



Chief James Lange

Selah Fire Department Yakima County Fire District # 2

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9/14/23

Internal Fire Department Position Announcement

Lieutenant, Training Officer

Current starting wage: \$6,733/mo. (Lt. step 3)

General Membership,

This letter is to inform you of an open position within our organization.

Attached you will find the process timeline and job description for this position. If you qualify and are interested in being considered for this position, please provide a letter of intent to Chief Lange by 17:00, September 21, 2023. The letter must include a contact email and daytime phone number.

After letters are collected, candidates will be notified of further testing processes.

Any questions or concerns can be brought to Chief Lange.

Thank you,

James Lange
Fire Chief
Selah Fire Department
James.lange@selahwa.gov
(509) 698-7310

Lieutenant T.O. Position 2023

Timeline

- Sept. 14th Announcement posted and letter of intent requested.
- Sept. 21st Letter of intent due by 17:00 to Chief Lange. Letter to include contact email and daytime phone number.
- Sept. 25th Written and practical assignment handed out to candidates – one week for research and completion.
- Oct. 2nd Written assignment and resume due to Chief Lange by 09:00, written assignment evaluated (candidate list to top 5).
- Oct 3rd Practical assessment schedule sent out for Oct. 9th.
- Oct. 9th Practical evaluation.
- Oct. 10-11th Chief interviews (Candidates to be notified of times prior).
- Oct. 12th Civil Service – certify list.
- Oct 12th Conditional job offer made.
- DBA Final job offer.
- Nov. 1st Start date.

CITY OF SELAH

TRAINING LIEUTENANT

This job description is intended to present a descriptive list of the range of duties performed by the position. It is not intended to reflect all duties performed within the job.

Position: Lieutenant/Training Officer
Division: Training/Operations
FLSA: Non-exempt

Department: Fire
Report To: Deputy Chief/Chief

DEFINITION

Performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing training for fire, rescue, emergency medical services, hazardous materials, emergency management, all-hazard incidents and other aspects of emergency responses. Develops and coordinates curricula, lesson plans, examinations and scheduling of courses. Manages risk through a safety and accident prevention program.

SUPERVISION RECEIVED AND EXERCISED

Works under the general guidance and direction of the Deputy Fire Chief. Indirectly supervises and may coordinate or instruct, all subordinate career and paid-on-call firefighters and officers, EMS and support personnel, other temporary or seasonal employees, and other volunteer personnel as assigned directly or indirectly through subordinate officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans, coordinates, conducts, supervises, and evaluates on-the-job training and instructional programs including classroom, online and hands-on platforms covering fire suppression, rescue, emergency medical services, hazardous materials, emergency management, all-hazard incidents, other aspects of emergency responses, and all department training.
2. Responsible for preparing training schedules and reports, maintaining personnel training records, reports on training activities, coordinating outside training opportunities, monitoring training records to ensure Selah Fire Department, Washington State, and national training standards are being met, conducting training evaluations during drills and at emergency scenes, maintaining a certification inventory and notifying volunteers of expiration dates, and assures that training records are current, accurate, and comprehensive.
3. Develops training courses, evaluates training courses prepared by others, coordinates station officers in training programs, and updates lesson plans, as needed.
4. Responsible for monitoring and evaluating training presentations and drills, document conclusions, and make recommendations to the Deputy Fire Chief on training matters

5. Provides an orientation program for new applicants and supervises recruit school and all recruit training.
6. Expected to instruct classes for fire department personnel and members of the public.
7. Reviews department and personnel performance and effectiveness; formulates programs and procedures to improve training, and alleviate fire-ground deficiencies.
8. Provides input for new, or corrections to, policies and procedures for fire and EMS response, operations, and safety in order to implement directives from the Chief.
9. Prepares quarterly reports of training activities and attendance and presents them to the Deputy Fire Chief and station officers.
10. Responsible to consult with station officers regarding firefighter and officer development needs for the fire department, training requirements, and preparing training schedules.
11. Plans departmental training with respect to needed changes to policies and procedures for new equipment and apparatus and supervises the implementation of such procedures.
12. Evaluates the need for and recommends the purchase of new equipment and supplies for training to the Fire Chief.
13. Reports to the Deputy Fire Chief procedures performed incorrectly at emergency scenes.
14. Provides input and annual budget request to the Fire Chief for Fire and EMS training expenditures.
15. Responsible to procure and maintain necessary supplies and equipment for the delivery of training classes.
16. Responds to alarms and may direct activities at the scene of major emergencies, as required.
17. Performs the duties of command personnel as assigned and serves as department duty officer as needed.
18. Operate within a flexible work schedule to accommodate the needs of the fire department when directed.
19. In the absence of the Fire Chief and/or Deputy Fire Chief, this position will be next in command of the Fire Department.
20. Performs all other duties as assigned by the Fire Chief or Deputy Fire Chief.

*This position is part of the Duty Officer rotation for the department. Current rotation is one (1) week (Monday – Friday), every 3rd week and shall meet requirements of Policy #2140, Duty Officer.

PERIPHERAL DUTIES

1. Attends conferences and meetings to keep abreast of current trends in the field; represents the training division in a variety of local, county, state and other meetings.
2. Attends and maintains as active role in Yakima County Training Officer's Association meetings and holds position on board as needed.
3. Serves as a member of various employee committees.

MINIMUM QUALIFICATIONS

Education and Experience:

1. Must have a high school diploma or G.E.D.
2. Must be a current employee or member of the Selah Fire Department.
3. Three (3) years experience as a fulltime firefighter or above, or (5) years experience as a volunteer/paid on call member involving suppression, emergency medical response, training and incident command experience.
4. Must meet all minimum qualifications of firefighter position.
5. Must currently be a member in good standing with the Selah Fire Department for drill and call attendance.
6. Must be able to pass the department medical physical required of the career employees.

Must currently possess or obtain within one year (as training is available).

1. IFSAC FF1 or higher.
2. IFSAC Fire Service Instructor 1, according to NFPA 1041, current Edition.
3. Red Card Firefighter 1 (or within NWCG task book time frame).
4. Washington State EVIP Instructor.
5. Washington State BLS Evaluator.
6. National Fire Academy Incident Safety Officer.
7. IFSAC or Pro Board Health and Safety Officer.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Thorough knowledge of modern fire suppression, prevention and emergency medical services principles, procedures, techniques, and equipment. Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T Certification; considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
2. Skill in the operation of the listed tools and equipment.
3. Ability to do the following; train and supervise subordinate personnel, perform work requiring good physical condition, communicate effectively orally and in writing, exercise sound judgment in evaluating situations and in making decisions, effectively give and receive verbal and written instructions, establish and maintain effective working relationships with other employees, supervisors, volunteers and the public, and meet the special requirements listed below.

SPECIAL REQUIREMENTS

1. Must be twenty-one (21) years of age or older at time of hire.
2. Must possess, or be able to obtain by time of hire, a valid Washington State Driver's License, and certification of Emergency Vehicle Incident Prevention Program (EVIP) without record of suspension or revocation in any state.
3. No felony convictions and no disqualifying criminal histories.
4. Ability to read and write the English language.
5. Ability to meet departmental physical standards.

TOOLS AND EQUIPMENT USED

Emergency medical aid unit and equipment, fire apparatus, fire pumps, hoses, and other standard firefighting equipment including; ladders, first aid equipment, radio, pager, personal computer, basic software programs, and phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand, walk; use hands to finger, handle, and operate objects, tools, or controls, and reach with hands and

arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl, and taste or smell.

The employee must frequently lift and/or move up to 70 pounds and occasionally lift and/or move up to 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

SELECTION GUIDELINES

Formal application; review of education and experience, appropriate testing and interviews, oral interview, background check, physical agility, drug screening, final selection and pre-employment medical examination. NOTE: Appointees will be subject to completion of a standard probationary period.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employee agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job changes.