



- Rebecca Grizzle Commission Chair
- Alesanne Dugan, Commissioner
- Jeff King, Commissioner

- Joseph Rodondi Fire Chief
- Desiree Barker, Chief Administrative Officer
- John Tacy, Division Chief
- Ken Foster, Fire Marshal

### CALL MEETING TO ORDER

The meeting was called to order at 12:58 pm by Commission Chair Grizzle.

### AGENDA ITEM #1 - APPROVAL OF MINUTES

Commissioner Dugan made a motion to approve the minutes. Commission King 2<sup>nd</sup> the motion.

#### Vote:

- Commission Chair Grizzle – Yea
- Commissioner Dugan – Yea
- Commissioner King – Yea

### CITIZEN COMMENTS

There were no citizen comments.

### NEW BUSINESS

#### Agenda Item #2 – Job Description Update for Fire Marshal and Deputy Fire Marshal Positions

Chief Rodondi introduced the Fire Marshal and Deputy Fire Marshal Positions discussion to the Commission.

- Fire Marshal Foster discussed reasons for the changes. The Fire Marshal job description now aligns with Oregon State’s changes to position titles. Special Qualifications were updated to remove redundancy, and unnecessary certificates were removed. Duties under another agency’s authority were also removed. The changes make this position more attainable for applicants.
- Deputy Fire Marshal changes were also to align with Oregon State’s position titles. Additionally, plan reviews responsibility was added to provide experience and to assist with future promotions.

Commissioner King made a motion to approve the Fire Marshal and Deputy Fire Marshal job description updates as presented. Commission Dugan 2<sup>nd</sup>, all in favor, motion approved.

#### Vote:

- Commission Chair Grizzle – Yea
- Commissioner Dugan – Yea
- Commissioner King – Yea

#### Agenda Item #3 – Open Recruitment Process for Fire Marshal and Deputy Fire Marshal Positions

Chief Rodondi requested opening the Fire Marshal and Deputy Fire Marshal positions.

- We have qualified staff now. Chief requested the Fire Marshal recruitment first. It will remain open for two weeks.
- Directly after, he requested to open the Deputy Fire Marshal recruitment. It will remain open for two weeks.

## LEBANON FIRE DISTRICT CIVIL SERVICE MEETING MINUTES

June 10, 2025

- The goal is to have the positions filled and ready to start on October 1<sup>st</sup>.
- Hiring prior to FM Foster's upcoming retirement, allows an overlap to train new staff.

Commissioner King made a motion to approve Job Description updates as presented and to open the recruitment process for Fire Marshal and Deputy Fire Marshal. Commission Dugan 2<sup>nd</sup> the motion.

Vote:

Commission Chair Grizzle – Yea

Commissioner Dugan – Yea

Commissioner King – Yea

### **Agenda Item #4 – Extend Firefighter Eligibility List**

Chief Rodondi explained the promotional impacts to our ranks.

- Lieutenant Nunes will assume the Battalion Chief position on July 1. This movement creates a vacancy for firefighter after promotions into lieutenant and engineer occur.
- Once all movements occur, we anticipate vacancies in our firefighter position.
- We hope to have the firefighter positions hired by January 1.

Commissioner King made a motion to extend the Firefighter Eligibility List. Commission Dugan 2<sup>nd</sup> the motion.

Vote:

Commission Chair Grizzle – Yea

Commissioner Dugan – Yea

Commissioner King – Yea

### **OTHER AGENDA ITEMS**

Chief Rodondi provided an update on EMS lack of funding resources. This also impacts other agencies across Oregon.

**THE CIVIL SERVICE MEETING ADJOURNED AT 1:28 pm.**

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Rebecca Grizzle, Commission Chair

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Joseph Rodondi, Fire Chief

## **DIVISION CHIEF**

Class Title: Division Chief; FLSA Exempt Position

Updated: ~~June 2, 2022~~

### **I. POSITION SUMMARY AND PURPOSE**

The Division Chief is a management class found in the Fire District, responsible for planning, organizing, directing and evaluating the work of a Division under the general direction of the Fire Chief, who outlines broad policies and reviews work primarily for results obtained. The Division Chief is a classified position and is subject to the rules and regulations of the Lebanon Fire District Civil Service Commission. The Division Chief is exempted as an “Exempt Employee” as described in ORS 653.269 and OAR 839-020-0320.

### **II. SUPERVISION RECEIVED**

The Division Chief receives general administrative direction and direct supervision from the Fire Chief within established goals, budget, and boundaries set by District policy as well as all applicable laws. The Fire Chief reviews the work of the Division Chief for effectiveness and conformance with established policies, rules and standards.

### **III. SUPERVISION EXERCISED**

The Division Chief exercises supervision over all subordinate personnel in a Division. The Division Chief is responsible for administrative, operational, fire and life safety, and training functions of the District and may assume the responsibilities of the Fire Chief in the Fire Chief’s absence. The Division Chief has the authority to make necessary decisions related to administrative functions and operations of the district. The Division Chief supervises subordinate career and volunteer personnel both at emergency scenes and in daily performance and activities. The Division Chief has authority to make work assignments, to evaluate performance, and to discipline and/or suspend subordinate personnel for violation of policy, rules, regulations, or for misconduct, including the imposition of economic discipline. The Division Chief recommends to the Fire Chief actions resulting in the hiring, firing, promotion, demotion, or transfer of subordinate personnel.

### **IV. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

The Division Chief will be assigned to one of three divisions – Operations, Training and Safety, or Fire and Life Safety. The division assignment will be made by the Fire Chief based upon knowledge, skills, abilities, certifications and District needs. The division assignment may be changed at the sole discretion of the Fire Chief.

#### **A. OPERATIONS DIVISION**

1. Provides professional leadership over the day to day operations of emergency response and maintenance.
2. Responds to emergency incidents when necessary and may take command of major events.

3. Evaluates operational service delivery and proposes modifications to meet the needs of the District.
4. Conducts research and provides recommendations on a wide variety of issues that affect the District.
5. Works collaboratively with the executive team to participate in decisions that guide the District toward accomplishing the mission and vision.
6. Provides supervision and has responsibility for all operational personnel, equipment, and operations of the District under the direction of the Fire Chief.
7. Performs first level administrative and command duties for the EMS system under the direction of the Fire Chief.
8. Acts as a liaison with all state/local agencies to coordinate EMS activities as required by law and is the District's liaison with the EMS Medical Director.
9. Builds and maintains positive and effective working relationships with union leadership.
10. Serves as a member of the management team during contract negotiations and generally functions as the first point of contact for labor union issues, grievances, and demand to bargain impacts.
11. Develops and administers the budget and expenditures of the division within level of supervision. Working closely with the Fire Chief to ensure the long term financial viability of the District in meeting the mission and vision of the District.
12. Measures and reviews the accomplishments and performance of subordinate functions and conducts evaluations.
13. Monitors compliance with policy and effective utilization of assigned human resources.
14. Fosters and promotes effective integration and efficient coordination between paid and volunteer programs, activities, shifts, stations, and members.
15. Practices and promotes safe working habits. Reports unsafe working conditions and implements corrective measures as required.
16. Performs all other duties and functions as may be assigned, required, or directed.
17. Assigns work to all Battalion Chiefs as needed and sees that assignments are completed within the scheduled time frame.
18. Provides consistency in day-to-day shift responses and EMS practices.

**B. FIRE AND LIFE SAFETY DIVISION**

1. Administers the operation of the Fire and Life Safety Division, including the enforcement of all applicable federal, state and local fire and life safety codes.
2. Conducts and/or oversees detailed field inspections of all types of buildings, occupancies, and special protection systems to determine and enforce compliance with federal, state, and local codes and ordinances; notifies owners or other persons in violation of fire safety laws or ordinances and provides time schedule for compliance. Conducts re-inspections as necessary.
3. Manages the development and preparation of amendments to fire and building codes reflecting solutions to latest trends and techniques in the construction business.
4. Manages retention of fire and life loss records, inspection records, investigation reports, (activities, hazards, and violations noted and abated), investigations, complaints, (special

and unusual hazards noted or abated), juvenile fire-setter records and other information, making reports as needed to the public.

5. Develops and maintains fire department data processing techniques for the preservation of fire and EMS records and fire prevention, training, EMS, and maintenance projects.
6. Analyzes municipal fire problems and makes recommendations to ensure adequate water supply for fire suppression purposes.
7. Develops public relations and education programs for citizens of the District in fire prevention and life safety information.
8. Interacts with and advises building owners, architects and builders for the purpose of checking building plans, general upgrading of structures and properties to ascertain that the intent of the fire and life safety codes are met.
9. Participates in short and long-range planning efforts, recommends strategies for service delivery, financial, and administrative efficiencies.
10. Submits the annual administrative, planning, and fire and life safety budgets to the Fire Chief.
11. Attends conferences, schools and various meetings to maintain certifications required for position and to stay abreast of new developments and discoveries as it relates to fire prevention and supervisory techniques.
12. Prepares standard reports and maintains records appropriate to fire and life safety.
13. Acts as a liaison with federal, state and local fire prevention, code and law enforcement agencies to coordinate fire and life safety activities as required by law.
14. Manages fire investigations to determine ~~probable cause, origin and cause, and circumstances~~; provides information and may testify in court to assist law enforcement and judicial personnel in the prosecution of persons charged with violations of fire prevention laws and ordinances including arson.
15. Oversees LFIT (Lebanon Fire Investigation Team). Participates in and acts as liaison with LBFIT (Linn-Benton Fire Investigation Team.)
16. Oversees Fire and Life Safety Division and Operations Division personnel in conducting fire prevention programs and campaigns within the District; circulates fire prevention literature; responds to requests and encourages opportunities to make presentations on fire safety and prevention to various civic organizations, clubs, schools, etc. within the District.
17. Manages plan reviews of building project plans, to include new and remodel projects, for compliance with local, State, and Federal fire safety regulations and codes.
18. Manages public presentation programs on fire safety/prevention to various civic organizations, clubs, schools and other public entities within the fire district.
19. Manages the District's Public Information programs.

### **C. TRAINING AND SAFETY DIVISION**

1. Coordinates, plans, and directs the training and safety for the District in all areas, including fire suppression, rescue, emergency medical, hazardous materials, and personnel development.
2. Works with local fire departments, community colleges, and other training agencies to coordinate the department's program to meet local needs.

3. Manages the operation of the District's training and drill facilities.
4. Maintains required training for EMT, Paramedic, and Department of Public Safety Standards and Training (DPSST) re-certifications.
5. Compiles related reports as required for the Fire Chief, Board of Directors, and/or the Department of Public Safety Standards and Training (DPSST).
6. Maintains a working knowledge of state and federal training and safety regulations and their impact on District operations. Acts as liaison with private industry on fire suppression issues and emergency response plans.
7. Coordinates company level training and provides lesson plans and direction for Battalion Chiefs and Lieutenants to provide quality, consistent training to all personnel.
8. Performs task level performance testing to verify proficiency of the company level training.
9. Works with Volunteer Officers regarding recruitment, retention, and training of Volunteer Firefighters.
10. Assists with the development of training criteria and helps identify deficiencies in training and performance.
11. Oversees training and training records for all personnel.
12. Develops training in the areas of fire suppression and EMS to ensure that personnel can meet and/or exceed the desired level of function and goals for efficiency and effectiveness as outlined in the District's Standard Operating Guidelines and EMS Standing Orders.
13. Assists the Operations Division with the development of all training evaluation criteria.
14. Provides scheduling for day-to-day shift training and safety practices.
15. Identifies deficiencies in training, safety, and performance.
16. Prepares standard reports and maintains records appropriate to training and safety.
17. Acts as a liaison with all state/local agencies to coordinate training activities as required by law.

#### **V. PERIPHERAL DUTIES**

1. Participates as District representative in local, county, regional and state meetings and planning groups.
2. Attends conferences, schools, and seminars related to enhancement of the position and the District to deliver effective fire, EMS, and life safety services to the public.
3. Represents the District by active participation and membership in state, national, and international organizations as authorized by the Board of Directors and the Fire Chief.
4. Represents the District by participation and membership in local service organizations.
5. Professionally represents the District at a variety of external meetings, functions, and events.

#### **VI. TYPICAL EXAMPLES OF WORK**

##### Personnel:

1. Assigns and delegates work and/or training to subordinate personnel.

2. Regularly evaluates work and training of subordinate personnel for competence and conformance with District policies, procedures, standards and rules.
3. Works closely with all personnel regarding personnel problems, planning, and budgeting.
4. Participates as a member of the executive management team.
5. Assists in labor negotiations with the labor union bargaining unit.
6. Maintains effective communications and provides training with subordinate personnel on work assignments, performance, rules, regulations, and policies.

Administrative Duties:

1. Serves with the Fire Chief in a departmental policy making and review capacity.
2. Represents the Fire Chief at various meetings such as Board of Directors, City Council, Fire Defense Board, Union, and Staff as required.
3. Administers issues concerning patient confidentiality, protecting the privacy of all patient information in accordance with the District's privacy policies, procedures, and practices as required by federal and state laws, and in accordance with general principles of professionalism as a health care provider.
4. Attends conferences, schools, and various meetings to keep abreast of new developments and discoveries as it relates to firefighting and supervisory techniques.
5. Submits various portions of the annual budget to the Fire Chief.
6. May act in capacity of the Fire Chief in their absence.
7. Assists in the formulation of District goals and objectives as well as recommends budgetary items affecting division to the Fire Chief. Once approved, the Division Chief administers and prioritizes expenditures from those budgets throughout the fiscal year.

Emergency Operations Responsibilities:

1. Responds to fires, EMS, and other emergencies as needed, performing firefighting duties as required including combating, extinguishing, and preventing fires as well as protecting life and property.
2. Provides direction and participates in fire suppression and emergency activities unless or until relieved by a higher-ranking officer.
3. Acts as Incident Safety Officer or other Command Staff position.
4. Makes decisions as to method of combating fires and performing rescue operations.

**VII. MINIMUM QUALIFICATIONS**

1. Must possess a valid, insurable driver's license and be able to respond with short notice, 24 hours a day, on an emergency basis to District alarms. Possession of a valid Oregon Driver's License required within six months of hire.
2. NFPA Fire Officer 2 certification (or equivalent).
3. NFPA Instructor 1 certification (or equivalent).
- ~~4. NWCG Strike Team/Task Force Leader Certification or equivalent.~~
- ~~5-4.~~ Certified Emergency Medical Technician (EMT). Must be certified with the State of Oregon within six months of hire.

- ~~6.5.~~ Must meet all federal/state/county and District minimum requirements to participate in emergency operations.
- ~~7.6.~~ Proficient in the Incident Command System.
- ~~8.7.~~ Ability to communicate well (verbally and written) with other personnel and the public.
- ~~9.8.~~ Ability to plan, organize and supervise work programs.
- ~~10.9.~~ Knowledge of principles and practices of teaching/training methods for firefighting and EMS personnel.

Education and Experience:

1. Ten (10) years of full-time paid emergency response experience with a paid or combined paid/volunteer fire department with at least five (5) years of combined supervisory and project / program management experience. Four (4) years of supervisory Acting in Capacity (AIC) time may be substituted for one (1) year of supervisory equivalency.
2. Associate degree in fire science, EMS, fire administration, business, or related field. Graduation from high school or GED equivalent and four (4) years of relevant fire service experience may be substituted for the required degree.

Knowledge/Skills/Abilities:

1. Knowledge of principles of supervision; modern fire suppression methods, fire behavior, technology and equipment.
2. Knowledge in the application and development of division plans and objectives, personnel and emergency scene management, community activities, and public awareness.
3. Knowledge of NFIRS (National Fire Incident Reporting System) record-keeping systems required.
4. Knowledge of third-party fire records database management systems.
5. Knowledge of the modern principles and practices of fire protection including National Fire Protection Association Standards, The International Fire Code and the Oregon Fire Code.
6. Ability to effectively plan, organize, direct, and evaluate the work of others.
7. Ability to analyze program needs and make recommendations for change.
8. Ability to analyze fire loss data.
9. Ability to effectively deal with personal danger which may include exposure to fire, dangerous persons, dangerous animals; hazards of emergency driving; hazards associated with traffic control and working in and near traffic; and natural and man-made disasters.
10. Ability to communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions.
11. Ability to make sound decisions in a manner consistent with the essential job functions.

Special Qualifications for assignment to Fire and Life Safety Division:

1. OSFM Fire Marshal Competency Recognition within 24 months of hire.
2. ~~OSFM Fire and Life Safety Specialist 1 designation or higher Oregon Fire Inspector II~~
3. OSFM Youth Fire Prevention Interventionist.
4. ~~NFPA Fire Inspector II~~
5. ~~NFPA or ICC Certified Fire Plan Examiner certificate within 12 months of hire.~~
6. I.A.A.I Certified Fire Investigation Technician (or I.A.A.I. Certified Fire Investigator)

**Commented [KF1]:** Will need to transition this to NERIS late 4<sup>th</sup> quarter

**Commented [KF2]:** To acquire the Oregon Fire Inspector II you have to have the ICC Fire Inspector II as well as the NFPA Fire Inspector II. This is the minimum qualification needed for our district to operate and function as we do from a code perspective. Someone has to maintain the II or the Fire Marshal designation. That is why I have made it a required qual.

- ~~7-6.~~ Working knowledge of the Oregon Fire Code, the Oregon Building Code, and the Oregon Structural Specialty Code.
- ~~8-7.~~ Working knowledge of methods and techniques of fire prevention inspections and investigations.
- ~~9-8.~~ Working knowledge of the legal process involved in code enforcement and fire protection.
- ~~10-9.~~ Ability to conduct thorough and efficient fire-related inspections and investigations.
- ~~11-10.~~ Ability to plan and conduct effective fire prevention programs including ability to make interesting/informative presentations to various community groups.

#### **VIII. DESIRED QUALIFICATIONS**

1. DPSST certified Division/Group Supervisor or higher.
2. NFPA Public Information Officer certification.
3. Bilingual (Spanish Speaking).
4. EMT/Paramedic.
5. Thorough knowledge, understanding, and experience in city, state, and federal laws and regulations, District policies and objectives, and labor agreements.
6. Thorough knowledge, understanding, and experience in ~~and~~ fire prevention and suppression management techniques.
7. Knowledge of record-keeping systems required in training and safety programs.
8. Demonstrated ability to work closely with volunteers, elected officials, staff and citizens.
- ~~8-9.~~ NWCG Strike Team/Task Force Leader Certification or equivalent.

#### **IX. DESIRED EXPERIENCE/TRAINING**

1. NFPA Fire Officer 3 and 4 Certifications.
2. Bachelor's Degree or higher in fire administration, fire science, or related field with course work in administration.
3. Additional years of experience of increasing responsibility with a fire department above the required minimum qualifications.
4. Graduate of (or enrolled in) National Fire Academy Executive Fire Officer Program, Managing Officer Program, or hold Commission on Fire Accreditation International (CFAI) Chief Fire Officer designation.
5. Experience as a full-time Shift Battalion Chief.
6. Demonstrated ability and education/training in dispute resolution.
7. Any other equivalent combination of experience and training that ensures the ability to perform the work requirements listed above.

#### **X. TOOLS AND EQUIPMENT USED**

In the performance of job duties, the employee will use fire apparatus, ambulances, and related vehicles; fire pumps, hoses, ladders, and other firefighting equipment; patient care, moving, and handling equipment and devices; personal computer and various software programs; audiovisual equipment; radio communication equipment; office equipment; and other related tools and equipment.

## **XI. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, crawl, and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

This position requires above-average physical condition with the ability to lift up to 25 pounds frequently and over 50 pounds on rare occasions. Position requires occasional use of self-contained breathing apparatus (SCBA).

All operational positions of the Lebanon Fire District must adhere to the District policy on essential minimum physical and mental functions and must pass an annual physical agility test and medical evaluation

## **XII. WORK ENVIRONMENT**

The work environment characteristics described here are representative of those encountered 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 an office, residence, commercial buildings, 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. The 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, oils, and bodily fluids.

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 emergency scenes.

### **XIII. SELECTION GUIDELINES**

The selection process may contain a formal application; review of education and experience regarding qualifications; appropriate testing; including assessment centers and interviews; drug screening; background check; final selection; and pre-employment medical examination.

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.

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change. Appointees are subject to completion of a standard one-year probationary period and must reside within a twenty (20) mile radius of the Main Station within one (1) year of employment.

## LIEUTENANT

Class Title: Lieutenant; FLSA Non-Exempt Position

Updated: ~~June 2, 2022~~

### I. POSITION SUMMARY AND PURPOSE

The Lieutenant is a class found in the Fire District, comprised of three different positions: Operations Lieutenant, Recruitment & Retention/Training Lieutenant, Deputy Fire Marshal/Fire & Life Safety Lieutenant. The positions may be responsible for coordinating all fire suppression, rescue and emergency medical station activities of one or more companies on an assigned shift; functions as station commanding officer and ensures effective compliance with District policies and directives; assigns, oversees and/or participates in extinguishing and preventing fires, emergency medical services, training, public fire education, fire prevention activities. May be assigned to operations, administration, or other related duties.

### II. SUPERVISION RECEIVED

The Lieutenant may work under the guidance of duty Battalion Chief, Division Chief of Training, or Division Chief of Fire and Life Safety who assigns work details and reviews work for effectiveness, quality, and conformance with district standards.

### III. SUPERVISION EXERCISED

The Lieutenant exercises supervision over all subordinate personnel. The Lieutenant has the authority to make necessary decisions regarding operation of the district. The Lieutenant supervises subordinate career and volunteer personnel both at emergency scenes and in related projects and activities. As station lead officer of one or more assigned companies of a specific shift, assigns work to Engineer, and Firefighter classifications.

### IV. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

#### All Positions

1. Responds to fire alarms and emergency calls; provides incident command as first arriving officer until relieved by a chief officer. Responsible for following appropriate rules, policies and standard operation guidelines (SOG's) ensuring safety practices are followed, evaluating situations, deciding on appropriate actions and allocating resources. Assists higher level officer(s) as required.
2. Oversees and/or participates in fire suppression/rescue/medical aid activities as required; provides guidance to crew during incidents.
3. Oversees and/or participates in the operation of equipment dealing with fire control, rescue and extrication, medical, hazmat, and water rescue situations as required.
4. Oversees and/or participates in fire cause investigations; assesses need for expertise of a specialized officer. May do preliminary investigation of incident (such as fire origin); may testify in court if required.
5. Performs Emergency Medical (EMS) skills within authorized scope of practice including driving ambulances, administering basic life support treatment, and transporting patients.

## Lieutenant Job Description

### **Operations Lieutenant**

6. Plans and oversees the daily activities (emergency and non-emergency) of a station involving one or more firefighting companies. Enforces established District guidelines and regulations. Holds regular meetings with crew.
7. Makes recommendations and documents circumstances regarding potential disciplinary actions of subordinate personnel.
8. Operates fire apparatus and ambulances on an as-needed basis.
9. Performs routine inspections of equipment, stations, and personnel to assure conformance with policy and readiness.
10. If qualified, may work as the Shift Officer in the absence of Battalion Chief (BC).
11. Supervises personnel in all activities and constantly evaluates performance and gives feedback to personnel supervised. Formally evaluates performance on a periodic basis as required by policy.
12. Assists the Shift BC with the operation of the shift and keeps the BC informed of all needs, problems and issues.
13. Keeps abreast of changes in the services provided and seeks opportunities to further their knowledge through training and classes.
14. Keeps personnel informed of work needed, provides quality documentation, works to keep morale high, provides good customer service, and keeps supervisors informed.
15. Operates radio and other communication equipment.
16. Communicates effectively and coherently in all activities.
17. Protect the privacy of all patient information in accordance with District privacy policies, procedures, and practices as required by federal and state law, and in accordance with general principles of professionalism as a healthcare provider.
18. Access Protected Health Information (PHI) and other patient information only to the extent that it is necessary to complete job duties.
19. Report, without the threat of retaliation, any concerns regarding District policies and procedures on patient privacy and any observed practices in violation of those policies to the designated Privacy Officer.
20. Represents the District by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor. Regards everyone, internal and external, as a customer and delivers the best service possible in a respectful and patient manner.
21. Maintains regular job attendance and adherence to working hours.
22. Operates a motor vehicle safely and legally.
23. Performs all other duties and functions as may be assigned, required, or directed.

### **Recruitment & Retention/Training Lieutenant**

1. Coordinates volunteer and student firefighter activities.
2. Conducts training and maintains records related to the training of volunteer and student firefighters.
3. Coordinates training efforts with the Battalion Chiefs, Operational Lieutenants, and the Division Chief of Training.
4. Promotes public relations for the fire district and the fire service.
5. Recruits new volunteer and student members; develops and implements a volunteer retention program including incentives, education, and benefits.

## Lieutenant Job Description

6. Creates and maintains volunteer and student work schedules.
7. Liaisons with regional Community College Fire Science and EMS program representatives.
8. Conducts training classes and maintains training records and certifications assuring that all mandated standards are met.
9. Serves as the main communication source to volunteers and students disseminating pertinent information regularly to all groups. Functions as the main point of contact for members of these groups.
10. Coordinates and manages the volunteer and student programs including participation requirements, reimbursement policies, volunteer scheduling, etc.
11. Verifies that all volunteers are meeting District expectations and minimum requirements.
12. Monitors volunteer and student performance and activity levels.
13. Monitors the volunteer and student program and makes recommendations for improvement.
14. Oversees volunteer and student disciplinary matters and makes recommendations and documents circumstances regarding potential disciplinary actions of subordinate personnel.
15. Communicates with various work associates and subordinates in ways that promote a positive work environment.
16. Provides regular reports on recruitment and retention efforts.
17. Maintains all necessary records to ensure local, State, or Federal grant and certification compliance.
18. Manages the SAFER Act Recruitment and Retention Grant, grant funds, purchases, and reporting requirements.

### **Deputy Fire Marshal/Fire & Life Safety Lieutenant**

1. Performs fire inspections, code enforcement, plans review for access and water supply, public education, public information and fire investigation duties as assigned.
2. Visits premises of new construction or existing buildings under improvement to assist in the enforcement of Oregon Structural Specialty codes related to fire and life safety. Provides inspection-related comments to the Building Official or their designee concerning provisions of the Oregon Fire Code. Contacts owners, developers, and contractors concerning fire apparatus access and water supply provisions of the Oregon Fire Code; assists in explaining code deficiencies and in providing alternative solutions that meet the intent of the code.
3. Participates in the Fire District's Investigation Team and may be assigned as Team Leader. Investigates fires to determine ~~the point of~~ origin and cause and completes all necessary documentation. Gathers information at fire investigations by such techniques as interviewing victims and witnesses as well as through analysis of physical evidence and other related factors ~~in order~~ to determine probable cause relationship. Handles confidential information concerning fire-related criminal activity in coordination with law enforcement agency investigations.
4. Performs plans review in cooperation with Linn County and City of Lebanon Building Officials to ensure proper enforcement of Oregon Fire Code throughout design and construction/installation process.

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## Lieutenant Job Description

- ~~2-5~~. Investigates and responds to inquiries and complaints from a variety of sources; determines if a hazard or violation exists and initiates appropriate corrective action.
- ~~3-6~~. Provides technical advice to district personnel and others on interpretation or application of fire safety codes, regulations, and standards.
- ~~4-7~~. Establishes and maintains records relevant to the position. Maintains files and a filing system and submits information as needed for Division and District reports.
- ~~5-8~~. Prepares and presents clear, concise, and effective oral and written reports to architects, contractors, developers, citizens, and property owners on the Oregon Fire Code, and other fire and life safety regulations.
- ~~6-9~~. Exercises independent judgment in determining actions to be taken regarding fire and life safety matters within position assignment duties.

Division Chief of Fire and Life Safety.

- ~~8-11~~. Provides input on the formulation of Division and District goals and objectives and for the preparation of the Fire and Life Safety Division annual budget.
- ~~9-12~~. Protect the privacy of all patient information in accordance with District privacy policies, procedures, and practices as required by Federal and State law, and in accordance with general principles of professionalism as a healthcare provider.
- ~~10-13~~. Expected to report, without the threat of retaliation, any concerns regarding District policies and procedures on patient privacy and any observed practices in violation of those policies to the designated Privacy Officer.
- ~~11-14~~. Maintains regular job attendance and adherence to working hours.
- ~~12-15~~. Supports, carries out, and maintains all Lebanon Fire District policies and procedures.
- ~~13-16~~. Performs other duties as assigned.

## V. PERIPHERAL DUTIES

### **Operational Lieutenant**

1. Participates in and may conduct drills and training for development and maintenance of firefighting, EMS, and other related skills.
2. Supports Fire and Life Safety Division programs through public education, commercial occupancy inspections, and assisting with fire cause determination.
3. Assists in developing plans for special emergency and non-emergency operations.
4. Participates on internal and external job-related committees and attends meetings as a representative of the Lebanon Fire District.
5. Serves as a member of various District committees as assigned.
6. Assists other staff in the performance of their duties as assigned.

### **Recruitment & Retention/Training Lieutenant**

1. Participates as District representative in local, regional and state meetings and planning groups, as directed.
2. Attends conferences, schools, and seminars related to enhancement of the position and the District to deliver effective fire and life safety services to the public, as directed.
3. Represents the District by active participation and membership in state, national, and international organizations as authorized by the Board of Directors and the Fire Chief.
4. Performs public education duties such as giving demonstrations, explaining use of

Lieutenant Job Description

various firefighting and EMS equipment, fire prevention week promotional efforts.

5. Develops, implements, and participates in public relations and education programs; conducts presentations for various public groups.

**Deputy Fire Marshal/Fire & Life Safety Lieutenant**

1. Participates in the Lebanon Fire District and Linn-Benton Fire Investigation Teams.
2. Participates as District representative in local, county, regional and state meetings and planning groups.
3. Attends conferences, schools, and seminars related to enhancement of the position and the District to deliver effective fire and life safety services to the public.
4. Represents the District by active participation and membership in state, national and

## Lieutenant Job Description

- international organizations as authorized by the Board of Directors and the Fire Chief.
- 5. Represents the District in community outreach with local service organizations.
- 6. Assists in developing plans for special emergency and non-emergency operations.
- 7. Able to work a flexible schedule to accommodate District needs to include evenings, weekends, and overtime.

## VI. TYPICAL EXAMPLES OF WORK

### Operational Lieutenant

1. Personnel
  - a. Schedules and supervises work of subordinates.
  - b. Coordinates schedule with Shift BC.
  - c. Plans work in advance and assigns work based on capabilities of personnel.
  - d. Maintains effective communications with subordinate personnel and with supervisory personnel on new rules, regulations, and policies.
  - e. Corrects behavior as needed and documents correction when required.
2. Administrative Duties
  - a. Reviews reports for correctness, legibility, and completeness.
  - b. Assists or provides training for subordinate personnel and volunteers as needed.
  - c. Coordinates activities of personnel.
  - d. Tracks training of personnel and their certifications. Provide training to those that have not had it.
  - e. Complete reports in a timely and accurate manner.
  - f. Prepares and mentors subordinates for promotion.
3. Fire-ground Responsibilities
  - a. Responds to fire and EMS alarms.
  - b. Directs firefighting and rescue operations as needed, until relieved by a higher-ranking officer.
  - c. Maintains composure and is able to communicate clearly in high pressure/emotional situations.

### Recruitment & Retention/Training Lieutenant

1. Recruits new volunteer members; develops and implements a volunteer retention program including incentives, education, and benefits.
2. Coordinates and manages the volunteer program including participation requirements, reimbursement policies, volunteer scheduling, etc.
3. Responds to emergencies, such as fire and EMS.
4. Serves as the main communication source to volunteers and student firefighters disseminating pertinent information regularly to all groups. Functions as the main point of contact for members of these groups.
5. Works in conjunction with Training Division to develop and coordinate volunteer recruitment program.

## Lieutenant Job Description

6. Monitors volunteer participation compliance; responsible for accurate documenting and reporting of volunteer activities, participation, and incidents including injury and discipline reports.
7. Coordinates and/or assists with volunteer functions, such as graduation ceremonies, award presentations, banquet, etc.
8. Coordinates the issuing of necessary personal protective clothing, communications equipment, and District uniforms.
9. Serves as liaison between volunteers and the Fire District; maintains an "open door" policy for all volunteer personnel.
10. Attends Volunteer Officer meetings, drill nights, and pertinent committees as required.
11. Acts as a liaison between the volunteers and other departments/divisions. Communicates regularly with duty crews regarding volunteer and student performance and participation.
12. Assists with the coordination and implementation of volunteer and student testing processes.
13. Assists Training Division as needed with Volunteer Recruit Academy and coordinates new member orientations.
14. Acts as a liaison between the District and other volunteer and community services programs.
15. Coordinates, participates in, or assists with Fire Prevention and Public Education activities, as directed.
16. Attends meetings as requested including staff meetings, Board meetings, volunteer and training meetings. May also attend conferences, seminars, or training sessions to upgrade job knowledge, management, and communication skills.
17. Drives District vehicles to transport members, run errands, and attend classes, as directed.
18. Other duties as assigned.

### **Deputy Fire Marshal/Fire & Life Safety Lieutenant**

1. Performs commercial occupancy inspections and enforces state and local fire codes.
- ~~2.~~ 2. Creates, plans, and executes fire prevention programs and public education programs to the citizens of the Lebanon Fire District.
- ~~2-3.~~ 2-3. Plans review for access and water supply
- ~~3-4.~~ 3-4. Responds to emergencies, such as fire and EMS incidents.
- ~~4-5.~~ 4-5. Assists with the creation of the Fire and Life Safety Division budget.
- ~~5-6.~~ 5-6. Other duties as assigned.

## **VII. MINIMUM QUALIFICATIONS**

### **All Positions**

1. Graduation from high school or GED equivalent.
2. Must have a current state of Oregon EMT-Basic license, or, based on District operational need, a current state of Oregon EMT-Paramedic license may be required.
3. NFPA Apparatus Equipped with Fire Pump (Pumper) certification or equivalent.
4. NFPA Apparatus Equipped with an Aerial Device certification or equivalent.
5. NFPA Mobile Water Supply Apparatus certification or equivalent.
6. NFPA Wildland Apparatus certification or equivalent.
7. NFPA Fire Officer I or equivalent.

## Lieutenant Job Description

8. Four (4) years of full-time employment with Lebanon Fire District or six (6) years firefighting experience elsewhere. New hires or laterals must successfully complete their probationary year prior to being eligible to test for Lieutenant.
9. Knowledge of principles, practices, and procedures of firefighting and EMS.
10. Knowledge of Incident Command System.
11. NFPA First Responder Operations or Hazardous Materials Awareness and Operations certification or equivalent.
12. S-231 Single Resource Boss (Engine Boss) class completion
13. Valid Oregon driver's license without record of suspension or revocation in any state, and three years of licensed driving experience.
14. Must meet the District's physical qualifications and pass a background check, medical and psychological exams, and drug screen prior to appointment at the entry level.
15. Must be able to read, write, and speak the English language. Preference may be given for bilingual skills.
16. Must be able to work all shifts, weekends, and holidays as needed.
17. Use of tobacco products is prohibited subject to applicable District policy and/or collective bargaining agreement.
18. The individual shall not pose a direct threat to the health or safety of the individual or others in the workplace.
19. Ability to perform strenuous physical tasks under adverse environmental conditions.
20. Ability to act effectively in emergency and stressful situations.
21. Ability to follow verbal and written instructions.

### **Recruitment & Retention/Training Lieutenant**

1. Ability to communicate well (verbally and written) with other personnel and the public.
2. Ability to plan, organize, and supervise work programs.
3. Knowledge of principles and practices of teaching/training methods for firefighting and EMS personnel.

### **Deputy Fire Marshal/Fire & Life Safety Lieutenant**

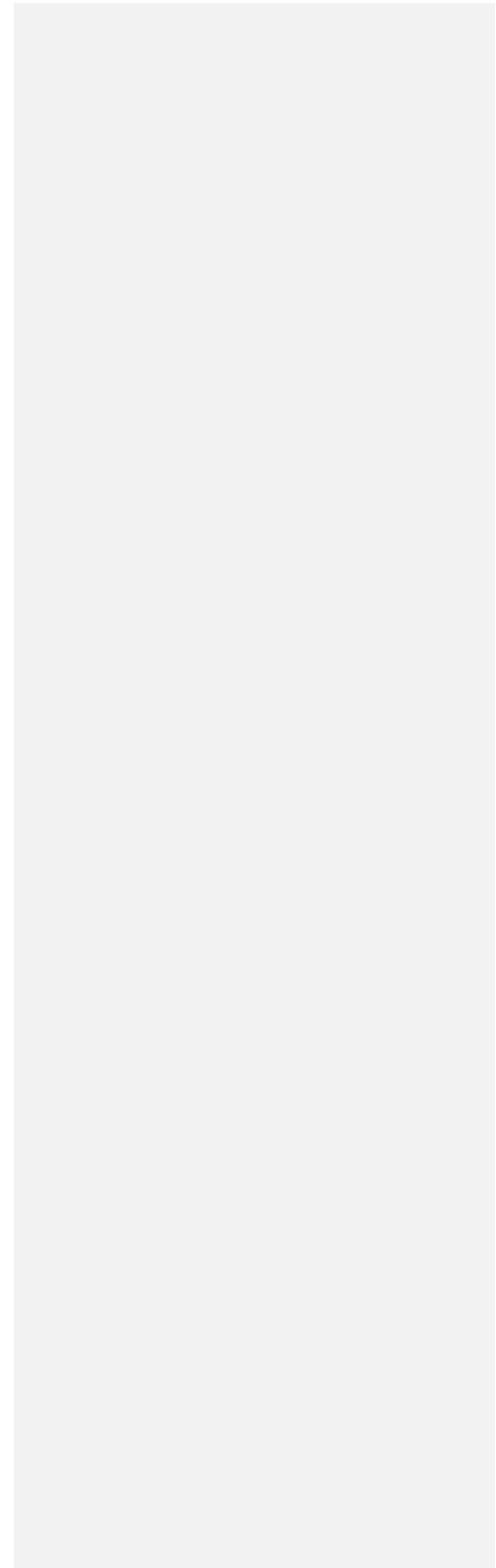
1. NFPA Fire Investigator or equivalent.
2. NFPA Fire Inspector I, ~~or within 12 months of hire.~~
3. NFPA Fire Instructor I
4. ICC Fire Inspector I (or within 12 months of hire)
- 3-5. Oregon Fire Inspector I (or within 12 months of hire)
- 4-6. Oregon State Fire Marshal Youth Fire Prevention Interventionist, or within 18 months of hire.
- 5-7. Working knowledge of the modern principles and practices of fire protection including National Fire Protection Association standards, the International Fire Code and the Oregon Fire Code.

### **Knowledge of:**

1. Principles, practices, methods and techniques of fire safety education, fire cause investigation and fire prevention/inspection.
2. Applicable laws, codes, and regulations regarding fire protection and detection systems and equipment.
3. Safety standards and methods of building construction.
4. Fire causes and fire behaviors/effects.
5. Effective customer service/public contact skills.

Lieutenant Job Description

7



## Lieutenant Job Description

6. Methods of making oral presentations to groups.
7. Basic report writing.
8. Computer applications related to area assigned.

### **Ability to:**

1. Learn, understand, interpret, explain and apply applicable codes, laws, and regulations.
2. Learn to read and comprehend plans and specifications.
3. Perform a variety of difficult and complex inspections/investigations related to fire safety and on fire scenes/incidents.
4. Analyze, compile and evaluate data.
5. Prepare clear and concise reports and correspondence and record data.

## **VIII. DESIRED QUALIFICATIONS**

### **All Positions**

1. AS or AA degree in Fire Protection, Emergency Medical Technology, Fire Science, or related field or equivalent professional experience.

### **Operational Lieutenant**

1. NFPA Instructor II certification or equivalent.
2. NWCG or NFPA Wildland Firefighter Type 1 certification or equivalent.
3. NFPA Fire Officer II certification or equivalent.
4. NWCG Task Force Leader certification or equivalent.

### **Recruitment & Retention/Training Lieutenant**

1. NFPA Live Fire Instructor
2. NFPA Instructor II
3. IAFC Volunteer Leadership Series-Recruitment and Retention
4. Thorough knowledge and understanding of city, state, and federal regulations, District policies and objectives, labor agreements, and fire prevention and suppression management techniques.
5. Knowledge of the application and development of division plans and objectives, personnel and emergency scene management, community activities, and public awareness.
6. Knowledge of record-keeping systems required in training and personnel management programs.
7. Previous supervisory experience and/or management training beyond the minimum requirements.
8. Demonstrated ability to work closely with volunteers, elected officials, staff and citizens.
9. Demonstrated project management experience.
10. Public speaking experience.
11. Public relations or marketing experience.

## Lieutenant Job Description

12. Program development experience.
13. Have a working knowledge of clerical filing systems and proficient computer skills, including the use of social media (Facebook, Twitter, etc), Microsoft Office Suite applications including but not limited to Word, Excel, PowerPoint and Publisher.
14. Any combination of education and experience that demonstrates the ability to competently perform the job.

### **Deputy Fire Marshal/Fire & Life Safety Lieutenant**

1. ICC Fire Inspector II
2. NFPA Fire Inspector II.
- 1.3. NFPA Fire Officer II
- 2.4. OSFEM Fire and Life Safety Specialist I designation or higher. Oregon Fire Inspector II
- 3.5. Public Information Officer.
4. NFPA or ICC Certified Fire Plan Examiner.

## **IX. DESIRED EXPERIENCE/TRAINING**

### **Operational Lieutenant**

1. Knowledge of the geography of the District and Ambulance Service Area (ASA).
2. Knowledge of the rules and regulations of the District
3. Knowledge of the operation and maintenance of the various types of apparatus and equipment used by the District.
4. Any other equivalent combination of experience/training that ensures the ability to perform the work requirements listed above.

### **Recruitment & Retention/Training Lieutenant**

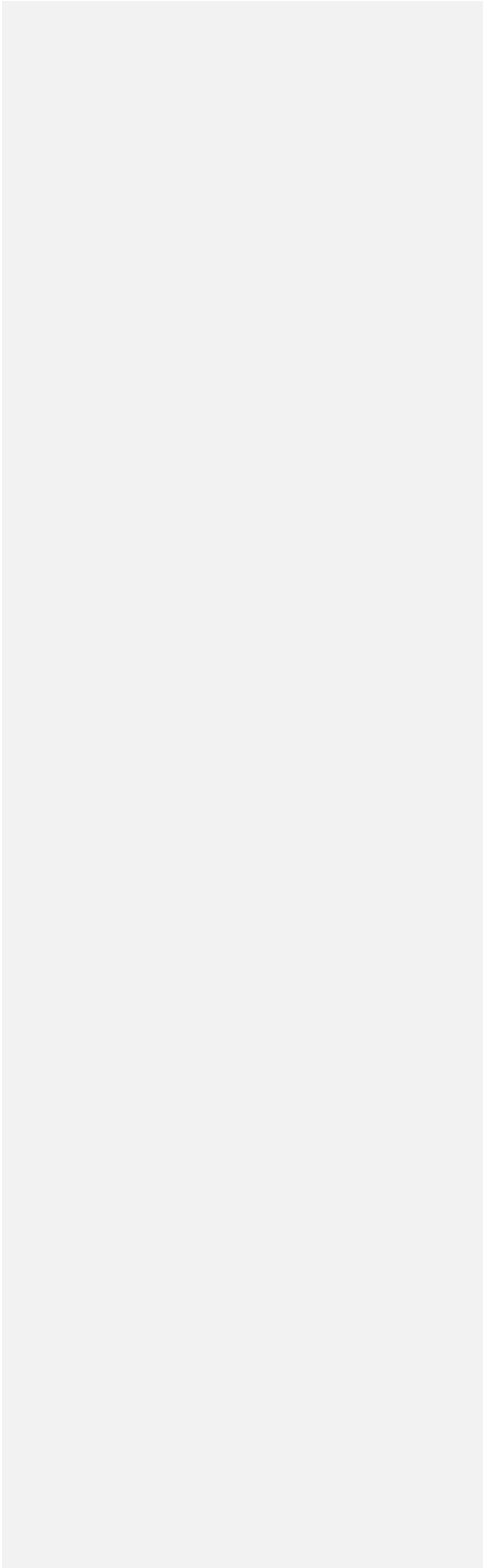
1. Two (2) years as a company officer, or ten (10) years of Fire/EMS experience or any combination of additional years of experience of increasing responsibility with a fire department above the required qualifications.
2. Bachelor's degree or higher in fire administration, fire science, or related field with course work in administration.
3. Oregon licensed Paramedic.
4. Demonstrated ability and education/training in dispute resolution.
5. Any other equivalent combination of experience/training that ensures the ability to perform the work requirements listed above.

### **Deputy Fire Marshal/Fire & Life Safety Lieutenant**

1. Proficiency with NFIRS (National Fire Incident Reporting System) record management systems.
2. Proficiency with fire RMS software, ITM tracking software, code inspection software are records management systems.
3. Supervisory experience in the company officer role.
4. Enrolled in or graduate of National Fire Academy Managing Officer Program.
5. Demonstrated ability and education/training in dispute resolution.
6. Demonstrated ability to work closely with volunteers, elected officials, staff and citizens.

Lieutenant Job Description

7. Bilingual (Spanish preferred).



## Lieutenant Job Description

8. Any other equivalent combination of experience/training that ensures the ability to perform the work requirements listed above.

### **X. TOOLS AND EQUIPMENT USED**

In the performance of job duties, the employee will use fire apparatus, ambulances, and related vehicles; fire pumps, hoses, ladders, and other firefighting equipment; patient care, moving, and handling equipment and devices; personal computer and various software programs; audiovisual equipment; radio communication equipment; office equipment; and other related tools and equipment.

### **XI. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, crawl, and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

All operational positions of the Lebanon Fire District must adhere to the District policy on essential minimum physical and mental functions and must pass an annual physical agility test and medical evaluation

### **XII. WORK ENVIRONMENT**

The work environment characteristics described here are representative of those encountered 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 an 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. The 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, oils, and human body fluids.

## Lieutenant Job Description

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 emergency scenes.

### **XIII. SELECTION GUIDELINES**

The selection process may contain a formal application; review of education and experience regarding qualifications; appropriate testing, including assessment centers and interviews; drug screening; background check; psychological evaluation; final selection; and pre-employment medical examination.

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.

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change. Appointees are subject to completion of a standard one-year probationary period. Residency requirements are subject to applicable District policy and/or collective bargaining agreement.