

POSITION SUMMARY

The Engineer drives, operates, and maintains fire apparatus during emergency and routine situations, operates fire pumps, and other specialized tools and equipment. The Engineer performs firefighting tasks, conducts code enforcement and public education activities, and performs station and apparatus maintenance.

The Engineer must be familiar with the geography, streets, and roadways of the District, water sites, fixed fire protection systems, and buildings within the District.

The Engineer is expected to have a basic knowledge of all aspects of emergency response procedures and direct and control firefighting, emergency medical activities, and other emergency activities at the scene of emergencies. The Engineer may function in the capacity of a first-line supervisor and makes recommendations concerning improvements in fire protection and EMS services. All work is performed in accordance with District guidelines and policies.

SUPERVISION RECEIVED

The Engineer functions within the normal chain of command under the direct supervision of either a Fire Lieutenant, Fire Captain, Deputy Chief, or the Fire Chief, depending on the present organizational structure. The Engineer is accountable to the District's designated physician supervisor when performing the duties of an EMT.

SUPERVISION EXERCISED

The Engineer may supervise and direct the activities of assigned shift personnel to include but not limited to Apprentices, Students, Residents, Seasonal Firefighters, Volunteer Firefighters, and other support personnel who have less experience in the presence or in the absence of a superior officer. Supervision is exercised in accordance with District policies, regulations, and guidelines. The highest licensed EMT directs patient care in emergency situations.

PRINCIPAL DUTIES & RESPONSIBILITIES

The following list describes a majority of the principal duties and responsibilities of this position.

- Drives, operates, and responds all District vehicles to emergent and non-emergent calls for service including but not limited to fires, emergency medical assistance, rescues, hazardous material incidents, and a variety of other calls; operates and monitors pump operations and the use of specialized equipment.
- Checks and assures vehicles and equipment are ready for use and response; reports maintenance and mechanical problems as identified. May assist in the maintenance of firefighting equipment, medical equipment, station grounds, and any other special projects as assigned.
- Performs firefighter tasks that may require strenuous lifting and moving activities under routine and hazardous conditions; climbs ladders and stairs; performs bending, twisting, carrying, and/or other physically demanding activities.
- Coordinates and directs the activities of assigned company personnel and volunteer firefighters, deployment of apparatus, equipment, develops and implements strategy and tactics, and may conduct fire investigations. May function as the incident commander and may serve other general staff positions when needed.
- Functions as a first line supervisor for assigned personnel identified in "Supervision Exercised" above. Enforces District rules, regulations, and procedures. Conducts performance evaluations and is responsible for recommendations concerning discipline to their supervisor.

PRINCIPAL DUTIES & RESPONSIBILITIES CONTINUED

- Responsible for practicing and promoting a safe working environment, reporting unsafe working conditions to the supervisor and/or Safety Committee and documenting accidents with appropriate forms. Document within the District's RMS pre/post incident apparatus checks, incident reports, training, events, inspections, and pre-plans.
- Participates in classroom and practical training, fire prevention inspections, fire investigation activities, public education, and assists in preparation of pre-fire plans.
- Completes incident reports, training forms, inspection notices, and accident forms as required.
- Coordinates, supervises, and/or directs maintenance activities, training events, fire inspections, public education events, administrative and collateral duties, and any other duties that may be assigned.
- Attend training sessions, professional seminars, and other related career development opportunities related to the professional aspects of the position, which includes Emergency Medical Technician.
- Attend regularly scheduled monthly meetings, such as but not limited to staff and operations meetings.

KNOWLEDGE

- District rules, regulations, procedures, and other regulations related to fire protection.
- Applied fire ground hydraulics, pump operation, and applied strategies and tactics.
- The proper use of fire equipment, fire pumps, and apparatus.
- The principles and practices of hydraulics and pump operation, design and maintenance of fire apparatus, pumps, and specialized equipment.
- Basic principles of fire inspection, investigation, and public education.
- Basic fire suppression strategy, tactics, and incident command.
- Operational level hazardous materials response standards.
- Emergency medical scene control and management.
- Basic supervision and disciplinary skills.
- District computer systems.

SKILLS AND ABILITIES

- Drive and operate fire and emergency vehicles.
- Direct activities and maintain control of emergency situations.
- Read and understand written material and technical instructions.
- Follow oral and written directions.
- Meet and interact effectively with people of all ages and backgrounds.
- Lead and direct others when not in the presence of a higher ranking officer.
- Function as a member of a team; maintain effective discipline and morale.
- Type and use computer systems and programs; prepare reports, forms, and records.
- Work in close harmony with other District personnel.

VALUES AND GUIDING PRINCIPLES

All members of the District are required to demonstrate positive values to be an effective member of the organization. Members must be able to demonstrate the following:

Honesty and Integrity: Demonstrates fairness; is straightforward, sincere, truthful, ethical, and trustworthy.

Teamwork: Demonstrates a helpful and respectful demeanor with colleagues and subordinates; receptive to the sharing of differing ideas and opinions.

Professionalism: Displays confidence in self and encourages others; is open, loyal, trustworthy, and patient; holds a high degree of personal accountability and takes pride in work; committed to quality, growth, and learning.

Health and Safety: Displays and maintains physical and mental well-being and watches out for all members' safety.

WORK ENVIRONMENT

Regular work schedule for full-time employees is a 56-hour workweek with 24-hour shifts. Work activities vary widely and will include general station, emergency scene, and indoor and outdoor activities. Work assignments and response to emergency incidents may occur at any time and under any climatic conditions. Work is highly physically demanding, requiring strength, agility, and aerobic and anaerobic endurance. Emergency work may be hazardous.

PHYSICAL AND MENTAL JOB REQUIREMENTS

To perform the job successfully, an individual must be able to perform each of the Principal Duties and Responsibilities satisfactorily. This position requires the individual to sit and stand for long periods. While wearing a personal protective ensemble, the member must be able to repetitively push, pull, stand, walk, crouch, kneel, climb, crawl, reach, and grasp. This position requires above-average physical condition with the ability to lift 50 pounds frequently, exceedingly more than double on rare occasions. The sensory requirements for this position include vision, hearing, and touch.

The member in this position must frequently exercise use of good judgment and be able to work with minimal supervision; demonstrate the ability to understand and follow written and oral instructions, perform complex calculations, communicate both orally and written. Engineers must successfully complete the physical requirements in accordance with District standards.

Reasonable accommodation will be made to otherwise qualified individuals with disabilities and known limitations. Engineers must promote safe working practices and support an environment of mental and physical well-being.

MINIMUM QUALIFICATIONS

All certifications and/or licenses must be valid

- Two (2) years in the fire service; one (1) year with Applegate Fire District
- Driver's license (Oregon within 6 months of hire)
- NFPA Firefighter 1 or equivalent
- NFPA Fire Apparatus Driver/Operator
- NFPA Wildland Apparatus Operator or equivalent
- NFPA Mobile Water Supply Apparatus or equivalent
- NFPA Apparatus Equipped with a Fire Pump (Pumper Operator) or equivalent
- Licensed as an Oregon or National Registry Emergency Medical Technician in good standing

DESIRABLE QUALIFICATIONS

- Associate degree in a related field
- NFPA Firefighter 2 or equivalent
- NFPA Fire and Emergency Services Instructor 1 or equivalent
- Oregon Advanced EMT, EMT Intermediate, or Paramedic license
- NWCG Firefighter Type 1 or equivalent

DISCLAIMER

This job description has been designed to indicate the general nature and level of work performed by members within this classification, which may change as business needs arise. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of members assigned to the job.

CLASSIFICATION AND BARGAINING STATUS

VOLUNTEER

FLSA STATUS: Not Applicable

BARGAINING UNIT: No

CAREER (FULL-TIME)

FLSA STATUS: Non-Exempt

BARGAINING UNIT: Yes

POSITION SUMMARY

The Fire Lieutenant provides supervision, direction, control, and guidance of assigned personnel of the shift. Duties include responding to emergency incidents and assuming command; scheduling, providing, and participating in training for paid and volunteer personnel; conducting fire inspections and public education activities; preparing reports and records, and conducting performance appraisals.

The Fire Lieutenant is expected to have a thorough knowledge of all aspects of emergency response procedures and direct and control firefighting, emergency medical activities, and other emergency activities at the scene of emergencies. The Fire Lieutenant functions in the capacity of a first-line supervisor and makes recommendations concerning improvements in fire protection and EMS services. All work is performed in accordance with District guidelines and policies.

SUPERVISION RECEIVED

The Fire Lieutenant functions within the normal chain of command under the direct supervision of either the Deputy Chief or the Fire Chief, depending on the present organizational structure. The Fire Lieutenant is accountable to the District's designated physician supervisor when performing the duties of an EMT.

SUPERVISION EXERCISED

The Fire Lieutenant supervises and directs the activities of assigned shift personnel to include but not limited to Apprentices, Students, Residents, Seasonal Firefighters, Volunteer Firefighters, and other support personnel who have less experience in the presence or in the absence of a superior officer. Supervision is exercised in accordance with District policies, regulations, and guidelines. The highest licensed EMT directs patient care in emergency situations.

PRINCIPAL DUTIES & RESPONSIBILITIES

The following list describes a majority of the principal duties and responsibilities of this position.

- Coordinates and directs the activities of assigned company personnel and volunteer firefighters, deployment of apparatus, equipment, develops and implements strategy and tactics, and may conduct fire investigations. Commonly functions as the incident commander and may serve other general staff positions when needed.
- Functions as the first line supervisor for assigned personnel identified in "Supervision Exercised" above. Enforces District rules, regulations, and procedures. Conducts performance evaluations and is responsible for initial discipline, up to and including a documented verbal warning; may recommend further disciplinary steps to a chief officer.
- Coordinates, supervises, and/or directs maintenance activities, training events, fire inspections, public education events, administrative and collateral duties, and any other duties that may be assigned.
- Responsible for practicing and promoting a safe working environment, reporting unsafe working conditions to the supervisor and/or Safety Committee and documenting accidents with appropriate forms. Document within the District's RMS pre/post incident apparatus checks, incident reports, training, events, inspections, and pre-plans.
- Performs firefighter tasks that may require personnel to ascend and descend ladders and stairs, perform strenuous lifting and moving activities under routine and hazardous conditions such as bending, twisting, and/or carrying.
- Assist with routine and minor maintenance of District apparatus and fire stations, to include normal custodial duties, worksite inspections and recommendations for improvements.

PRINCIPAL DUTIES & RESPONSIBILITIES CONTINUED

- Attend training sessions, professional seminars, and other related career development opportunities related to the professional aspects of the position, which includes Emergency Medical Technician.
- Attend regularly scheduled monthly meetings, such as but not limited to staff and operations meetings.

KNOWLEDGE

- District rules, regulations, procedures, and other regulations related to fire protection.
- Basic principles of fire inspection, investigation, and public education.
- Advanced fire suppression strategy, tactics, and incident command.
- Operational level hazardous materials response standards.
- Emergency medical scene control and management.
- Basic supervision and disciplinary skills.
- Operation of fire apparatus; applied fire ground strategy and tactics.
- District computer systems.

SKILLS AND ABILITIES

- Direct activities and maintain control of complex emergency situations.
- Drive and operate fire and emergency vehicles.
- Read and understand written material and technical instructions.
- Follow oral and written directions.
- Meet and interact effectively with people of all ages and backgrounds.
- Lead and direct others; conduct performance appraisals.
- Function as a member of a team; maintain effective discipline and morale.
- Type and use computer systems and programs; prepare reports, forms, and records.
- Work in close harmony with other District personnel.

VALUES AND GUIDING PRINCIPLES

All members of the District are required to demonstrate positive values to be an effective member of the organization. Members must be able to demonstrate the following:

Honesty and Integrity: Demonstrates fairness; is straightforward, sincere, truthful, ethical, and trustworthy.

Teamwork: Demonstrates a helpful and respectful demeanor with colleagues and subordinates; receptive to the sharing of differing ideas and opinions.

Professionalism: Displays confidence in self and encourages others; is open, loyal, trustworthy, and patient; holds a high degree of personal accountability and takes pride in work; committed to quality, growth, and learning.

Health and Safety: Displays and maintains physical and mental well-being and watches out for all members' safety.

WORK ENVIRONMENT

Regular work schedule for full-time employees is a 56-hour workweek with 24-hour shifts. Work activities vary widely and will include general station, emergency scene, and indoor and outdoor activities. Work assignments and response to emergency incidents may occur at any time and under any climatic conditions. Work is highly physically demanding, requiring strength, agility, and aerobic and anaerobic endurance. Emergency work may be hazardous.

PHYSICAL AND MENTAL JOB REQUIREMENTS

To perform the job successfully, an individual must be able to perform each of the Principal Duties and Responsibilities satisfactorily. This position requires the individual to sit and stand for long periods. While wearing a personal protective ensemble, the member must be able to repetitively push, pull, stand, walk, crouch, kneel, climb, crawl, reach, and grasp. This position requires above-average physical condition with the ability to lift 50 pounds frequently, exceedingly more than double on rare occasions. The sensory requirements for this position include vision, hearing, and touch.

The member in this position must frequently exercise use of good judgment and be able to work with minimal supervision; demonstrate the ability to understand and follow written and oral instructions, perform complex calculations, communicate both orally and written. Fire Lieutenants must successfully complete the physical requirements in accordance with District standards.

Reasonable accommodation will be made to otherwise qualified individuals with disabilities and known limitations. Fire Lieutenants must promote safe working practices and support an environment of mental and physical well-being.

MINIMUM QUALIFICATIONS

All certifications and/or licenses must be valid

From Engineer Job Description:

- Driver's license (Oregon within 6 months of hire)
- NFPA Firefighter 1 or equivalent
- NFPA Fire Apparatus Driver/Operator
- NFPA Wildland Apparatus Operator or equivalent
- NFPA Mobile Water Supply Apparatus or equivalent
- NFPA Apparatus Equipped with a Fire Pump (Pumper Operator) or equivalent
- Licensed as an Oregon or National Registry Emergency Medical Technician in good standing

Lieutenant Qualifications:

- All minimum qualifications from Engineer job description
- Three (3) years in the fire service; two (2) years with Applegate Fire District
- NFPA Firefighter 2 or equivalent
- NFPA Fire and Emergency Services Instructor 1 or equivalent
- NWCG Firefighter Type 1 or equivalent

DESIRABLE QUALIFICATIONS

- Associate degree in a related field
- Oregon Advanced EMT, EMT Intermediate, or Paramedic license
- NFPA Fire Officer 1
- DPSST/NWCG Engine Boss
- I-300, Intermediate Incident Command System
- NFA Leadership in Supervision series
- NFA Managing Officer Program

DISCLAIMER

This job description has been designed to indicate the general nature and level of work performed by members within this classification, which may change as business needs arise. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of members assigned to the job.

CLASSIFICATION AND BARGAINING STATUS

VOLUNTEER

FLSA STATUS: Not Applicable

BARGAINING UNIT: No

CAREER (FULL-TIME)

FLSA STATUS: Non-Exempt

BARGAINING UNIT: Yes

POSITION SUMMARY

The Fire Captain provides supervision, direction, control, and guidance of assigned personnel of the shift. Duties include responding to emergency incidents and assuming command; scheduling, providing, and participating in training for paid and volunteer personnel; conducting fire inspections and public education activities; preparing reports and records, and conducting performance appraisals.

The Fire Captain is expected to have a thorough knowledge of all aspects of emergency response procedures and direct and control firefighting, emergency medical activities, and other emergency activities at the scene of emergencies. The Fire Captain functions in the capacity of a first-line supervisor and makes recommendations concerning improvements in fire protection and EMS services. All work is performed in accordance with District guidelines and policies.

SUPERVISION RECEIVED

The Fire Captain functions within the normal chain of command under the direct supervision of either the Deputy Chief or the Fire Chief, depending on the present organizational structure. The Fire Captain is accountable to the District's designated physician supervisor when performing the duties of an EMT.

SUPERVISION EXERCISED

The Fire Captain supervises and directs the activities of assigned shift personnel to include but not limited to Apprentices, Students, Residents, Seasonal Firefighters, Volunteer Firefighters, and other support personnel who have less experience in the presence or in the absence of a superior officer. Supervision is exercised in accordance with District policies, regulations, and guidelines. The highest licensed EMT directs patient care in emergency situations.

PRINCIPAL DUTIES & RESPONSIBILITIES

The following list describes a majority of the principal duties and responsibilities of this position.

- Coordinates and directs the activities of assigned company personnel and volunteer firefighters, deployment of apparatus, equipment, develops and implements strategy and tactics, and may conduct fire investigations. Commonly functions as the incident commander and may serve other general staff positions when needed.
- Functions as the first line supervisor for assigned personnel identified in "Supervision Exercised" above. Enforces District rules, regulations, and procedures. Conducts performance evaluations and is responsible for initial discipline, up to and including a documented verbal warning; may recommend further disciplinary steps to a chief officer.
- Coordinates, supervises, and/or directs maintenance activities, training events, fire inspections, public education events, administrative and collateral duties, and any other duties that may be assigned.
- Responsible for practicing and promoting a safe working environment, reporting unsafe working conditions to the supervisor and/or Safety Committee and documenting accidents with appropriate forms. Document within the District's RMS pre/post incident apparatus checks, incident reports, training, events, inspections, and pre-plans.
- Performs firefighter tasks that may require personnel to ascend and descend ladders and stairs, perform strenuous lifting and moving activities under routine and hazardous conditions such as bending, twisting, and/or carrying.
- Assist with routine and minor maintenance of District apparatus and fire stations, to include normal custodial duties, worksite inspections and recommendations for improvements.

PRINCIPAL DUTIES & RESPONSIBILITIES CONTINUED

- Attend training sessions, professional seminars, and other related career development opportunities related to the professional aspects of the position, which includes Emergency Medical Technician.
- Attend regularly scheduled monthly meetings, such as but not limited to staff and operations meetings.

KNOWLEDGE

- District rules, regulations, procedures, and other regulations related to fire protection.
- Basic principles of fire inspection, investigation, and public education.
- Advanced fire suppression strategy, tactics, and incident command.
- Operational level hazardous materials response standards.
- Emergency medical scene control and management.
- Basic supervision and disciplinary skills.
- Operation of fire apparatus; applied fire ground strategy and tactics.
- District computer systems.

SKILLS AND ABILITIES

- Direct activities and maintain control of complex emergency situations.
- Drive and operate fire and emergency vehicles.
- Read and understand written material and technical instructions.
- Follow oral and written directions.
- Meet and interact effectively with people of all ages and backgrounds.
- Lead and direct others; conduct performance appraisals.
- Function as a member of a team; maintain effective discipline and morale.
- Type and use computer systems and programs; prepare reports, forms, and records.
- Work in close harmony with other District personnel.

VALUES AND GUIDING PRINCIPLES

All members of the District are required to demonstrate positive values to be an effective member of the organization. Members must be able to demonstrate the following:

Honesty and Integrity: Demonstrates fairness; is straightforward, sincere, truthful, ethical, and trustworthy.

Teamwork: Demonstrates a helpful and respectful demeanor with colleagues and subordinates; receptive to the sharing of differing ideas and opinions.

Professionalism: Displays confidence in self and encourages others; is open, loyal, trustworthy, and patient; holds a high degree of personal accountability and takes pride in work; committed to quality, growth, and learning.

Health and Safety: Displays and maintains physical and mental well-being and watches out for all members' safety.

WORK ENVIRONMENT

Regular work schedule for full-time employees is a 56-hour workweek with 24-hour shifts. Work activities vary widely and will include general station, emergency scene, and indoor and outdoor activities. Work assignments and response to emergency incidents may occur at any time and under any climatic conditions. Work is highly physically demanding, requiring strength, agility, and aerobic and anaerobic endurance. Emergency work may be hazardous.

PHYSICAL AND MENTAL JOB REQUIREMENTS

To perform the job successfully, an individual must be able to perform each of the Principal Duties and Responsibilities satisfactorily. This position requires the individual to sit and stand for long periods. While wearing a personal protective ensemble, the member must be able to repetitively push, pull, stand, walk, crouch, kneel, climb, crawl, reach, and grasp. This position requires above-average physical condition with the ability to lift 50 pounds frequently, exceedingly more than double on rare occasions. The sensory requirements for this position include vision, hearing, and touch.

The member in this position must frequently exercise use of good judgment and be able to work with minimal supervision; demonstrate the ability to understand and follow written and oral instructions, perform complex calculations, communicate both orally and written. Fire Captains must successfully complete the physical requirements in accordance with District standards.

Reasonable accommodation will be made to otherwise qualified individuals with disabilities and known limitations. Fire Captains must promote safe working practices and support an environment of mental and physical well-being.

MINIMUM QUALIFICATIONS

All certifications and/or licenses must be valid

From Engineer Job Description:

- Driver's license (Oregon within 6 months of hire)
- NFPA Firefighter 1 or equivalent
- NFPA Fire Apparatus Driver/Operator
- NFPA Wildland Apparatus Operator or equivalent
- NFPA Mobile Water Supply Apparatus or equivalent
- NFPA Apparatus Equipped with a Fire Pump (Pumper Operator) or equivalent
- Licensed as an Oregon or National Registry Emergency Medical Technician in good standing

From Lieutenant Job Description:

- NFPA Firefighter 2 or equivalent
- NFPA Fire and Emergency Services Instructor 1 or equivalent
- NWCG Firefighter Type 1 or equivalent

Captain Qualifications:

- All minimum qualifications from Engineer and Lieutenant job descriptions
- Five (5) years in the fire service; three (3) years with Applegate Fire District
- NFPA Fire Officer 1 (within 18 months of hire or appointment)
- DPSST/NWCG Engine Boss

DESIRABLE QUALIFICATIONS

- Associate degree in a related field
- Oregon Advanced EMT, EMT Intermediate, or Paramedic license
- DPSST/NWCG Strike Team Leader Engine (STEN)
- I-300, Intermediate Incident Command System
- NFA Leadership in Supervision series
- NFA Managing Officer Program

DISCLAIMER

This job description has been designed to indicate the general nature and level of work performed by members within this classification, which may change as business needs arise. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of members assigned to the job.

CLASSIFICATION AND BARGAINING STATUS

VOLUNTEER

FLSA STATUS: Not Applicable

BARGAINING UNIT: No

CAREER (FULL-TIME)

FLSA STATUS: Non-Exempt

BARGAINING UNIT: Yes