



Job Announcement for the position of
Fire Lieutenant
Fire Department
City of McMinnville

Salary: \$64,224 - \$81,912 per year
Job Type: Full-time, represented by International Association of Fire Fighters, Local 3099
Closing Date: 2/22/2019, 5:00 pm
Location: City of McMinnville Fire Department
(175 NE First St., McMinnville OR 97128)
Application: Written notice of intent addressed to Chief McDermott

***This is an internal recruitment and is only available to current City of McMinnville employees.
External candidates will not be considered for this position.***

Definition:

The City of McMinnville's Fire Department seek qualified applications for the position of Fire Lieutenant. The Fire Lieutenant is responsible for performing professional fire and emergency medical services (EMS) and provides assistance to the Battalion Chief with lead responsibilities over their assigned shift. Typical duties include: assisting with briefing, training of subordinate

Supervision Received and Exercised:

This position works under the general supervision and direction of the Battalion Chief. The Fire Lieutenant oversees the work of firefighters and paramedics and refers disciplinary cases beyond verbal warnings and written reprimands to the Battalion Chief.

Duties and Responsibilities:

- Assists in the supervision of Firefighters including briefing, training, participating in the work of the shift, coordinating shift changes, assigning and reviewing work, recommending or implementing revised procedures for the shift, and supervision of the shift.
- Monitors Firefighters/EMT/Paramedics in the performance of their duties and gives direction and assistance when necessary.
- Reviews reports submitted by assigned personnel, prepares required reports, and provides oral reports on emergency and non-emergency situations, employee performance, and other shift activities.
- Administration of the shift.
- Performs duties of Firefighter/EMT or Paramedic during emergencies as required by the situation.
- Submits recommendations on revised systems or procedures, participates in the development and implementation of new procedures, and evaluates results.
- Responds to Fire, EMS, and Hazardous Materials emergencies and tactically directs subordinate personnel as necessary in the absence of a ranking officer.

- Performs fire prevention activities, which include station tours and participates in public relations programs that involve speaking before groups.
- Follows all safety rules and procedures established for work areas.

OTHER JOB FUNCTIONS

1. Maintains Department-issued equipment.
2. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.
3. Maintains work areas in a clean and orderly manner.

Knowledge, Skills, and Abilities:

Knowledge of:

- Considerable knowledge of firefighting, EMS, and Hazardous Materials procedures, records, and communication methods.
- Considerable knowledge of departmental regulations procedures, ordinances, and the laws controlling and defining work methods and solutions.
- Considerable knowledge of federal, state, and local laws.
- Knowledge of the methods and practices of supervision and leadership.
- Knowledge in emergency vehicle operation, tactical driving methods and defensive driving techniques, the vehicle code, and procedures affecting driving.
- Considerable knowledge in the Incident Command system and operation.
- Knowledge in firefighter safety techniques and practices.

Skills in:

- Skill in the use of personal computers and communication equipment such as radios, telephones, facsimile machines, etc.
- Skill in the use and care of firefighting and EMS equipment.
- Skill in effective communication (written and oral).
- Skill in emergency vehicle operation, tactical driving techniques, and defensive driving techniques.
- Skill in utilizing firefighter safety techniques and practices.

Ability to:

- Ability to project a professional image while managing changing demands on time, skills, and resources.
- Ability to make decisions necessary to safeguard life and property under stressful conditions.
- Ability to establish and maintain effective working relationships with diverse individuals and groups.
- Ability to supervise others and coordinate activities.
- Ability to foster personal and professional development by example.

- Ability to remain flexible and adapt to changing circumstances and demands.
- Ability to identify a problem or potential problem through the exercise of personal initiative, use of problem solving skills, and knowledge of community resources.
- Ability to foster positive interaction between the community and the Fire Department.
- Ability to make formal presentations in a variety of public meetings and citizen committees, and participate in committee meetings.

Special Requirements:

- High school graduate or equivalent.
- A combination of three (3) years of experience as a paid firefighter in fire apparatus operations, firefighting, EMS, and hazardous materials operations.
- Certified as an NFPA Firefighter II
- Certified as an Oregon EMT.
- NFPA Driver & Pumper Operator.
- NFPA Fire Instructor I **(within 12 months of appointment).**
- NFPA Fire Officer 1 **(within 12 months of appointment).**
- Possess a valid Oregon driver license.
- Associate's degree in Fire Science or EMS is desirable.

Physical Demands and Working Conditions:

While performing the duties of this position, the employee is frequently required to stand, kneel, sit, communicate, and reach and manipulate objects, tools, or controls. The position requires mobility and the ability to operate firefighting, rescue, and EMS equipment. Duties involve moving materials weighing up to 30 pounds on a regular basis and will require moving adult individuals, fire hoses, and fire/rescue equipment which will weight over 100 pounds more than once per day. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as motor vehicles, and emergency medical, fire suppression, and rescue equipment, etc.

Most work occurs under usual fire station/indoor working conditions. Approximately 40% of the work period is at medical/fire/rescue sites or training sites with exposure to fire, smoke, and typical hazards and noise levels associated with medical/fire/rescue service. The noise level in the fire station is higher than typical of most office environments, however does not require hearing protection. Position will be assigned to 24 hours on duty followed by 48 hours off duty. Position is required to stay at the station for the 24-hour period of time on duty.

Compensation and Benefits:

The salary range for the Fire Lieutenants is \$64,224 - \$81,912 per year, depending upon qualifications.

The City's benefits package includes:

The City of McMinnville provides a generous benefits package that includes:

- Medical, dental, and vision insurance.
- City-paid life insurance.
- City-paid long-term disability insurance.
- Various paid leaves including sick, vacation, holiday, etc.
- Full, City-paid participation in the Public Employees Retirement System (OPSRP).
- Opportunities for on-going professional development.
- Options to participate in the credit union and deferred compensation plan.

The Application Process:

Please submit a written letter of intent to Chief McDermott indicating your interest in this position. Note, applicants from this recruitment will be used to create a list of potential acting-in-capacity employees. If you are interested in the Fire Lieutenant position OR an Acting-In-Capacity role please submit a written letter of intent to Chief McDermott.

In your letter of written intent please indicate if you are a veteran.

Tentative Selection Schedule:

This position will close at 5 pm on February 22, 2019.

The evaluation process will take place Tuesday, March 5. Chief's interviews are scheduled for Friday March 8.

The City of McMinnville is an equal opportunity employer. Applicants with disabilities who need a reasonable accommodation (e.g., assistive listening devices) to participate in the recruitment and/or selection process should contact Erica Thomas, the ADA Coordinator (see the phone number and e-mail address listed above). This is not an implied contract and may be modified without notice.