

FORT LUPTON FIRE PROTECTION DISTRICT
1121 Denver Avenue
Fort Lupton, Colorado 80621

POSITION DESCRIPTION

POSITION: TRAINING LIEUTENANT

STATUS: FULL-TIME; FLSA NON-EXEMPT

EMPLOYMENT STATUS: AT-WILL

WORK HOURS: 40 HOURS PER WEEK AS NEEDED TO SATISFACTORILY PERFORM THE DUTIES OF THE POSITION. THE WORK SCHEDULE IS SUBJECT TO CHANGE BASED UPON THE NEEDS OF THE DISTRICT AND MAY REQUIRE 24 HOUR SHIFT WORK.

SALARY RANGE: \$76,000.00 ANNUALLY TO \$92,400.00 ANNUALLY

LT Grade I \$76,000

LT Grade II \$79,800

LT Grade III \$83,790

LT Grade IV \$87,979.50

LT Grade V \$92,378.48

EFFECTIVE DATE: JANUARY 2020

This position description is established by the Fort Lupton Fire Protection District (“District”) to outline the basic requirements, duties and general responsibilities of the Training Lieutenant position. This position is “at-will,” which means the District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason.

Summary of Position: The Training Lieutenant is responsible for multiple aspects of the day-to-day administration and operation of the District’s Training Division, including but not limited to, planning, coordinating and implementing fire and emergency medical training of the District’s

volunteers and career staff. The position requires the Training Lieutenant to frequently be on the Training Grounds and the demonstrate proper techniques and best practices in the fire service. The Training Lieutenant is expected to exercise discretion and good judgment in all his or her duties, including recommending budgeting for the District's training program, which is an essential component of the District's operations. The Training Lieutenant's responsibilities include the coordination and instruction of training and continuing education in the areas of fire suppression, hazardous materials, emergency medical services, special rescue, fire prevention, public fire safety education, extrication, safety, interpersonal relations, customer service, and emergency vehicle operations. The Training Lieutenant also shall assist the Battalion Chief of Training in the operation and use of the District's training center. When necessary, the Shift Lieutenant may be required to direct the District's fire ground and emergency operations until the arrival of higher-ranking personnel.

Chain of Command: The Training Lieutenant reports to the Battalion Chief of Training.

Supervision Exercised: The Training Lieutenant shall oversee and manage the training of volunteer/career firefighters and the District Volunteer Shift Program. When necessary, the Training Lieutenant may be required to direct the District's fire ground and emergency operations.

Essential Duties and Responsibilities: This description is illustrative only and not intended to be all-inclusive.

1. Exercises discretion and good judgment with respect to matters of significance including, but not limited to, training, safety and health; government relations; compliance with Federal, State and local laws and ordinances; quality control; personnel management; management and marketing of the District's training center; and budgeting and accounting for the Training Division.
2. In conjunction with the Battalion Chief of Training assists in the preparation and coordination of a yearly training calendar for the District, including all mandatory and optional training. Establishes training goals for the District's employees and volunteers.
3. In conjunction with the Battalion Chief of Training assists and coordinates various training programs including but not limited to the Firefighter Recruit Academy, Firefighter II, Driver/Operator, and other training programs on an annual basis.
4. Provides for a safe training/learning environment for all personnel while on the training grounds and in the classroom.
5. Coordinates and promotes use of the District's training resources and training facilities, including fire academy and college affiliated courses.
6. Maintains an awareness and manages the training budget accounts related to the purchase of training materials and registration of District personnel for outside training. Submits all purchases for approval to the Battalion Chief of Training and the Fire Chief.
7. Provides, delivers, and/or coordinates training classes and drills to meet the minimum requirements to maintain certifications, participation in the State of Colorado IFSAC certification programs, and for ISO purposes. These include auto aid and mutual aid agency trainings to keep our personnel in a "mission ready" state.

8. Coordinates, assists, and supervises volunteer and career instructors in presenting appropriate quality training opportunities.
9. Maintains accurate records, attendance, and documentation relating to certifications for District personnel, including computer entry in a timely fashion and organization of records as required.
10. Proctor written and practical testing that will have minimum performance requirements.
11. Provides or coordinates Continuing Medical Education training to meet the minimum requirements to maintain certifications and participation in the State of Colorado and National Registry EMT certification program. Ensures compliance with physician advisor protocols and guidelines.
12. Assists in the recruitment and interviewing of potential firefighter recruits.
13. Assists the Battalion Chief of Training in the District's scheduling for the District Volunteer Firefighter Program.
14. Directly supervises the District's Volunteer Firefighter Program and compliance with the guidelines of the program.
15. Assists the maintenance department in areas of light maintenance, regular inspection of tools, equipment, hose, and other firefighting equipment as required.
16. Be responsible for the safety and general cleanliness of the facilities, grounds, apparatus, and other District property.
17. Completes special projects, as required, including non-incident related projects that will have completion deadlines and standards.
18. Maintains positive, effective working relationships with District volunteers, employees, supervisors, the Board of Directors, the public, and other agencies, such as police, ambulance, Division of Fire Safety, City Government, community groups, and other professional service providers.
19. Completes pre-fire planning reports.
20. Assists the Fire Marshal with the fire prevention program, pre-fire planning, and inspections.
21. Responds to emergency and non-emergency calls as required, may be required to supervise emergency calls, and work 24-hour shifts a part of the position duties.
22. When necessary, the Shift Lieutenant may be required to assume the duties of a Shift Lieutenant to direct the District's station, fire ground, and emergency operations until the arrival of higher-ranking personnel.
23. Attends community meetings, as required.
24. Effectively delivers presentations and information to diverse groups.
25. Operates equipment related to the fire service, including but not limited to, fire hoses; nozzles; air packs; various tools; fire extinguishers; fans; ropes; ladders; extrication equipment; emergency medical equipment; AED; oxygen bottles; suction units; spine boards; cervical collars; and ambulance cots. Must also be able to use VCR, slide projectors, computers, sound systems and other audio-visual devices to present training materials.
26. Positively and effectively work within a team environment and shared decision-making process.
27. Makes recommendations regarding hiring, promotion, termination and other terms and conditions of employment of employees and volunteers under his or her supervision.
28. Consistently and correctly, apply the District's rules, policies, and procedures.

29. Effectively communicate pertinent information Fire Chief or his or her designee as necessary.
30. Timely prepare complete and accurate District reports and other records.
31. Maintain minimum training requirements and certifications as required by the District.
32. Present a professional image of the District at all times.
33. Perform such other duties as may be prescribed by the Fire Chief or his or her designee.

Working Environment/Physical Requirements:

This position requires work in a variety of locations and conditions, including fire station, living quarters and office areas, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of every type.

1. A portion of this position will involve sedentary, administrative work in an office environment or in training facilities; however, during training and in emergency situations, the Training Lieutenant may be required to perform the duties of a Firefighter/EMT.
2. Strenuous physical activity under extreme adverse conditions may be required periodically.
3. Must possess the ability to lift items in excess of one hundred fifty (150) pounds occasionally and up to sixty (60) pounds frequently.
4. This position requires standing, running, walking, sitting, kneeling, stooping/bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping digging, spraying, reaching over head, reaching away from body, and repetitive motion.
5. Will be required to work in all weather conditions and in extreme temperatures below twenty degrees (20 degrees) Fahrenheit and in excess of one hundred degrees (100 degrees) Fahrenheit.
6. Work may be performed under hazardous and adverse conditions, including but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
7. Work may result in exposure to contaminated environments, including but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists and dusts.
8. Work may result in exposure to air or blood borne infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, smallpox, etc.
9. Work may result in exposure to high noise levels requiring the wearing of hearing protection.
10. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
11. This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job
12. This position will involve periods of high physical, mental and/or emotional stress.

Minimum Qualifications and Required Certifications:

1. Experience working as a volunteer firefighter, or in a combination volunteer/career Fire Department.
2. At least three years of formal documented experience in the presentation and application of a training program in a combination fire department setting for both volunteer and career members.
3. Successfully complete a physical and urine screen after a conditional offer of employment.
4. Successfully pass a background investigation.
5. Must be at least 21 years of age at the time of appointment to this rank.
6. Demographic and operational knowledge of the Fire District.
7. Or, a combination of education, experience, certifications, and training which clearly demonstrates the candidate's ability to perform the essential functions of the position.

The Training Lieutenant shall possess and maintain the following:

1. Valid Colorado Driver's License with a safe driving record.
2. High School Diploma or GED. Associate Degree in Fire Science preferred.
3. Current Colorado State/IFSAC Firefighter II, Fire Instructor I preferred.
4. Obtain Colorado State/IFSAC Fire Officer I within 12 months of hire.
5. Current State of Colorado Proctor Certification.
6. Current State of Colorado/National Registry Emergency Medical Technician-B.
7. Current State Hazardous Materials Operations Certification.
8. Colorado State Fire Instructor I/IFSAC or ability to obtain within 12 months of hire.
9. Live Burn Instructor/Proctor or ability to obtain within Colorado/IFSAC.
10. NIMS 100/200/700.
11. Valid CPR Instructor card or ability to obtain within 12 months of hire.

Print Name: _____

Signature: _____

Date: _____