



City of Whittier
Gateway to the Western Prince William Sound
P.O. Box 608, Whittier, Alaska 99693
Main: (907) 472-2327 • Fax: (907) 472-2404

Fire/EMS Lieutenant

Internal Posting Date: 4/2/2025

External Posting Date: 4/10/2025

Closing Date: 5/6/2025 at 5:00 p.m.

Position Title: Fire/EMS Lieutenant
Department: Fire/EMS Department
Supervisor: Fire/EMS Chief
Classification: Full-Time Regular, Exempt, Salaried
Pay Range: \$36.63 – \$44.55 Hourly, DOE

POSITION SUMMARY: Join the Whittier Fire Department and contribute to our community by ensuring the safety and preparedness of our residents and visitors. As a Fire Lieutenant, you will serve as the commanding officer at the scene of incidents until relieved by a superior officer, manage administrative and clerical duties, and facilitate training for volunteer and seasonal firefighters/EMS personnel. This position involves emergency response for fire, rescue, and medical services and requires leadership in compliance with city, state, and federal regulations.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Oversee the readiness and maintenance of ambulances, fire apparatus, and station facilities.
2. Provide fire protection, rescue services, and emergency medical care to the public.
3. Perform medical procedures in strict compliance with standing orders and protocols.
4. Maintain daily departmental records, including vehicle maintenance logs, emergency runs, public education, and training activities.
5. Schedule and conduct maintenance on fire and rescue equipment. Ensure facilities and living quarters are clean and organized.
6. Develop and deliver fire prevention and public education programs.
7. Operate under the National Incident Management System (NIMS) and Incident Command System (ICS) protocols during emergencies.
8. Plan and deliver training sessions for volunteer firefighters and EMS personnel.
9. Complete and submit incident reports and additional documentation as requested by the Chief.
10. Perform general clerical tasks, including preparing reports, attending meetings, and maintaining records.
11. Inspect and document the readiness of all equipment, addressing discrepancies promptly.
12. Maintain and track narcotics and medical supplies electronically to ensure state and federal compliance.
13. Perform firefighter/EMT duties as needed based on staffing or call volume.
14. Inspect buildings, hydrants, and other infrastructure as part of fire prevention programs.
15. Respond to fire and EMS calls and assume command as appropriate until relieved.

16. Develop plans for special assignments or events.
17. Participate in ongoing departmental training and professional development.
18. Ensure smooth communication and handoff of responsibilities to the next officer on duty.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Proven experience with fire suppression, emergency medical response, and search and rescue procedures.
2. Ability to supervise and train volunteer staff effectively.
3. Knowledge of hazardous material handling and PPE fit-testing procedures.
4. Proficiency with general office and emergency management software.
5. Strong organizational and time management skills.
6. Ability to maintain professionalism and composure during emergencies.
7. Excellent physical fitness for strenuous activities, including climbing, running, lifting, and other activities directly related to emergency response and rescue operations. Reasonable accommodations will be provided as necessary.
8. Adaptability to extreme weather and changing environments.

MINIMUM QUALIFICATIONS:

1. High School diploma or GED.
2. Minimum age of 21 years.
3. Current State of Alaska EMT II, EMT III, or Paramedic certification.
4. Basic Life Support certification.
5. Valid Alaska driver's license with a clean driving record.
6. ICS 100, 200, 700, and 800.
7. Completion of ICS 300 and 400 within the first year.
8. Ability to lift 75 pounds occasionally and 50 pounds repeatedly.
9. Preferred qualifications: Firefighter I/II, ACLS, PALS, and Fire/EMS Instructor certifications.

TERMS: This is an exempt position. The employee must respond to emergencies within 15 minutes while on duty and maintain a professional demeanor at all times. Off-duty response times depend on the call severity and departmental needs. Transportation to Whittier is the responsibility of the applicant. Temporary bunk housing is provided during on-duty shifts.

Apply at www.whittieralaska.gov/employment

THE CITY OF WHITTIER IS AN EQUAL OPPORTUNITY EMPLOYER AND A DRUG FREE WORKPLACE.

The above job description is to be used as a guide for accomplishing organizational and department objectives, and only covers the primary functions and responsibilities of the position. It is in no way to be construed as an all-encompassing list of duties.

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