

Spokane County Fire District 10
929 S Garfield Road
Airway Heights, Washington 99001
509-244-2425

April 10, 2024

To: Candidates for the position of Prevention Lieutenant

From: Chief Malone

Subject: Posting for Prevention Lieutenant

District 10 will be recruiting qualified individuals for the position of Prevention Lieutenant. This position will be open to qualified candidates only (see below).

Application Packet Requirements:

Promotional application – for internal candidates

Application – for external candidates

Letter of Interest

Resume

Current driving abstract (must be dated between April 10, 2024 and May 3, 2024)

Copies of certifications to meet minimum qualifications

Application packets will be accepted beginning 1500hrs on April 10, 2024 through 1600hrs on May 3, 2024. Late or incomplete application packets will not be accepted.

Schedule of events: 5/8/2024 – assessment center/panel interviews

5/9/2024 – chief's interview

5/13/2024 – offer letters sent

5/26/2024 – tentative start date

Required occupational qualifications:

To be eligible to apply and hold a District Lieutenant position, the applicant must meet the following required occupational qualifications by the close of applications and maintain them. Applicants applying for promotional positions will serve a one-year probationary period.

Prevention Lieutenant

- Minimum age for this position is 18 years
- A minimum of a high school education or other educational equivalent
- Possess and maintain a Washington State Driver license
- Washington State EMT certification (minimum)

- IFSAC/Pro-Board Firefighter 1 certification
- IFSAC/ICC Fire Inspector I (must achieve within six months of appointment to position and maintain)
- IAAI-FIT Certified Fire Investigator (must achieve within one year of appointment to position)
- Wildland Crew / Engine Boss certification (NWCG) (Within 2 years)
- NFPA/IFSAAC Instructor I certification.

Starting Salary (per contract) \$7,521.39/month in 2024. Benefits as outlined in collective bargaining agreement.

If you have questions or need more information about the position, contact Administrative Director Callahan or Chief Malone.

Attachment:
Supplemental Questions
Job Description

SPOKANE COUNTY FIRE DISTRICT 10
APPLICATION FOR PROMOTIONAL EXAMINATION

NOTE: All of the questions on this application must be answered in ink in the applicant’s own handwriting or typed. A false statement or material omission knowingly made on this application is good cause for exclusion from the eligibility list. If a question is not applicable, mark it “N/A.”

I HEREBY MAKE APPLICATION to be examined for promotion to the position of

_____ at Spokane County Fire District 10.

1. Name _____
 (Last) (First) (MI)

2. Address _____
 (Street) (City) (State) (Zip)

3. Phone _____
 (Home) (Work) (Cell)

4. E-mail Address _____

5. What is your original membership start date? _____

6. Do you meet all the occupational qualifications as listed in the job description for the
position you are applying? _____

THE FOREGOING AND FOLLOWING DECLARATIONS ARE MADE UNDER PENALTY OF
PERJURY.

Applicant’s Signature Date

**Spokane County Fire District 10 is an equal opportunity employer and will not base
promotional decisions on race, color, sex, sexual orientation, age, national origin, religion,
marital status, veteran status, disability, or other protected status.**

Revised 07/28/2016

OFFICE USE ONLY
DATE RECEIVED



929 S GARFIELD ROAD AIRWAY HEIGHTS WA 99001
PHONE (509) 244-2425 FAX (509) 244-2421
www.scf10.org

DEPARTMENT APPLICATION

Dear Applicant:

Thank you for your interest in joining Spokane County Fire District 10. You must complete all sections of this application. Please print clearly or type the required information using black or blue ink.

PROGRAM INTEREST				
Please mark the program you are interested in providing volunteer service with:				
<input type="checkbox"/> Deputy Chief				
<input type="checkbox"/> Division Chief				
<input type="checkbox"/> Lieutenant				
<input type="checkbox"/> Firefighter				
PERSONAL INFORMATION				
First, Middle, Last				
Address:				
City:		State:	Zip:	
Primary Phone:				
Email Address				
Driver's License Number:		State:		
Are you over 18 years of age?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
How did you learn of this opportunity?		<input type="checkbox"/> Website <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Open House <input type="checkbox"/> Other		
IN CASE OF EMERGENCY NOTIFY				
Name:				
Phone:				
Relationship:				
MEDICAL CONDITIONS				
List any allergies or other conditions that could affect emergency treatment:				
List physical or health restrictions that could limit effectiveness:				

EDUCaTIONAL BACKGROUND					
High School					
Graduated?	<input type="checkbox"/> Yes <input type="checkbox"/> No		If not, GED?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name School(s) Attended:			City/State:		
College or Vocational School					
Graduated?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Major:		
School(s) Attended:			City/State:		
EMPLOYMENT HISTORY (List 3)					
List most recent employer first. Include fire and/or U.S. Military Service and volunteer service if applicable. If employment was under a different name, please indicate name.					
Employer:			Description of Duties and/or Responsibilities:		
Supervisor:					
Address:					
City:					
State:	ZIP Code:				
Telephone:					
Position(s):					
Dates of		to			
Employer:			Description of Duties and/or Responsibilities:		
Supervisor:					
Address:					
City:					
State:	ZIP Code:				
Telephone:					
Position(s):					
Dates of Employment:		to			
Employer:			Description of Duties and/or Responsibilities:		
Supervisor:					
Address:					
City:					
State:	ZIP Code:				
Telephone:					
Position(s):					
Dates of Employment:		to			
<i>If you wish to include additional experience, please attach the above information for each position on a separate sheet of paper.</i>					
REFERENCES					
List three (3) non-family references:					
Name:			Relation:		
Phone:			E-Mail Address:		
Name:			Relation:		
Phone:			E-Mail Address:		
Name:			Relation:		
Phone:			E-Mail Address:		

QUALIFICATIONS, SKILLS, & TRAINING

List any Fire/Rescue, EMS, and/or emergency management certifications you currently hold. Include expiration dates and certifying state, department, or agency. Please attach copies of your certifications to this application.

Certification	Certifying State/Department/Agency	Expiration Date

List any special qualifications, skills, certificates, training and/or licenses you hold.

CERTIFICATION & AGREEMENT

**This statement must be signed.
Please read the following statement carefully before signing.**

I understand that any information contained within this application may be verified and that all information obtained as a result of this application is confidential and will be used only for the purpose of determining membership. I understand that if I am accepted by Fire District 10, I may be subjected to drug and/or alcohol testing and/or physical examinations. I agree to keep Fire District 10 informed as to any changes of the information contained in this application (change of address, phone, convictions, traffic violations, etc.) I also understand that false statements or omissions of information will make this application void and may terminate my membership.

Applicants receiving a conditional offer of employment will be required to undergo and successfully pass a criminal background check. Criminal convictions are not an automatic bar to employment with Spokane County Fire Protection District 10. Considerations include, but are not limited to, the nature of the conviction, when the event occurred, and the relationship between the position applied for and the type of crime.

Signature of Applicant

Date

Printed Name of Applicant

YOUR APPLICATION PACKET IS NOT CONSIDERED COMPLETE UNTIL ALL THE FOLLOWING DOCUMENTS ARE RECEIVED:

- Signed and dated application
- Copy of Driving Abstract
- Resume and Cover Letter
- Copy of Certifications



AUTHORIZATION TO RELEASE INFORMATION

To whom it may concern,

I authorize you to furnish Spokane County Fire Protection District #10 with any and all information that you have concerning me, my work record and my reputation, not prohibited by the Washington State Law against Discrimination RCW 49.60 and regulations concerning Fair Pre-Employment Inquiries. This will include a criminal background check.

Information of a confidential or privileged nature may be included. Your reply will be used to assist Fire District 10 in determining my qualifications and fitness for the position I am seeking with the Fire District.

I further understand that the District may, from time to time, request an updated driving and/or criminal background check and that I am required to inform the District of any driving changes including violations

I hereby release you, your organization and others from any liability or damage, which may result from furnishing the information requested. Please consider copies of this document to have the same power of authorization as an original document.

DO NOT SIGN OR DATE THIS DOCUMENT UNTIL YOU ARE IN THE PRESENCE OF A NOTARY PUBLIC

Date of Birth

Social Security Number

Print Name

Signature

Date

SUBSCRIBED AND SWORN TO before me this _____ day of _____, _____.

Notary Public in and for the State of Washington Residing at
Spokane

Notary Public in and for the State of Washington
Residing at Spokane

SPOKANE COUNTY FIRE PROTECTION DISTRICT 10
JOB DESCRIPTION

Position: District Lieutenant Reports To: Deputy Chief – Safety & Logistics

Division: Prevention Program FLSA Status: Non-Exempt

I. Function

Under the direction of the Fire Chief and Deputy Chief – Safety & Logistics, the Prevention Program Lieutenant is responsible for a variety of fire prevention duties including inspections, plan review, public education and investigations. The Lieutenant also provides records, reports and incident documentation.

The Fire Prevention Lieutenant will serve as a firefighter or Duty Officer as necessary to fill vacancies in staffing as assigned. The Lieutenant shall have the authority and responsibility of the Duty Officer to effectively supervise personnel assigned to his/her company when assigned as the shift officer.

The Lieutenant will perform all functions and duties of a firefighter/EMT when assigned.

The Fire Prevention Lieutenant will perform other duties as assigned, to accomplish the mission of the District.

Position may or may not have to perform all duties listed, nor are all duties of any one position listed.

II. Job Location and Conditions

The job location is generally within areas served by Fire District 10 but is subject, from time to time, to areas outside of the District. This may include running errands, picking up parts, tools, apparatus, and training or prevention supplies outside of the District.

Work may be performed out of doors regardless of weather conditions. The Lieutenant may be subject to temperature extremes, extreme conditions, confined spaces, dangerous atmospheres, biohazards, heights and other potentially dangerous conditions.

The Lieutenant will need full range of motion and may be subjected to repetitive running, walking, stooping, bending, crawling, standing, sitting, climbing and laying, in some cases for extended periods of time. The Lieutenant may be required to lift heavy objects from time to time and must be capable of moving, dragging or otherwise rescuing victims from harm in hazardous conditions.

As part of a crew, the Lieutenant may be assigned to perform as a firefighter, driver/operator, or crew leader.

Is subject to the terms and conditions of employment contained in the collective bargaining agreement.

Work Schedule – 24 hours on duty followed by 48 hours off duty with the exception of scheduled Kelly Days. The duty shift shall begin at 0700 hours on the duty day and shall end at 0700 hours the following day.

III. Duties:

Respond to emergency calls as a response firefighter/EMT.

Develop and deliver a comprehensive public education program or other designee. Will present or coordinate public presentations and demonstrations.

Purchase public education material and equipment necessary to support, maintain and develop the public education program (as approved).

Will coordinate scheduling of station tours with station officers and personnel.

Coordinate District's outreach to the public under supervision of the District PIO (Assistant Chief) in order to deliver a consistent message in support of the mission and vision of the District.

Develop and coordinate cadre of District members to deliver public education and outreach, to include but not limited to CPR classes, first aid, and administration of home safety surveys and wildfire risk assessments.

Perform fire inspections of buildings including commercial, industrial, public, assembly, and certain adult group homes, day care centers, and schools.

Inspects water systems to ensure that they comply with recognized District/County standards.

Perform plan review of construction projects including, but not limited to, long and short plats, zoning variances, administrative acceptance applications, conditional use permits, special permits, road closures, planned unit developments, commercial and industrial building.

Assist in the investigation of fires to determine the cause and origin and cooperates with law enforcement in an effective manner to assist in arson and incendiary investigations. Assist in any other scene or district investigation as assigned.

Coordinates with local and state prevention and public education groups in providing in district and at the county level prevention activities.

Maintain records for hazardous materials used, stored, and manufactured in the district.

Implement and maintain building preplans for all commercial buildings located inside the district's boundaries.

Maintain district map books and coordinate all changes and updates as they become available.

Assist in the preparation of the fire and public prevention expense plan.

Provide training instruction for all fire district personnel in support of the District Training Division, to include but not limited to prevention topics.

Perform research and development on special projects as assigned.

IV. Additional Duties

Assists as directed in planning and conducting training and maintenance programs, and other programs as may be required to produce a highly efficient fire suppression and emergency force.

Assists in the recruiting process and retention of volunteers as assigned.

Supervises his/her assigned company in completion of fire suppression, emergency medical, housekeeping, and maintenance routines and other assigned task to insure compliance with the district policies and standards.

Evaluates company and individual performance against adopted District standards, and provides feedback and constructive remedial training as needed.

Responsible for maintaining high morale and discipline among all personnel. Take appropriate action up to the written warning stage and thereafter recommend appropriate action to the Assistant Chief. May take immediate action to suspend personnel from shift if the situation demands such actions, notify the duty officer, document the situation and action taken, and make recommendations to the Assistant Chief.

Informs the Duty officer and files the necessary maintenance request for equipment, vehicles and apparatus, and stations.

Performs Firefighter/EMT duties in a manner consistent with the district policies and standards. The Lieutenant is under general supervision and will be able to function safely and effectively as an integral member of a team of equally or less experienced firefighters to accomplish a series of tasks as well as supervise multi-company operations.

Assumes command in the absence of a superior officer and performs fire/medical emergency scene duties necessary to complete the district's mission.

Responsible to ensure fire companies do not destroy fire scene evidence. Investigate the cause and origin of the fire and document findings for fire investigation department.

The employee must be able to recognize hazardous materials and conditions.

Performs other duties as may be assigned.

V. Required Knowledge and Abilities

The Lieutenant must have considerable knowledge of Fire District policies, rules and guidelines regarding firefighting methods, hazardous materials operations, motor vehicle accidents, emergency medical procedures and fire prevention methods.

Ability to communicate effectively with assigned personnel, emergency cooperators, as well as the public.

General aptitude to resolve conflict in an effective and efficient manner.

Knowledgeable of the operation and maintenance of firefighting apparatus and the equipment used by the fire district and be able to apply that knowledge.

Know the general geography of the district and the location of major roads, intersections, major buildings, and show proficiency at map and preplan reading.

Ability to train, assign, delegate tasks, and supervise others.

Have a working knowledge of the Incident Command System (ICS) and how to establish and apply it to incidents and training evolutions.

Be capable of (and willing to assume) responsibility for command of fire suppression and emergency personnel assigned during emergency conditions.

Maintain physical strength, fitness, agility and coordination as needed to perform job.

VI. Basic Qualifications

Normally this is a promotional position requiring completion of a minimum of 2 years of service with District 10 in a subordinate position as a career member of the department.

- Minimum age for this position is 18 years
- A minimum of a high school education or other educational equivalent
- Possess and maintain a Washington State Driver license
- Washington State EMT certification (minimum)
- IFSAC/Pro-Board Firefighter 1 certification
- IFSAC/ICC Fire Inspector I (must achieve within six months of appointment to position and maintain)
- IAAI-FIT Certified Fire Investigator (must achieve within one year of appointment to position)
- Wildland Crew / Engine Boss certification (NWCG) (Within 2 years)
- NFPA/IFSAC Instructor I certification.
- Demonstrated ability to remain calm and function effectively during periods of extreme stress.
- Sufficient good health to perform fully the requirements of this position.
- Must not be drug/alcohol dependent subject to district policy.
- Capable of using assigned computerized equipment in completing required reports.
- Ability to operate computer and audiovisual equipment utilized for instruction
- Aptitude for occupancy inspection, prevention, public education, investigation, community risk reduction, training, and company command functions.

VII. Preferred Qualifications

The following are goals for Prevention Program Lieutenant to work towards to advance his/her career.

- IFSAC/Pro-Board Fire Officer I
- IFSAC/Pro-Board Fire and Life Safety Educator
- NWCG Strike Team Leader
- NWCG Incident Commander Type IV
- NWCG Investigator
- Advanced EMT
- Training and experience as a Duty Officer
- Fire Science Degree or other applicable college education