



Timberline Fire Protection District

660 Highway 46, Black Hawk, Colorado 80422
(303) 582-5768 phone (303) 582-3481 fax
www.timberlinefire.com

JOB ANNOUNCEMENT

JOB TITLE: **SHIFT LIEUTENANT**

REPORTS TO: Fire Chief or Designee

HOURS: Full-Time 48/96 schedule, occasional emergency call back and wildland deployments

PAY SCALE: \$40,000-\$45,000 plus benefits, depending on qualifications

FULL JOB DESCRIPTION CAN BE FOUND AT:

WWW.TIMBERLINEFIRE.COM CLOSING DATE: NOVEMBER 4, 2019 @ 5:00PM MST

**Please submit resume and cover letter with list of certifications to:
Jennifer Hinderman, Business Manager: jhinderman@timberlinefire.com**

Timberline Fire is seeking three (3) qualified individuals to fill **NEW** Shift Lieutenant positions. This is an exciting opportunity for someone seeking to make a difference in the lives of others and work for a community-based organization. Each of these positions will have slightly different areas of responsibility within our organization, but their primary and essential duties will all be the same.

First and foremost, these individuals are responsible to ensure our volunteers are supported in every way including daily training, daily chores, mentoring, education, motivation, supervision, guidance and camaraderie. In most cases, this individual will be the officer in charge of an engine company within an all-hazards response system that averages 700 calls per year over 175 square miles of mountainous terrain.

Each of the three employees will have an area of responsibility that will include, but will not be limited to:

- **Wildland Coordination:** First and foremost, this individual will be required to possess an NWCG Engine Boss qualification. They will be responsible for all things wildland to include equipment management, training, inspections, deployment program management, and ROSS and IQS records management.
- **Inspections and Community Outreach:** This individual will be responsible for the coordination of building inspections, pre-plans, cistern inspections, fire drills, HOA meetings, fire prevention activities, etc.
- **Systems Management:** This individual will manage Emergency Reporting software to ensure reports are completed in a timely fashion, assist with the management of records and certifications, and oversee the department members' use of multiple other software platforms.

The perfect candidates will be a highly motivated self-starters, that can anticipate problems, stay organized, and maintain excellent working relationships with our community, local businesses, and volunteers.

These positions have an anticipated start date of January 6, 2020.

PRIMARY DUTIES AND RESPONSIBILITIES:

- **Develop, mentor, and lead a highly trained membership of volunteer, shift, and resident firefighters**
- **Maintain positive and effective working relationships with district volunteers, employees, supervisors, the Board of Directors, and the public to reflect positively on the District and its mission at all times**
- Respond to emergency calls including fires, search and rescue, medical calls, and other community needs
- Coordinate and administer trainings as directed by the training division at times that work for district volunteers
- Clean and maintain stations and equipment
- Ensure daily, weekly, and monthly equipment checks are performed as directed

- May perform Quartermaster duties to include issuing and maintaining of all gear and equipment
- May perform testing of fire apparatus and equipment
- Maintain district records, including computer entry and organization of records
- Conduct pre-fire plans and inspections with local businesses
- Maintain minimum training requirements and certifications as required by the District
- Perform other duties as assigned by the Fire Chief or designee