

Job Description: Fire Lieutenant/Captain

South Pend Oreille Fire Rescue (SPOFR)

Reports To: Chief of Operations / Fire Chief

Position Summary

The Fire Lieutenant serves as a first-line company officer responsible for supervising personnel, both career and volunteer, directing emergency operations, and ensuring operational readiness within South Pend Oreille Fire Rescue.

This position requires strong leadership, sound tactical judgment, and a demonstrated commitment to firefighter safety, professional development, and service to the community. The Lieutenant is expected to lead by example and uphold the standards and values of SPOFR.

Essential Duties and Responsibilities

Emergency Operations

- Responds to and assumes command of emergency incidents as appropriate.
- Supervises and directs personnel during fire suppression, EMS, rescue, wildland, hazmat, and all-hazard responses.
- Implements and operates within the Incident Command System (ICS).
- Maintains crew accountability and prioritizes firefighter and civilian safety.
- Conducts post-incident reviews and ensures accurate reporting.

Leadership & Supervision

- Directly supervises assigned firefighters and apparatus.
- Maintains discipline, morale, and professionalism within the company.
- Provides mentorship, coaching, and constructive performance feedback.
- Participates in employee evaluations and recommends corrective action when necessary.
- Fosters a culture of teamwork, integrity, and accountability.

Training & Professional Development

- Plans, coordinates, and conducts company-level drills and training.
- Ensures personnel maintain required certifications and competencies.
- Identifies skill gaps and supports individual development plans.
- Promotes continuous improvement and operational excellence.

Administrative Responsibilities

- Completes incident reports, evaluations, and required documentation in a timely manner.
- Ensures apparatus, equipment, and station facilities are maintained and operationally ready.
- Assists in policy implementation and procedural compliance.
- Participates in community risk reduction, public education, and district initiatives.
- Accepts specific administrative duties as assigned, including scheduling, training, specialty team management or other specified tasks.

Safety & Risk Management

- Enforces district safety policies and procedures.
- Identifies operational hazards and implements risk mitigation strategies.
- Promotes a proactive safety culture.

Minimum Qualifications

- Firefighter I & II certification (IFSAC/ProBoard or state equivalent)
- Fire Officer I (will recognize out of state or national certifications)
- EMT certification, and ability to obtain WA state certification (Paramedic preferred)
- Minimum 3 years of full-time fire emergency service employment.
- Any combination of the above certifications and experiences that may fulfill the minimum qualifications based on the determination of SPOFR leadership.

Knowledge, Skills & Abilities

- Strong leadership and supervisory skills
- Advanced knowledge of fireground tactics, strategy, and safety
- Working knowledge of the Incident Command System (ICS)
- Ability to assume command of an incident until relieved by higher ranking officer
- Ability to make sound decisions under stress

- Effective communication (oral and written)
- Conflict resolution and personnel management skills
- High ethical standards and professional integrity

Leadership Expectations

The Fire Lieutenant at South Pend Oreille Fire Rescue is expected to:

- Lead from the front while thinking strategically.
- Place firefighter safety as the highest operational priority.
- Develop the next generation of leaders.
- Represent the district with professionalism in all public interactions.
- Demonstrate accountability, humility, and emotional discipline.