



## **JOB DESCRIPTION – Fire/EMS Lieutenant**

**Posting date: 10/18/2023**

**Closing Date: Open until filled.**

**POSITION:** FIRE/EMS LIEUTENANT  
**DEPARTMENT:** FIRE/EMS DEPARTMENT  
**SUPERVISOR:** FIRE CHIEF  
**CLASSIFICATION:** EMT III - Full-time Exempt, Salaried and Confidential Position  
**PAY RANGE:** 73,634.00 – 103,858.00

**POSITION SUMMARY:** Under the direction of the Fire Chief, A Fire Lieutenant is in command at the scene of an incident until relieved by a superior officer, the Lieutenant is also responsible for administrative, clerical, and facilitation of volunteer Fire Department and EMS training activities in accordance with Municipal Ordinance, State, and Federal Regulations. Provides and responds for emergency fire, rescue, and EMS services. Provides training to paid seasonal and Volunteer firefighters/medics in the absence or in addition to the Fire/Ems Captain or Fire Chief.

### **ESSENTIAL FUNCTIONS:**

1. Responsible for the station duties of the Whittier Volunteer Fire Department/EMS. Ensures ambulances and apparatus are stocked and ready to respond.
2. Renders emergency medical assistance and fire protection to the public.
3. Performs medical procedures, as required, and in strict compliance with standing orders and protocols dictated by the sponsoring physician.
4. Maintains daily records for the Department, including but not limited to, equipment and vehicle maintenance and inspection, inspections, documents emergency runs, public service, public education, and department training, in a secure manner and in accordance with applied laws. Maintains Volunteer Department training files.
5. Maintains Fire and Rescue equipment and facilities. Schedules maintenance on vehicles and equipment. Maintains cleanliness of facilities and living quarters as necessary.
6. Develops and administers fire prevention education and public education programs.
7. Working knowledge of and ability to carry out, emergency operations using the National Incident Management System (NIMS) and Incident Command System (ICS)
8. Plans training for volunteers, Training is held Tuesdays (EMS) and Thursdays (Fire) every week.
9. Complete written reports at the completion of every call. Provides reports as needed to the Fire Chief upon request.
10. Performs general clerical work as required, including but not limited to preparing reports and records, copying, and filing documents, attending meetings, answering the telephone, etc.
11. Inspects equipment to ensure it is in good working condition and safe for use by firefighters and reports all discrepancies to the Fire Chief, also documents in PSTRAXS accordingly.
12. Maintain Electronic Logs of all medications including narcotics, Medic 1 and Medic 2 in PSTRAXS to ensure compliance of state and federal laws. Reports any and all discrepancies to the Fire Chief Immediately.
13. Other duties as assigned.
14. Participate in the inspection of buildings, hydrants, and other elements of fire prevention programs.



15. Assist in developing plans for special assignments.
16. Participate in departmental in-service training.
17. Advise the Officer relieving him/her of activities during tour-of-duty.

**EDUCATION, LICENSES, AND SPECIAL REQUIRMENTS/SKILLS:** High School Diploma or GED. Must be at least 21 years of age. Current State of Alaska certification as an EMT III or Paramedic. Current Basic Life Support certification. Valid Alaska driver's license and clean driving record with ability to be insured while operating city vehicles. Preferred: Firefighter I/II, ACLS, PALS, Fire and EMS Instructor. Member of the Whittier Fire Department within 30 days of hire. Must have completed ICS 100,200,700,800,300,400 within the first year. Prior experience with fire suppression techniques, emergency medical response, wildland firefighting and SAR procedures preferred and a willingness to seek additional training and development as required or directed. Experience supervising volunteer staff. Knowledge of hazardous materials handling, and PPE fit testing procedures preferred. Ability to work with the public, local and governmental officials and agencies with discretion, professionalism, and courtesy. Ability to work with direct supervisor on handling multiple tasks, establishing priorities, schedules, and meeting deadlines. Proficiency in use of general office equipment, billing software, and Statewide emergency software. Ability to handle emergency situations while maintaining a professional demeanor. Ability to carry out orders with precision and speed in emergency situations. Understanding of and obedience to all safety rules. Must be able to engage in extensive physical exertion such as running, climbing, and jumping over obstacles in potential rescue situations requiring the ability to use both arms and legs effectively. May also be required to lift, drag, or use other means to move injured persons in potentially dangerous situations. May be exposed to extreme weather conditions. Periodic examinations of physical agility may be required. Must be able to work in adverse and changing environments.

As a condition of employment, the person selected will be required to successfully complete a drug test prior to beginning work. Subject to criminal history background check. Must present work authorization identification within three days of hire (INS requirement).

**TERMS:** This is an exempt position. While on duty, and on-call, an employee must be able to respond within 15 minutes of dispatch this means (out the door with apparatus). While off duty, response time to the city duty location will be determined on the severity of the call, the need of the department and the time of day. Transportation to Whittier is the responsibility of the applicant. The duty station is Whittier Alaska.

**TO APPLY:** If you are ready to contribute to the growth and success of Whittier's vibrant community, please submit a City of Whittier Employment Application along with a cover letter, resume, contact information for three professional references. The employment application and other necessary forms can be obtained from the City of Whittier website at <http://www.whittieralaska.gov/employment>

**The City of Whittier is an equal opportunity employer and a "drug free" workplace. The above job description is intended to describe the duties of an employee in general terms and does not necessarily describe all job duties.**