



WESTERN LAKES FIRE DISTRICT

1400 Oconomowoc Parkway, Oconomowoc, WI 53066

Phone: 262-567-8282 or 262-965-2262

JOB ANNOUNCEMENT

Fire & EMS Lieutenant (Full-time)

The Western Lakes Fire District, WI (pop. 54,568) is seeking progressive, experienced, Fire/EMS safety professionals with strong leadership skills for open positions with the District.

We are seeking to create our eligibility pool and are accepting applications for the position of Lieutenant.

Lieutenant Candidate Qualification Criteria

The Fire Commission, Fire Board, and Fire Chief seek candidates with high integrity, an entrepreneurial spirit, strong organizational skills and a commitment to excellence in customer service to serve as lieutenant. Lieutenants are assigned to a particular shift and station and are critical to successful operations. The eligibility pool will be maintained based on the number of successful candidates for an unspecified amount of time for current and future lieutenant positions with the District.

Successful candidates will minimally possess the following qualifications at time of hire:

- Five (5) years Fire/EMS experience
- Certified Firefighter I & II *
- State of Wisconsin Paramedic
- State of Wisconsin Driver/Operator-Pumper *
- State of Wisconsin Fire Officer I *
- NIMS ICS: (100, 200, 700, 800)
- A valid driver's license

Required qualifications within two years include:

- State of Wisconsin Driver/Operator-Aerial *
- Company Officer Leadership Academy (COLA)
- Certification in Blue Card



*Pro-Board or IFSAC Accredited Certifications Eligible for Wisconsin Fire Training Reciprocity are also acceptable.

Salary, Benefits, and Schedule

The annual salary for this position is \$93,349-\$96,150 (step 1 and 2). The Western Lakes Fire District offers an attractive benefit package that includes medical, dental, vision, life insurance, vacation, sick, and holiday time. The District participates in the Wisconsin Retirement System (WRS) and employees have the option to participate in the Wisconsin Deferred Compensation program and short-term disability coverage (AFLAC).



Other Information:

Residency: within a 35-mile radius of the District's Headquarters located at 1400 Oconomowoc Parkway, Oconomowoc WI 53066, provided that a candidate who does not live within those boundaries at the time of application shall have eighteen months from the first date on which he or she occupies the position with the District to comply with the residency requirement.

Schedule: Operational personnel work a rotating three platoon system of 48 hours on duty, and 96 hours off duty.

Medical: Applicants will be required to submit a medical examination consistent with the requirements of the position, which will include drug testing, after an offer of employment and prior to appointment. This medical exam is designed to reveal any medical condition that might put the applicant at increased risk to self or others as a result of certain exposures or activities and to exhibit freedom from any physical, emotional, or mental condition which adversely affects the performance of duties in the position they have applied for under the essential functions of employment, with reasonable accommodation.



Salary and Benefits: Wages and benefits are determined by the Western Lakes Fire District Board. Lateral transfer appointment conditions at the discretion of the fire chief.

Approval of candidates: The Western Lakes Fire District Commission is responsible for the hiring of the District's sworn full-time employees.

Positions will remain open until filled

Interested professionals must submit the following materials to HR@westernlakesfd.org:

- **WLFD Application**
- **Resume**
- **Cover Letter**
- **Certifications**
- **Contact information for five (5) professional references**

About the District

The District is owned by, and provides fire and EMS services to, the residents of the City of Oconomowoc, Village of Summit, Village of Dousman, and Town of Ottawa. In addition, the District also provides fire and EMS services to the residents of the Town of Oconomowoc, Village of Lac LaBelle, and portions of the Town of Merton. EMS services are also provided to the residents of the Town and Village of Sullivan, Town of Ashippun, and portions of the Town of Concord.

The District was built on the partnership and spirit of cooperation between municipalities to provide fire/EMS services in the most fiscally responsible and efficient manner possible. The District is the combination of six previously individual Fire/EMS Departments that have been brought together to provide more efficient service, while increasing the levy of care provided to the communities it serves. These consolidations have also provided a sustainable approach to staffing and decreasing response times, while increasing the level of Emergency Medical Service Care to the Paramedic level.

The minimum daily staffing for the District is 20-25 personnel between the six stations. That staffing includes a Duty Chief, six ambulances and five paramedic interceptor units. The stations also cross-staff an engine, quint, or rescue.

Additional staffing from paid-on-call personnel supplements and ensures adequate staffing for all fire, rescue, and motor vehicle incidents. The District maintains another four ambulances that are also staffed when call volumes require additional ambulances, or during special events that occur throughout the District. Our annual call volume of over 6,500 calls includes a mix of fire, emergency medical, specialty service, and high acuity incidents.




Covering 215 square miles, the Western Lakes Fire District's service area is a diverse mix of suburban, rural, and wildland-urban interface with a population of 54,568. Included in the Fire District's coverage area are two hospitals (with one being Level 2 Trauma certified), several miles of Interstate 94 and other state highways, three large behavioral/mental health facilities, seven large elderly living facilities, growing retail areas, expansive manufacturing and distribution centers, multiple outdoor recreational location including the Kettle Moraine State Forest, numerous educational facilities including a high school, multiple middle, elementary, and private schools.

Special services provided by the District include: Search and Rescue with drone operations, Dive Rescue Team with surface Water/Ice Rescue, Rescue Task Force, Rehabilitation Unit, Critical Incident Stress, Interfacility Ambulance Transports, Bike Patrol, and Therapy K9 unit. The District is highly involved with the communities it serves, and regularly attends public relations and education events. These activities include hosting open houses at the District Stations, parades, festivals, block parties, attendance at schools, and many more.

Position will remain open until filled

Western Lakes Fire District is an Equal Opportunity Employer

	Western Lakes Fire District Policies & Procedures		100.708	
	Subject:	Job Description – FT Lieutenant		
	Initial Date:	02-27-2023	Revised Date:	
	Approved By:	Fire Board		

REPORTS TO:

Daily Operations: Duty Chief, Battalion Chief, Shift Captain

Emergency Scenes: Chief, Assistant Chiefs, Deputy Chiefs, Division Chief, and Captains

FUNCTION:

Primary duty is to provide first line supervision of a firefighting company, operating at the scene of a fire or Emergency Medical Services incident.

Secondary duty is to supervise the activity of company personnel in quarters and during non-emergency situations. Duties include maintaining effective and appropriate discipline, submitting complete and thorough personnel review reports, assigning duties, conducting training sessions, and timely maintaining complete reports and records. Lieutenants must have the ability to fulfill all aspects of the job description of full-time Firefighter/Paramedic.

SUPERVISES:

Assigned personnel to the company and station including Firefighters, EMTs, Paramedics, Firefighter/EMTs, Firefighter/Paramedics, and Motor Pump Operators (MPOs).

EQUIPMENT USED:

Emergency response vehicles, fire apparatus, breathing apparatus, emergency medical equipment as authorized, fire suppression and rescue equipment and tools as authorized, photographic equipment, computers, office equipment, and communication equipment.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Implements department goals and objectives, establishes work priorities, schedules and coordinates work to be accomplished per company. Responsible for daily log, emergency calls and reports, overtime and injury reports.
- Responds to alarms as an officer of a firefighting company; performs variety of fire ground functions, including Incident Command Officer.

- Responds as the officer of a medical team to bring basic or advanced emergency medical care to citizens of the community.
- Participates in daily training exercises and classroom lectures and, at times, conducts classes for fire department shifts.
- Supervises company inspections, assigns work projects, and approves completed work.
- Performs fire inspections when assigned, supervises shift inspections, assigns work projects, and approves completed work.
- Performs duties as a Paramedic according to criteria and standards set forth by the District and applicable law as necessary.
- Performs duties as Heavy Equipment Operator according to criteria and standards set forth by the District as necessary.
- Conducts demonstrations, tours and public speeches on fire safety, fire prevention, CPR, fire extinguishers, first aid and other subjects to the public.
- Responds to general public complaints, requests for information and guidance, cooperates with surrounding communities in firefighting and rescue efforts.
- Maintains effective discipline and ensures that personnel follow department rules and regulations. Initiates disciplinary action when appropriate.
- Responsible for cleanliness of station and maintenance of apparatus, tools, equipment, and all other fire department property.
- Coordinates maintenance and repairs of station and equipment.
- Prepares and conducts training sessions and drills.
- Ensures that personnel under their supervision remain productive during the shift.
- Instructs Heavy Equipment Operators, Firefighters, Paramedics, and EMT's in the Fire District Policies Procedures, Rules and Regulations, and Fire District Operations.
- Each officer has the responsibility to lead by example and empower others to deliver by reinforcing the District's Mission, Vision, and Values.
- Participates actively in the evaluation process and makes recommendations regarding retention and training of personnel.
- The Senior Lieutenant of each fire station is responsible for assigning house policy for all shifts.

- Incident size-ups and assumes command at emergencies to determine the most effective and safe use of personnel, equipment, and apparatus necessary to protect citizens and property of the community; request additional resources and agencies as deemed necessary.
- Responds to EMS calls and performs emergency medical care in compliance with the Fire District's policies and procedures, medical protocols, and applicable law.
- Assists the Fire Chief in enforcing applicable federal, state, and municipal fire codes, and NFPA codes and standards.
- Uses excellent customer service skills, establishes and maintains effective working relationships with the Fire Chief, Assistant Chief, Deputy Chiefs, Board and Commission, other public safety agencies and public entities, public officials, residents, businesses, community stakeholders, and employees of the District.
- Assists the Fire Chief in the formulation, issuance, and enforcement of Fire District rules, regulations, and procedures in accordance with applicable Fire Board policies for all employees; handles grievances, maintains discipline, and the general conduct of assigned personnel.
- Assists the Fire Chief in the investigation of all complaints or charges against District personnel and enforces penalties and discipline as ordered by the Fire Chief or Fire Commission.
- Attends schools, conferences, trainings, and other meetings to keep abreast of current trends in the field; represents the Fire District in a variety of local, county, state, and other meetings. Shall generally be available for off-hour meetings, phone calls, and special assignments, and attend extra training as required for the position.
- Promotes Fire District policies, procedures, objectives, safety, and quality assurance programs.
- Maintains prompt, predictable, reliable attendance, including physical worksite attendance.
- Maintains the ability to credibly testify without impediment in any judicial or administrative proceedings.
- Participates in a quality assurance program through post-incident analysis and debriefings.
- Performs, and maintains the ability to perform, the duties of subordinate personnel and other duties as assigned by the Fire Chief or his/her designee at a satisfactory level.

ADDITIONAL DUTIES:

The duties listed above are intended as illustrations of the various types of work performed by persons in this position and leadership role. This list is not all-inclusive. The omission

of a particular job duty/responsibility does not mean that the duty/responsibility is not one of the essential functions of the job, nor does it abdicate this position from the obligation of completing other job duties or responsibilities. This job description does not create an employment contract between the Fire Board and the employee. The job description is subject to change by the Fire Board as the needs of the Fire District change over time.

KNOWLEDGE AND SKILLS REQUIRED:

- All items listed in the full-time Firefighter/Paramedic job description.
- Proficient in use of Incident Command System, MABAS and Emergency Management systems.
- Modern firefighting methods and practices, including water supply, building construction, direct fire and rescue operations, disaster control, and extinguishment of combustible and flammable materials. emergency medical care and protocols, fire inspection, incident command, and public relations.
- District emergency medical protocols, guidelines and policies.
- Proficient management, leadership and personnel skills in fire department supervision.
- Effective communication, oral and written, with supervisors, peer and public.
- Understanding and following work rules, and Suggested Operating Procedures/Guidelines.
- Read, write, add, subtract, multiply, and divide.
- Knowledge of national, state and local laws and fire/safety codes.
- Organize, direct, and coordinate written and oral reports.
- Skilled in report writing, use of computer, calculator, copy machine, fax machine, telephone, adding machine, and two-way radio.

WORKING CONDITIONS:

Facility and Work Area:

- Western Lakes Fire/EMS response area and fire stations.
- Workplace environment that may be confined.

Physical and Environmental Characteristics:

- Refer to *200.915 General Requirements – Fire, Rescue, and EMS*.

- Exposure to extreme cold and normal, or hot and normal temperature changes, inclusive of other harsh and extreme environmental factors consistent with Wisconsin weather.
- Contact with water or liquids.
- Exposure to loud noises with a minimum of 90 decibels and vibrations from tools, equipment, machinery, etc.
- Exposure to hazardous conditions such as mechanical, electrical, chemical, burns, explosives, heights, physical injury, and fast moving vehicles.
- Exposure to atmospheric conditions such as fumes, gases, noxious odors, dust, and poor ventilation.

PHYSICAL DEMANDS:

- Standing, walking and sitting for prolonged periods of time.
- Entering data into various technological devices, such as computers, laptops, or other similar devices to document fires, first aid incidents, and other reports.
- Stooping, crouching and crawling, including within confined spaces while wearing 50-plus pounds of gear or firefighting apparatus (*i.e.*, turnout gear, a self-contained breathing apparatus, etc.)
- Running, climbing, balancing and bending/twisting, including while wearing 50-plus pounds of firefighting apparatus (*i.e.*, turnout gear, a self-contained breathing apparatus, etc.)
- Reaching, feeling, talking and hearing.
- Meet the Eyes and Vision Requirement of N.F.P.A. 1582.
- Lifting, carrying, pushing/pulling objects weighing up to 80 pounds or more (*i.e.*, fire hoses, EMS equipment, persons on a body board) for distances of more than 20 feet.
- Handling and grasping various objects and hand tools to complete required tasks, such as gaining entry to vehicles or structures.
- Climbing ladders or steps, and working at heights greater than 10 feet to reach people trapped on building roofs.
- Moving dirt and burned-building debris to rescue trapped or endangered persons, or to overhaul a structure.

- Lawfully driving motor vehicles (*i.e.*, automobiles, fire apparatus, and heavy equipment) requiring a standard Wisconsin's driver's license without encumbrance.
- Operating hydraulic and pneumatic rescue tools, fire pumpers, aerial ladders, ground monitors, etc.

ENTRY REQUIREMENTS AND SKILLS:

- High school diploma or equivalent.
- Refer to *200.915 General Requirements – Fire, Rescue, and EMS*.
- Possess and maintain possession of a valid Wisconsin driver's license and insurability to operate Fire District vehicles and equipment.
- Ability to understand and carry out written and verbal instructions.
- Ability to maintain a favorable working relationship with co-workers, Fire District officials, the officials of other jurisdictions, the community, and the general public.

REQUIRED QUALIFICATIONS AT TIME OF APPOINTMENT:

- Shall be qualified on appropriate Western Lakes Fire District apparatus.
- Five (5) years Fire/EMS experience.
- State of Wisconsin Certified Firefighter I and II.
- State of Wisconsin Licensed Emergency Medical Technician – Paramedic.
- State of Wisconsin Certified Driver Operator Pumper (successful completion of WTCS course accepted).
- State of Wisconsin Certified Emergency Services Instructor I (successful completion of WTCS course accepted).
- State of Wisconsin Certified Officer I.
- CEVO/EVOC Training.
- NIMS 100, 200, 700, and 800.
- Maintains the ability to lawfully operate motor vehicles required for the performance of duties.

REQUIRED QUALIFICATIONS WITHIN TWO OF YEARS OF APPOINTMENT:

- State of Wisconsin Certified Driver Operator Aerial (successful completion of WTCS course accepted).
- Completion of Company Officer Leadership Academy.
- Continuing Education – Blue Card and COLA Training.

RESIDENCY:

Residency within thirty-five (35) miles of the District's Headquarters located at 1400 Oconomowoc Parkway, Oconomowoc, WI, provided that a candidate who does not live within those boundaries at the time of application shall have eighteen (18) months from the first date on which he or she occupies the position of Lieutenant within which to comply with the residency requirement.

MEDICAL:

Applicants will be required to submit a medical examination consistent with the requirements of the position, which will include drug testing, after an offer of employment and prior to appointment. This medical exam is designed to reveal any medical condition that might put the Lieutenant at increased risk to self or others as a result of certain exposures or activities and to exhibit freedom from any physical, emotional, or mental condition which adversely affects the performance of duties as a Lieutenant in the essential functions of employment, with reasonable accommodation.

SALARY AND BENEFITS:

Wages and benefits are determined by the Western Lakes Fire District Board.

BACKGROUND:

All appointees may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment.

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

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be 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. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

In signing this job description, the applicant/employee understands the requirements of the position of Lieutenant and further understand that duties may be added to this position as necessary.

Fire Chief

Applicant/Employee

Date

Date

REVISION HISTORY

02-27-2023 Initial publication.