



NORTH WHIDBEY FIRE AND RESCUE

Volunteer Lieutenant Job Description

Approved

Date: 03/12/2024

ISSUED BY: Interim Fire
Chief Chris Swiger

POSITION FUNCTION:

The volunteer lieutenant is required, in addition to firefighter and driver/operator responsibilities, to supervise the activities of a fire company in the station, at fires, and in other emergencies. This position also requires responsibility for the proper operation and maintenance of the apparatus, equipment, and fire stations.

The lieutenant will supervise firefighting and rescue operations, maintain the operations efficiency of their crews through participation in district training programs and company drills, and enforcement of discipline and the rules and regulations of the fire district.

SUPERVISION RECEIVED:

The position of lieutenant will be under the supervision of a captain or higher position within the district.

SUPERVISION EXERCISED AND RESPONSIBILITIES: (Direct & Indirect)

The lieutenant assumes the duties and responsibilities of the company officer, in an acting capacity, when assigned, and/or in an emergency, in the absence of a superior officer. Also supervises subordinate personnel during emergency operations, training sessions, and other specific details related to preventative maintenance, maintenance, and general operations.

DUTIES:

- The incumbent is on call 24 hours a day, seven days a week as a volunteer firefighter lieutenant.
- Act as the incident commander until relieved by a senior officer or as directed by a senior officer.
- Provide operational support and direction involving fire suppression, rescue, and/or emergency medical response.

- Assure the safety of personnel under his/her command to include safety practices pertaining to the use/or suitability of tools and equipment, work habits, practices of personnel, and driving.
- Train assigned personnel in subject areas deemed necessary to maintain and improve skills and knowledge in firefighting, fire prevention, safety, rules, and regulations, etc.
- Responsible for maintaining stations, apparatus, tools, and other district property under his/her command. Complete all reports documenting required maintenance activities.
- Project an image of professionalism through appearance, cooperation, compatibility, punctuality, and enthusiasm.
- Perform yearly performance reviews.
- Perform other job-related duties assigned.

EDUCATION AND TRAINING REQUIREMENTS:

- Possess knowledge of current firefighting and prevention methods, principles, practices, procedures, and administration.
- Knowledge of federal and state laws pertaining to the fire service.
- Ability to operate in extremely stressful situations.
- Possess strong leadership and administrative skills.
- Current Washington State driver's license (or acceptable state driver's license if active military) and be Emergency Vehicle Incident Prevention (EVIP) certified.
- Maintain auto insurance.
- The position of lieutenant is assigned by the fire chief.
- Obtain certifications per North Whidbey Fire and Rescue policy 147.

PHYSICAL DEMANDS:

- Wearing personal protective equipment (PPE) and self-contained breathing apparatus (SCBA) while performing firefighting tasks (e.g., hose line operations, extensive crawling, lifting, and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions, including working in extremely hot or cold environments for prolonged periods.
- Wearing the respirators required by the jurisdiction (e.g., N-95, half-face elastomeric, PAPR, SCBA), which includes a demand-valve-type positive-pressure facepiece or filter respirator, achieving a successful fit-test and tolerating increased respiratory workloads.
- Exposure to toxic fumes, irritants, particulates, biological (i.e., infectious) and nonbiological hazards, or heated gases, despite the use of PPE and SCBA.
- Climbing at least six flights of stairs or walking a similarly strenuous distance and incline in jurisdictions without tall buildings while wearing PPE and SCBA, commonly weighing

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- 40-50 pounds (18-23 kg) and carrying equipment/tools weighing and additional 20-40 pounds (9-18 kg).
- Wearing PPE and SCBA that is encapsulating and insulated, will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2 degrees Fahrenheit (39 Celsius).

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee frequently works near moving mechanical parts inside and outside in all weather conditions. Fifty to ninety percent of the work time is spent outside a building and exposed to the sun, wind, rain, or snow. Firefighter/EMT's work location and environment are conditional based upon the location of an emergency and/or assignment. Personnel may find themselves working at, and/or in, any given residential, commercial structure, or other structure within the jurisdiction and/or neighboring jurisdictions; on state highways, county roads, city streets, and the like; open space such as open, pastures, fields, forests; office setting; apparatus bays etc. The noise level in the work environment is moderately noisy.