

POSITION: LIEUTENANT (LT)

CAREER CLASSIFICATION: FLSA-207k Overtime Eligible (48/96-24 day pay period)

DIVISION: EMERGENCY SERVICE DIVISION

SUPERVISOR: CAPTAIN

SUPERVISION EXERCISED: NONE

BENEFITS & PAY CAREER FTE: Base Salary \$74,671-\$91,676 DOE – Additional Pay Incentives, LEOFF Pension, Family Health Insurance Package, Life Insurance, Employer Contributions to HRA and 457, Fire Fighter Association Membership, Air Ambulance membership reimbursement,, Periodic Fire Fighter Physical Exam, EAP Enrolled, Sick Leave Accrual, Shift Trade Flexibility, Aggressive Pay Step Opportunity, Daily Exercise Facilities, 48-96 schedule.

BENEFITS & PAY PART TIME FTE: Hourly Pay \$26.98-\$33.12 DOE – Additional Pay Incentives, PERS Pension, Employer Contributions to HRA, 457 Plan, Fire Fighter Association Membership, Air Ambulance I membership reimbursement, Periodic Fire Fighter Physical Exam, EAP Enrolled, Sick Leave Accrual, Shift Trade Flexibility, Daily Exercise Facilities, 24-120 schedule.

\*BENEFITS & PAY VOLUNTEER: Fee for Services, Fee for Shifts, Additional Activity Incentives, Fire Fighter Association Membership, Member BVFF, Air Ambulance membership reimbursement, periodic firefighter physical, Daily Exercise Facilities.

SWORN SERVICE: YES

REVISION DATE: 8/7/2025

#### PRIMARY PURPOSE

The purpose of this position is to support and promote the mission and values of San Juan Fire District #3. Lieutenants are the front-line supervisors of the District, providing direct supervision and leadership over assigned emergency response personnel in delivery of services. Shift Lieutenants are often first on scene and expected to initiate ICS. As public service agents, Lieutenants will interact professionally with the public and other responders at all times. Lieutenants are generally assigned within the Operations Division,

however, are occasionally detailed as needed to the Logistics Division, Training Division, Fire Prevention Division, or Administrative Division.

## ESSENTIAL FUNCTIONS

The essential functions of this position include, but are not limited to, the following duties and responsibilities:

1. Maintain response readiness (90 second reaction time) through crew integrity and keeping all assigned equipment in ready condition, and through maintaining all required training and physical fitness.
2. Supervise assigned responders, carry out assignments and expectations, set goals and benchmarks for subordinates, and provide timely and relevant feedback to build consistent success toward those goals and benchmarks.
3. Supports assigned personnel through action and demonstrative leadership; personal character, proactive communication and collaboration, conducting performance reviews, conflict resolution, ensuring personnel are provided appropriate training and resources, and promoting open and honest dialogue.
4. Maintain substantive knowledge of the geography, road systems, resources, demographics, and target hazards of the entire Fire District. Maintain reasonable familiarity with adjoining emergency response agencies and jurisdictions.
5. Participate in initiating, planning, developing, coordinating, supervising, implementing and completing assignments.
6. Ensures equal opportunity and professional development of all subordinates through a culture of mentorship, delegation, camaraderie, and clear leader's intent.

7. Assist in preparation and stewardship of assigned budget(s), accurately execute and supervise assigned expenditure procedures.
8. Provide effective leadership to assigned personnel during routine and emergency situations.
9. Impose corrective and disciplinary actions up to written warnings to subordinates. Implement corrective action plans as assigned by supervisor.
10. Seek opportunities to further training, certifications, and experience as a primary component of professional development for self and subordinates, and enhanced service to the community.

## SECONDARY FUNCTIONS

1. Able and credentialed to drive all district vehicles. Proficiently operates apparatus at assigned station.
2. Maintains minimum standards as a District Company Officer Firefighter, performs the duties of a Company Officer Firefighter as required.
3. Performs other duties as assigned.
4. Must be prepared to report/remain at work during major emergencies, disasters, and large emergency exercises with little or no notice. Must be able to meet this

requirement without substantial delay by taking appropriate steps for individual and family preparedness.

5. May receive assignments well outside of job description or normal chain of command during major emergencies, disasters, unanticipated situations, and some emergency exercises. This includes responding out of the district for up to two-week assignments or longer.

6. Proactively identifies and addresses problems or concerns with providing effective emergency services. Initiates, pursues, and completes projects related to effective emergency services and community risk reduction.

## JOB SCOPE

As the Company or Station supervisor, the Lieutenant is directly responsible for the successful outcomes of their assigned duties and the effective deployment of their subordinates. Lieutenants directly supervise both volunteer and career Firefighters. Lieutenants are charged with delivering high quality service to the public. Lieutenants verify personnel activity, training, and performance documents for accuracy and compliance. Lieutenants perform job performance reviews and directly interact with subordinates in their career development and preparation. Lieutenants serve to maximize service delivery through servant leadership, teamwork, integrity, and initiative. Lieutenants may assume the roles and responsibilities of subordinates and supervisors as qualified and as necessary to the mission of the Fire District.

## JOB QUALIFICATIONS

- Must meet knowledge, skill, and ability qualifications established by SJIF&R.

- Ability to lead employees effectively, enforce performance and behavior expectations, promote harmony, exercise sound judgment, and cooperate with other officials.
- Requires creativity and flexibility while keeping to industry requirements and adhering to risk management principles.
- Requires personal commitment to program success requiring long-term scheduling and ensuring deadlines and program deliveries are met.
- Ability to perform the physical abilities required for the essential functions which include, but are not limited to, regular walking, sitting, and standing; the ability to intermittently lift, carry, push, and/or pull over 150 lbs., occasionally climb ladders and stairs, crawl, bend, stretch, twist, run, balance, crouch, stoop, twist, turn, pivot, and otherwise be mobile; and all other physical activities as required in the performance of the essential functions. Ability and willingness to work in both open and confined work-spaces as well as in adverse environmental conditions for extended periods of time with little or no rest.

## WORKING CONDITIONS

Incumbent is exposed to all manner of environmental conditions including inclement weather, extreme temperatures, dust, noise, and all other conditions as required in the performance of the essential functions. Also exposed to hazards such as fumes, flames, chemicals, blood and other body fluids, and all other hazards as required in performance of essential functions. Requires the operation of various equipment, machinery, apparatus, and rescue vehicles as needed. Firefighting requires the ability and willingness to work in both open and confined work-spaces and may require working long hours and for extended periods of time between meals and breaks.