel, apparatus, equipment, etc. Lieutenants may also consult with their Captain regarding station policy issues and other aspects of normal Station operations. Lieutenants directly supervise EMT's, Firefighters and volunteer

personnel. In the absence of the Captain, the Lieutenant shall consult with a Division Chief regarding Fire District matters.

### **INTERPERSONAL RELATIONSHIPS**

Lieutenant's interact with Fire District staff (e.g., subordinates, peers, supervisors, etc.) and representatives of other agencies (e.g., police, members of other fire departments, public works, etc.). Lieutenant's also interact with citizens and the general public (e.g., homeowners, business owners, motorists, etc.) on a regular basis, and conduct activities related to the Fire District's mission statement. These interactions occur during routine day-to-day operations, emergency operations, training classes and exercises, inspections, and educational or informational presentations.

### **JOB PERFORMANCE COMPLEXITY**

A Lieutenant's job involves very complex emergency scene tasks and social interactions, which must be accomplished correctly without taking the time to reference procedures and policies, or to repeat tasks once they have been accomplished. Errors could lead to life safety hazards, property loss, or customer complaints.

### **TYPICAL WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Lieutenant's live and work in a fire station assigned to a duty shift. This work environment includes many of the same amenities of a home, including kitchens, showers, bed, etc. In this environment, Lieutenant's will perform routine day-to-day activities, such as maintaining equipment and apparatus, meeting with supervisors and co-workers, planning and scheduling work, etc.

Lieutenants perform routine day-to-day activities, such as training subordinates, meeting with supervisors, and planning and scheduling work. Outside of the fire station, the Lieutenant's perform essential job functions in all weather, noisy conditions, and under extreme emergency conditions such as fires, hazardous materials, auto accidents, etc. The Lieutenant is exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance, including infectious substances, smoke noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils. The Lieutenant occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock, and vibration.

## **PRIMARY DUTIES AND ESSENTIAL FUNCTIONS**

*The following is a representative list of dimensions and tasks and may not include all functions:*

### **Respond to Alarms**

- Ensure that personnel are properly equipped and safely on apparatus before responding to an alarm
- Ensure that the apparatus is driven safely and that proper warning systems are used.
- Ensure that the route is safe and be aware of other responding units.
- Check maps to determine routes, building and water supply locations, etc.
- Ensure that apparatus is properly equipped before responding to an alarm.
- Ensure the appropriate location for spotting aerial or pumping apparatus, or other vehicles.
- Provide situation and status reports via the radio while approaching fire or emergency scene.
- Receive and interpret additional information from dispatcher.
- Size up potential fire or emergency situation while enroute.
- Evaluate the accuracy of alarm information.
- Put on turnout gear while receiving an incoming alarm.
- Select the best route to the alarm scene or evaluate/assist the engineer's selection.

### **Conduct Initial Size-up at an Emergency Scene**

- Adapt strategies to changing conditions at an emergency scene.
- Analyze the situation to determine proper protective gear, equipment, and extinguishing agents.
- Assess effects of weather, wind, humidity, and other conditions on a fire.
- Evaluate hazards to occupants, personnel, exposed buildings, and property.
- Locate hydrants or other water sources, and determine the adequacy of water supplies.
- Locate the seat of fire and any fire extension in involved structures.
- Determine adequacy of initial response, and call for additional alarms or resources if necessary.
- Determine if electric and gas utilities need to be disconnected, and ensure that they are.
- Determine need for other agencies (e.g., police, ambulance, utility companies) and alert the dispatcher.
- Determine types of hazardous materials that might be present at incidents.
- Assess navigational problems, such as narrow alleys, at a fire or rescue scene and determine solutions.
- Report to the incident commander.
- Assume command as the first company officer on the scene.

- Utilize information previously obtained during inspection or pre-plan regarding fire protection system(s), fire alarm and detection system, compartmentalization, etc. in order to develop strategies.
- Determine false or accidental alarms.
- Make arrangements for traffic control.
- Identify property owners or managers to obtain additional information.
- Transfer command of the incident to a superior officer.

### **Direct and Perform Rescue Operations**

- Determine the best rescue methods, equipment, and personnel needed for the rescue.
- Determine the need to rescue victims, and order necessary searches of buildings or areas.
- Oversee the extrication of victims trapped in buildings, confined spaces, vehicles, trenches, or other hazards.
- Oversee the rescue of victims overcome with hazardous chemicals and/or gas.
- Ensure that individuals in need of rescue are located, and guided, carried or dragged to safety.
- Perform rescue activities that are essential firefighter functions.
- Determine if ventilation efforts will help or hinder rescue.
- Direct the application of water to assist rescue efforts.
- Alert the dispatcher to arrange for transportation of rescued victims.

### **Direct and Perform Emergency Medical Services and First Aid**

- Assess a patient's condition and provide basic and/or advanced life support based upon medical and trauma protocols, and assessment of patient condition to include interpreting EKG's, defibrillation, administering medications, including controlled substances, endotracheal intubation, cricothyrotomy, and chest decompression, and any other life saving measures as indicated through the Fire District's EMS Protocol and within your scope of practice.
- Ensure that personal protective equipment is used properly by company personnel.
- Ensure primary assessment of victims and assign crew members to specific tasks.
- Assess the need for advanced life support and/or medical direction.
- Supervise the activities of assigned personnel at emergency scenes.
- Perform emergency and non-emergency EMS activities and duties.
- Performs basic and advanced emergency medical care upon notification.
- Inspects emergency medical equipment to ensure serviceability and compliance with safety and infection control regulations and standards.
- Responds to instructions from emergency dispatcher and/or medical control.
- Enforces and follows all EMS rules, regulations, protocols, and procedures.

## **Manage Company Activities at Emergency Scenes**

- Ensure that personal protective equipment is used properly by company personnel.
- Assign personnel to emergency scene tasks based upon need.
- Correct improper or unsafe actions by assigned personnel at emergency scenes.
- Evaluate whether assignments at emergency scenes adequately meet objectives, and modify, as necessary.
- Observe assigned personnel at emergency scenes for signs of fatigue, and provide relief for them if possible.
- Perform emergency scene tasks that are essential job functions for a firefighter.
- Supervise the activities of assigned personnel at emergency scenes.
- Determine the status of fire protection system(s), fire alarm and detection system, smoke management system, etc. and record that information on the incident report.
- Ensure control of elevators in involved buildings.
- Direct company in carrying out orders from superior officers at emergency scenes.
- Function in assigned positions within the Incident Management System (e.g., Safety Officer, Staging, etc.).
- Maintain proper radio communications during emergency incidents.
- Work with assigned personnel and personnel from other agencies at emergency scenes.
- Ensure the safety of all on-duty personnel under your supervision.

## **Direct and Perform Exposure Protection**

- Direct the application of water to protect life, equipment, and property.
- Recognize possible avenues of fire spread and assign personnel to watch for fire spread.
- Determine life and property hazards of exposures.
- Direct the application of water to inside walls of involved structures to prevent fire spread.
- Recognize internal exposures such as false ceilings.
- Direct the application of water to exposures.
- Ensure that apparatus or other vehicles are parked in safe and appropriate location.
- Order or direct the evacuation of people from exposed structures.
- Perform exposure protection activities that are essential firefighter functions.
- Determine the need for closing of doors, windows, and other openings in involved buildings and adjoining structures.

## **Direct and Perform Pumping, Hose, and Extinguishment Operations**

- Recognize problems with pumping operations and communicate the need for corrective action.
- Determine the appropriate nozzle and type of stream to be used.
- Determine the areas where water or other extinguishing agents should be applied.



- Identify the appropriate extinguishing agent for special fires (e.g., automobile, chemical, electrical, etc.).
- Perform hose and extinguishment activities that are essential firefighter functions.
- Determine additional pumping requirements (e.g., relay pumping, multiple hydrants, etc.).
- Determine the need for master streams.
- Coordinate pumping operations performed by apparatus operators.
- Monitor the operation of hose lines and order shut down of hose lines when necessary.
- Determine the need for foam and its proper application.
- Determine the number, size, and length of hoselines to be laid.
- Recognize damaged hose sections and ensure that they are repaired or replaced.
- Determine that proper hose appliances are used.
- Determine the need for portable extinguishers.
- Perform and direct wildland and interface firefighting operations (e.g., LCES, line construction, structure triage, structure protection, firing out, etc.)

### **Interact with Subordinates, Superiors, and Other Department Members**

- Listen and respond to verbal orders from incident commander at fire or emergency scene.
- Maintain good working relationships with assigned crew, superiors, and other co-workers.
- Respond to orders and directives from members of higher ranks.
- Exchange information with other shifts.
- Keep the company Captain informed of matters relevant to company operations.
- Relay verbal reports of conditions at emergency scenes to appropriate personnel.
- Work and get along with others in a community living situation.
- Participate in analysis or critique of firefighting or other emergency activities.
- Communicate suggestions and concerns from assigned crew upward through the chain of command.
- Contact supervisory personnel to discuss problems or obtain information.
- Discuss department goals, policies, and procedures with assigned crew.
- Interact with members of other shifts and Staff in the department.
- Interview members of assigned crew to obtain facts, suggestions, opinions, and reasons for actions.
- Participate in developing and implementing goals, policies, and procedures.
- Lead company staff meetings and discussions.
- Make formal presentations to members of the department.

### **Direct and Perform Ladder Operations**

- Recognize problems with aerial apparatus operations and ensure corrective action is taken.

- Check for electrical hazards and other unsafe obstacles in the path of aerial and ground ladders.
- Ensure that the aerial apparatus is properly stabilized.
- Ensure that all safety measures are adhered to when ladders are used.
- Direct the deployment of personnel on aerial and ground ladders.
- Ensure the appropriate placement of aerial and ground ladders.
- Determine the need for ladders and select the appropriate ladders to be used.
- Perform ladder activities that are essential firefighter functions.
- Determine the need for the aerial platform bucket.
- Direct the use of ladders for special purposes.
- Direct the use of generators for appropriate purposes.

### **Direct and Perform Ventilation**

- Evaluate the possibility of backdraft, flashover, and fire spread prior to ventilation efforts.
- Determine the best timing of ventilation in relation to other efforts.
- Determine the need for ventilation, and the most appropriate methods and equipment to be used.
- Perform ventilation activities that are essential firefighter functions.
- Determine the best method to access the area to be ventilated.
- Direct ventilation utilizing roof, floors, ceilings, or natural openings in involved buildings.

### **Direct and Perform Handling of Hazardous Materials**

- Ensure that assigned personnel use appropriate protective equipment when dealing with hazardous materials.
- Determine the level of required response to hazardous materials incidents.
- Direct the proper use of detection equipment to verify the presence of hazardous materials.
- Perform hazardous materials activities that are essential firefighter functions.
- Ensure that hazardous materials are handled according to department policies and government regulations.
- Direct the containment of small quantities of hazardous materials using appropriate methods and equipment.

### **Interact with the Citizens, Public and Other Agencies**

- Coordinate and cooperate with other agencies (e.g., police, ODOT, public works, etc.) responding to an incident.
- Listen and respond appropriately to citizen complaints.

- Refer citizens to appropriate public agencies or services.
- Interact and work with community agencies and citizen task forces.
- Attend neighborhood and community meetings and other functions as directed.
- Calm upset victims, witnesses, or family members at emergency scenes.
- Interact with business owners.
- Supervise and work with civilian employees (e.g., Career Service)
- Coordinate and cooperate with fire departments of other jurisdictions.

### **Direct and Perform Forcible Entry**

- Determine the best timing of forcible entry in relation to other efforts.
- Ensure that opened doors and windows remain open when appropriate.
- Determine the need for forcible entry, and the most appropriate methods and equipment to be used.
- Perform forcible entry activities that are essential firefighter functions.
- Direct the use of equipment used for forcible entry.
- Identify the type of construction of doors, windows or other entries being forced.
- Dismantle hardware or construction to make an entry without force.

### **Maintain and Expand Job Knowledge, Skills, and Abilities**

- Learn locations and limitations of connections, hydrants, and other water sources in response area.
- Be familiar with capabilities and limitations of equipment and apparatus.
- Maintain knowledge of current fire codes, new firefighting techniques, and new equipment.
- Maintain knowledge of local conditions (e.g., street closures, new construction, etc.).
- Maintain knowledge of Fire District organization, procedures, protocols, regulations, etc.
- Maintain knowledge of emergency medical and first aid techniques.
- Cross-train with other shifts and mutual aid agencies.
- Participate in classroom training, station or company drills, and emergency simulations.
- Participate in physical fitness training to maintain adequate condition.
- Study maps and pre-incident plans related to assigned fire district.
- Temporarily assume responsibilities that are usually handled by members of a higher rank.
- Serve on administrative committees or in other special functions as assigned by the department

### **Direct Company Back into Service**

- Address any injuries to assigned personnel and document as required by Fire District policy.

- Identify and address possible exposures to assigned personnel.
- Notify the dispatcher of return to service.
- Report any difficulties encountered with specific hydrants to the Fire Marshal.
- Note equipment and supplies in need of repair or replenishing prior to future use.
- Ensure that equipment is inventoried and placed on apparatus before leaving fire or emergency scenes.
- Ensure that equipment is cleaned and prepared for future use (e.g., hoses and appliances are drained and washed).
- Ensure that borrowed equipment is returned and properly checked in.

### **Direct and Perform Equipment and Apparatus Inspection and Maintenance**

- Report lost or stolen equipment and ensure that it is replaced.
- Ensure that damaged or malfunctioning equipment and apparatus are turned in for repairs.
- Ensure that supplies (e.g., medical supplies, oxygen tanks, extinguishing agents) are regularly replenished.
- Review reports regarding the condition of equipment and apparatus.
- Supervise inspections of equipment and apparatus.
- Ensure that equipment and apparatus are regularly cleaned and maintained.
- Manage the inspection and minor repair of equipment and apparatus.
- Conduct hose tests according to department procedures.
- Ensure that equipment is properly stowed on apparatus for storage and transport.
- Make inspection, inventory, and maintenance assignments.

### **Evaluate, Counsel and Discipline Subordinates**

- Discuss job-related problems with subordinates and allow them to explain their behaviors.
- Provide constructive feedback to subordinates regarding their work performance.
- Recognize job performance problems in assigned personnel and take action to correct these problems.
- Discuss and guide resolutions of conflicts between or among others in the station.
- Discuss personal problems with subordinates when they seek guidance.
- Evaluate the work performance of probationary firefighters.
- Investigate and respond appropriately to reports or complaints regarding subordinate misconduct (e.g., sexual harassment).
- Investigate and appropriately respond to complaints from assigned personnel, and try to take corrective action.
- Refer assigned personnel to appropriate individuals or services for problems affecting job performance.
- Evaluate the work performance of subordinates.

- Meet with subordinates to discuss their work performance.
- Follow appropriate departmental guidelines for disciplinary actions.
- Explain reasons for policies and operating procedures to subordinates.
- Know available resources, within the Department, to assist with personnel matters.

### **Motivate and Develop Subordinates**

- Set good examples for subordinates to follow.
- Encourage a desire in subordinates to perform well without supervision.
- Demonstrate confidence in subordinates and help them develop self-confidence, and self-esteem.
- Foster and maintain good morale among subordinates.
- Give subordinates opportunities to provide input into decisions.
- Communicate the concerns of management to subordinates.
- Encourage acceptance among subordinates of department policies, procedures, goals, and objectives.
- Ensure fairness and equal treatment of subordinates when making assignments.
- Recognize and commend good performance by subordinates.
- Help subordinates determine and achieve their personal and professional goals.
- Enhance training to include public relations and customer service as well as technical skills.
- Provide subordinates opportunities to grow, learn and develop additional skills.

### **Conduct Fire Investigations**

- Conduct initial investigations to determine the possible cause of fires.
- Request and/or assist fire investigators, as necessary.
- Protect evidence of suspicious fire origin or arson and report it through proper methods and channels.
- Provide court depositions or testimony
- Collect information from witnesses and victims of fires and property owners to determine the need for an Arson Investigator.

### **Direct and Perform Salvage and Overhaul**

- Search out and extinguish hidden or smoldering fires.
- Recognize and preserve evidence of suspicious fire origin or arson.
- Ensure that utilities are turned on or off as appropriate.
- Turn over valuables to a superior officer, the police, or the owner, as appropriate.
- Advise owner of existing hazards and recommend necessary precautions.
- Collect, remove, and extinguish fire debris.
- Perform salvage and overhaul activities that are essential firefighter functions.

- Suspend overhaul operations in cases where the fire appears to be of suspicious origin.
- Ensure that openings made for ventilation are covered or replaced.
- Ensure alarm systems are back in operation.
- Direct the use of appropriate methods and equipment to dam up, divert, absorb, or remove excess water.
- Ensure that property is gathered and adequately covered.
- Identify the name and address of the property owner, and determine other information necessary for reports.
- Determine the extent of fire loss and estimate the value of damaged property.
- Direct the use of salvage covers as catch-alls, basins, or water chutes.
- Release building and contents to appropriate parties.

### **Write Reports, Correspondence and Other Materials**

- Prepare reports regarding lost, stolen, or malfunctioning equipment.
- Document observed problems with subordinates' job performance.
- Properly complete and process injury reports.
- Prepare reports or checklists based on inspections of equipment and apparatus.
- Prepare disciplinary paperwork.
- Document results of meetings and discussions with subordinates.
- Prepare incident reports.
- Prepare personnel management reports such as schedules, leave requests, overtime records, etc.
- Prepare vehicle accident reports.
- Prepare written pre-incident plans or reports.
- Record alarms in **logbook** or station journal
- Prepare reports or checklists based on pre-fire plans.
- Write letters, memos, and other correspondence to members of the department or the public.
- Participate in writing or revising department operations, policies, and protocols.
- Complete purchase requests.

### **Coordinate and Provide Training and Instruction**

- Ensure that assigned personnel are capable of performing all required evolutions.
- Make on-the-spot corrections for observed errors or mistakes made by assigned personnel.
- Train and instruct new recruits and probationary firefighters.
- Train and instruct subordinates on computer software utilized by the department (Fire Programs Software, etc.)
- Train assigned personnel in proper procedures and protocols to be used during emergency incidents.

- Train all members in Emergency Pre-planning and Fire Safety Inspection practices.
- Conduct additional training on certain evolutions with assigned personnel when necessary.
- Discuss performance in incidents and training exercises with assigned personnel.
- Evaluate company operations at incidents and during training exercises to identify training needs.
- Ensure that assigned personnel understand department goals, policies, and procedures.
- Demonstrate the proper use of equipment and apparatus to assigned personnel.
- Ensure that training activities do not interfere with a possible emergency response.
- Participate in training exercises with other shifts, under the direction of the Training Officer.
- Plan, conduct and participate in classroom discussions and training exercises.
- Question assigned personnel to assess their knowledge and identify their need for additional training.
- Ensure that the company follows the training schedules established by the department.
- Share personal knowledge gained from training or experience with assigned personnel.

### **Manage and Perform Station House Duties and Activities**

- Ensure that personnel have the resources needed to complete their assignments.
- Maintain files and records (e.g., on personnel, equipment, training, inspection, etc.).
- Access, enter and retrieve information on computers.
- Assign company members to serve in acting positions during absences.
- Conduct role call, disseminate information, and evaluate the readiness of personnel, equipment, and apparatus.
- Determine and report any repairs or maintenance needed to the station or grounds.
- Report availability of personnel, equipment, and apparatus.
- Conduct safety and cleanliness inspections of station living quarters, and ensure that they are maintained.
- Ensure that supplies are properly received, recorded, inventoried, and maintained.
- Requisition supplies needed for station house operation.
- Assist in developing and implementing company and station house policies, procedures, rules, and regulations.
- Coordinate routine activities that carry over to the next day with other shifts.
- Perform routine station chores (e.g., shopping, cooking, cleaning, general station upkeep, etc.).
- Schedule routine activities within the station and the response area.
- Schedule specific station duties (e.g., watch, cleaning, etc.), and delegate them to assigned personnel.
- Assist in preparing and managing assigned budget areas.
- Supervise personnel as they complete their assigned station duties (e.g., grounds maintenance, station cleaning, cooking, etc.).

## **Direct and Perform Code Inspections and Pre-Incident Planning**

- Determine the nature and degree of life and property hazards.
- Determine equipment and personnel requirements as part of pre-incident planning.
- Select target hazards requiring pre-incident planning.
- Become familiar with building features (e.g., connections, entrances, exits, etc.).
- Determine the functionality of existing alarm systems and safety devices in buildings.
- Direct company surveys of target hazards.
- Direct surveys of response area for water supplies, street access, occupancy changes, etc.
- Discuss fire codes and/or fire prevention procedures with building owners or occupants and report code violations to the Fire Marshal.
- Ensure that pre-incident plans are periodically studied and updated.
- Plan and lead company discussions of pre-incident plans.
- Sketch or map information regarding target hazards.
- Plan and conduct drills to practice pre-incident plans.
- Plan and make assignments for company pre-incident planning.

## **Perform Public Education and Services**

- Direct fire drills at schools, businesses, nursing homes, and other high occupancy locations as assigned.
- Make presentations to schools, businesses, or community groups about fire prevention and safety as assigned.
- Assist homeowners with fire safety checks and/or pre-fire planning.
- Respond to requests for public education activities, and arrange for needed support.
- Participate in prevention activities.
- Coordinate station tours to explain equipment, apparatus, and techniques to visitors.
- Provide information about department goals, policies, procedures, and mission to members of the community.
- Support and carry out the Department's Mission Statement.

## **General Duties**

- Works assigned schedule.
- Works extended hours/overtime as may be necessary to ensure 24/7 emergency coverage for the community.
- Work effectively for extended periods without regular or guaranteed meal or break periods.
- Remains calm in difficult and dangerous situations.
- Exercises good/reasonable judgment.



## Others

- Perform Support Services as assigned.
- Report to work on time and when scheduled.
- Perform additional primary duties and essential functions as assigned.

## TYPICAL DUTIES

*The following Duty dimensions and specific task statements are listed below:*

### On-site Emergency Scene Duties

**Maintain and Expand Job Knowledge** - Study, practice, and maintain a working knowledge of up-to-date, **job-related** techniques through formal and informal class work, training sessions, and on-the-job experience.

**Interact with Co-workers and Superiors** - Interact and work together with other co-workers and supervisors on a regular basis.

**Provide Training and Instruction** - Provide formal or informal instruction, training, or guidance to co-workers and others.

**Maintain Adequate Physical Condition** –Participate in a physical training program to maintain adequate physical condition to perform job tasks.

**Perform Fire Inspections, Code Enforcement Pre-Incident Planning and Fire Drills** - Inspect buildings or structures to become familiar with potential fire hazards, conduct pre-incident planning, and identify code violations. Conduct fire drills at target hazards.

**Perform Routine Station Chores** - Perform standard station chores, including shopping, cooking, cleaning, and general station upkeep.

**Write Reports and Correspondence** - Complete forms and reports to document such things as inspection results, vehicle accidents, and actions taken at fire incidents. Write letters, memos, and other correspondence.

**Perform Office Duties** - Perform miscellaneous office tasks such as work with computers, maintain files, take notes, talk on the phone, and schedule meetings or other activities.

## KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

**Knowledge of Firefighting Tactics** - Knowledge of firefighting tactics such as extinguishment, forcible entry, ventilation, rescue, salvage, and overhaul.

**Effectiveness Under Stress** - The ability to remain calm, think clearly, and function effectively while under stressful conditions.

**Courage and Assertiveness** - The willingness to work under dangerous or adverse conditions, despite the threat of physical harm, as well as the ability to demonstrate self-confidence and self-reliance, and to take appropriate action when required.

**Ethics, Integrity, and Honesty** - The ability to maintain high standards of ethical conduct, even when faced with temptations, and to hold others accountable to those same standards.

**Knowledge of Safety Considerations** - Knowledge of basic safety guidelines and regulations, and the ability to apply those guidelines and regulations to specific emergency and non-emergency situations on the job.

**Physical Ability** - The ability to perform the physical activities that are necessary for the job, using strength, coordination, stamina, and related physical attributes, with or without accommodation.

**Knowledge of First Aid and Emergency Medical Care** - Knowledge of techniques for evaluating injuries, providing first aid, stabilizing victims, and providing basic and advanced emergency medical care before hospital transport.

**Judgment, Reasoning, and Common Sense** - The ability to use common sense, judgment, and logic to think through situations and draw conclusions.

**Knowledge of Incident Management System** - Knowledge of the principles and terminology associated with the Incident Management System, and the ability to carry out the functions of an incident commander at emergency scenes, including fire, rescue, and other emergency scenes.

**Decision Making and Decisiveness** - The ability to develop and consider alternatives for dealing with situations, and to readily make decisions.

**Knowledge of Fire Behavior** - Knowledge of fire behavior, causes, and hazards, as well as fire chemistry and physics.

**Fairness and Objectivity** - The ability, to remain unbiased and open-minded, and to defer judgment until the necessary information has been obtained.

**Emotional Maturity and Stability** - The ability to maintain a level temperament, and to recognize, distinguish among, and manage ones own emotions and impulses.

**Knowledge of Hazardous Materials** - Knowledge of first responder management strategies for hazardous materials incidents, and the ability to recognize and evaluate hazardous materials and determine necessary courses of action.

**Teamwork and Cooperation** - The ability to work as a member of a team, doing one's fair share of work, using input and assistance from others, and putting group goals above individual goals.

**Acceptance and Promotion of Diversity** - The ability to respect and encourage working cooperatively with diverse co-workers of varying background and beliefs.

**Personal Responsibility** - The ability and willingness to take actions, and the willingness to accept the consequences of one's decisions and actions.

**Awareness and Alertness** - The ability to remain mentally focused and aware of one's surroundings, avoiding distractions, and concentrating on the tasks at hand.

**Respect for Authority** - The ability to follow orders, and to show respect toward those in positions of authority.

**Problem Solving** - The ability to recognize problems, seek out and identify relevant information, and determine causes of and solutions to problems.

**Dependability and Reliability** - The ability to meet obligations and commitments.

**Interpersonal Skills** - The ability to relate well and get along with others, establish trust and rapport, and respond to other people in an appropriate manner.

**Oral Communication Skills** - The ability to communicate effectively with or without accommodation.

**Leadership Skills** - The ability to foster respect and motivation among subordinates and co-workers, to positively influence others, to promote the mission and policies of the department, and to demonstrate a command presence.

**Flexibility and Adaptability** - The ability and willingness to adapt easily and quickly to changing environments, work duties, or other job requirements.

**Knowledge of Fire Detection, Alarm and Extinguishment Systems** - Knowledge of various detection, alarm, and extinguishment systems found in buildings (standpipes, sprinklers, etc.) and how to operate those systems.

**Motivation and Initiative** - The ability to demonstrate an interest in work-related activities, willingly take on tasks and responsibilities, and maintain an enthusiastic and positive attitude toward the job.

**Reading Comprehension** - The ability to comprehend written materials such as reference manuals, training materials, and correspondence.

**Knowledge of Response Area** - Knowledge of local streets, building layouts, and pre-incident plans, as well as locations of hydrants and other sources of water supply within the local response area.

**Compassion and Sensitivity** - The ability to demonstrate empathy towards people in need and a sincere interest in helping those people and an awareness of the effects of one's decisions and actions on other people, and the ability to be empathetic to other people's emotions and feelings.

**Visualization and Spatial Orientation** - The ability to develop and use mental representations or mental pictures of such things as fire scenes and building layouts. The ability to know where one is in relation to the surrounding environment, visually locate objects and persons, and accurately estimate distances and heights.

**Supervisory Skills** - The ability to coach, mentor and foster professional growth in subordinates using counseling, evaluation, and feedback, as well as the ability to hold subordinates accountable for their behaviors and discipline subordinates as appropriate.

**Knowledge of Policies, Procedures, and Organization** - Knowledge of department policies and operating procedures for a variety of emergency and non-emergency work situations, as well as knowledge of department organization and resources.

**Attention to Detail** - The ability to recognize and attend to the details of tasks and situations, and to demonstrate a commitment to accuracy.

**Creativity and Resourcefulness** - The ability to apply original thinking to find unique ideas and approaches to situations, and to identify and make use of available resources.

**Knowledge of Construction Principles** - Knowledge of basic building construction, electrical and mechanical principles, and the ability to apply those principles on the job.

**Organizing, Planning, and Prioritizing Skills**- The ability to recognize priorities and to successfully plan and carry out work in an organized and efficient manner.

**Appearance and Demeanor** - The ability to maintain a neat, well-groomed, and professional appearance and demeanor.

**Learning and Memory** - The ability to learn, retain, recall, and apply information that is essential to the job, such as pre- incident plans, verbal instructions, and reference materials.

**Service Orientation** - The ability to demonstrate a genuine interest and concern for the welfare of the community and its citizens, and a willingness to participate in community affairs.

**Conflict Resolution Skills** - The ability to identify individual and organizational conflicts, facilitate communication between involved parties, negotiate, and achieve effective resolution to conflicts.

**Perseverance** - The ability to demonstrate thoroughness and follow-through when working on difficult or lengthy tasks.

**Written Communication Skills** - The ability to convey one-self clearly and accurately. This includes all routine written work for the job, such as internal memoranda, subordinate evaluations, routine documentation, and special reports.

**Knowledge of Fire Apparatus and Equipment** - Knowledge of the proper care, operating techniques and capabilities of various fire apparatus and equipment.

**Knowledge of Fire Codes** - Knowledge of relevant fire codes and ordinances, and the ability to apply this knowledge when inspecting structures and educating the public, and determining causes of fires.

**Ability to Train and Instruct** - Knowledge of teaching practices and methods, and the ability to provide formal or informal instruction, training or guidance to firefighters and others through demonstration and explanation.

**Administrative Skills** - The ability to carry out standard administrative functions required to perform the job, such as scheduling and planning, making assignments, and completing required paperwork.

**Knowledge of Mechanical Principles** - Knowledge of basic mechanical principles such as force and leverage, and the ability to apply those principles on the job.

**Mathematical Ability** - The ability to perform the basic mathematical calculations that are used on the job in a timely and accurate manner.

**Support of Departmental Goals, Direction and Mission Statement** - The willingness to actively support departmental goals, direction, and mission statement.

**Knowledge of Computer, Software and Technology** - Knowledge of fundamental software applications (e.g., word processing, spreadsheets, electronic communication, etc.). Knowledge of the use and operation of the Fire District's computer software programs.

**Physical Requirements** - A Lieutenant must be able to perform the essential physical functions of a Firefighter as outlined within this job description.

## TOOLS AND EQUIPMENT USED

Emergency medical apparatus; fire apparatus; PPE, SCBA, fire pumps, hoses, and other standard firefighting equipment; firefighting and EMS training props; ladders, emergency medical equipment; radio; pager; personal computer; telephone.

## GENERAL PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by any employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 175 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

### Essential Physical Functions

- Put on and wear protective equipment
- Open hydrant to charge the hose
- Use 1-3/4-inch hose as an attack line
- Use equipment (e.g., ax, sledgehammer, etc.) to make forcible entries
- Enter smoke filled buildings/rooms with a hose in hand while wearing full protective clothing
- Crawl on a floor and if you cannot see, feel for the heat of the fire source
- Systematically search for trapped persons
- Drag victims with the help of another co-worker
- Screw the hose connection to the hydrant
- Drag charged 1-3/4-inch hose upstairs and around furniture when fighting a fire
- Carry victims with the help of another co-worker
- Use a hose clamp to clamp a charged/uncharged hose
- Wrap a hose around a hydrant to stretch it out and ensure it reaches the plug
- Climb stairs wearing full equipment while responding to a call for service
- Carry heavy equipment (hose pack, medical box, air bottles) up stairs while wearing full equipment
- Support a ladder, and raise the halyard to extend to the desired length, then lower into objective
- Climb an aerial ladder wearing full equipment
- Hold a charged 1-3/4-inch hose unassisted and open the nozzle

- Drag a victim out of a building unassisted while wearing full turnout gear
- Drag accordion folded or flat load, uncharged 2 1/2- or 3-inch hose until it is fully extended
- Drag charged 1-3/4-inch hose unassisted
- Reload hose and put it back onto the apparatus.
- Remove heavy equipment (i.e., ejector, positive pressure fan, fan, medical box) from the truck; transport and place it in operation unassisted
- Use a pike pole to pull down a ceiling
- Carry a victim out of a building unassisted while wearing full turnout gear
- Carry people unassisted down ladders wearing full turnout gear
- Carry people unassisted via stairs wearing full turnout gear
- Carry people as a team on backboard and/or ambulance cot.
- Remove and carry medical equipment from an ambulance unassisted.
- Carry a section of rolled hose unassisted
- Lower ladders and re-bed them onto the truck/quint
- Remove an extension ladder from the apparatus unassisted and carry it to its destination
- Operate a charged line from confined spaces
- Operate foam equipment
- Operate a line from heights (e.g., rooftops)
- While on a ladder, direct water at fire
- Operate the ladder pipe from an aerial platform
- Extend the booster line to a fire
- Hoist equipment to upper levels by a rope

### **Essential Mechanical Functions**

- Make and unmake coupling connections
- Operate power tools (e.g., chain saw, circular saw, etc.) during the course of firefighting activities
- Remove the hydrant cap with a wrench
- Safely shut off utility services to buildings in emergency situations
- Operate heavy equipment (e.g., "jaws-of-life", etc.) in response to an emergency
- Operate electrical/gas shut-off valves
- For aerial ladders, set up truck jacks, place chocks, and then position and raise ladder
- Make openings for ventilation using equipment (e.g., saws, axes, etc.)
- Drive firefighting/emergency equipment to and from a scene
- Respond to hazards related to electrical emergencies
- Operate a fire extinguisher
- Inspect a pumper during operation; check gauges
- Operate emergency medical equipment (e.g., ambulance cot, defibrillator, syringes, splints, suction unit, etc) in response to an emergency.

## **Essential Cognitive Functions**

- Ability to remain calm and follow oral and written procedures and instructions clearly and accurately in emergency situations
- Ability to demonstrate compassion to patients, family, and people under emergency circumstances
- Ability to demonstrate good customer relations skills
- Ability to manage difficult interpersonal situations and conflicts involving patients, family members, bystanders, and other healthcare and public safety workers
- Ability to demonstrate effective and positive interpersonal relationship skills with co-workers and supervisors, in both routine and stressful circumstances
- Ability to apply knowledge of curriculum, medical protocol, and procedures related to basic and advanced patient care
- Ability to apply knowledge of curriculum, principles, procedures, and guidelines related to fire and rescue operations
- Ability to apply advanced knowledge of curriculum, principles, procedures, and guidelines related to apparatus operations

## **EXPECTED BEHAVIOR**

The Lieutenant is expected to embrace, support, and promote the Fire District's mission, values, beliefs, and culture, which include but are not limited to the following:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

## **JOB RESPONSIBILITIES RELATED TO PATIENT PRIVACY**

The incumbent is expected to protect the privacy of all patient information in accordance with the District's privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the Department's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment or of membership or association with Mid-Columbia Fire and Rescue.

The incumbent may access protected health information and other patient information only to the extent that is necessary to complete your job duties. The incumbent may only share such



information with those who have a **need-to-know** specific patient information you have in your possession to complete their job responsibilities related to treatment, payment, or other company operations.

The incumbent is encouraged and expected to report, without the threat of retaliation, any concerns regarding the Department's policies and procedures on patient privacy and any observed practices in violation of that policy to the Fire Chief, or his/her designee.

The incumbent is expected to actively participate in District privacy training and is required to communicate privacy policy information to coworkers, students, patients, and others in accordance with District policy.

### NOTATIONS

Appointees will be subject to completion of a standard probationary period.

~~Personnel desiring to promote to the position of Lieutenant who were employed with Mid-Columbia Fire and Rescue on or before June 30, 1992 shall be exempt from the EMT P requirement.~~

The examples of duties are intended only as illustrations of the various types of work 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.

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

**Approved by the Wasco County Civil Service Commission on **March 11, 2015****

**POSITION DESCRIPTION**  
**LIEUTENANT**

Mid-Columbia Fire and Rescue

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<b>DIVISION:</b>	<b>OPERATIONS</b>
<b>CIVIL SERVICE STATUS:</b>	<b>YES</b>
<b>BARGAINING UNIT:</b>	<b>LOCAL 1308</b>
<b>REVISED:</b>	<b>3-11-15 <u>01-27-23</u></b>

I have reviewed and fully understand the contents which are encompassed within my position description.

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Employee Signature

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Date

DRAFT

# SELECTION CRITERIA

## LIEUTENANT

Mid-Columbia Fire and Rescue

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### SELECTION GUIDELINES

Selection process will include any or all of the following: Formal application, complete background check; assessment process (i.e. written examination; practical examination, oral interview, etc.); drug screen (if applicable) and physical exam (if applicable).

### MINIMUM QUALIFICATIONS

The Lieutenant must possess the minimum qualifications required for the position of Firefighter with Mid-Columbia Fire and Rescue in addition to the following:

- Valid driver's license and maintain throughout employment with the fire district.
- Oregon E~~MT~~ Paramedic License or higher at time of hire. ~~and maintain throughout employment with the fire district.~~
- NFPA Instructor I
- I-300 Intermediate ICS
- S-290 Intermediate Wildland Fire Behavior
- S-230 or 231 Crew Boss/Engine Boss

### MINIMUM EXPERIENCE

To be admitted to ~~an~~ a Lieutenant examination for promotion, a candidate must have:

- Served in the District structural fire service
- Worked or is working as a full-time employee
- At least ~~five~~ three years in the next lower grade or higher in a fire service agency with full-time firefighters and assigned to an operational company on a rotational shift schedule.

Eligibility to the examination for all classified positions of the District may be extended to personnel outside the member Fire District holding the equivalent position and time in grade required of members of the Fire District. An exception to the time in grade requirement may be made upon approval of the Civil Service Commission.

### SPECIAL REQUIREMENTS

- Must possess or be able to obtain by time of appointment and/or maintain a valid driver's license necessary to operate emergency apparatus within the State of Oregon.
- Must be able to convey oneself both clearly and accurately.
- Must both pass and continue to meet district physical fitness standards (Annual respiratory protection physical and annual physical ability task performance evaluation).
- Must meet insurability requirements of ~~the~~ district insurance carrier.

**DESIRABLE  
KNOWLEDGE/TRAINING**

- NFPA Fire Officer I
- I-400 Advanced ICS

**TRAINING REQUIRED AFTER EMPLOYMENT**

To maintain certification, Lieutenants must re-certify, usually every 2 years. Re-certification requires various hours of continuing education and/or certifications.

Approved by the Wasco County Civil Service Commission on \_\_\_\_\_.

DRAFT