

**Spokane County Fire District 10**  
**929 S Garfield Road**  
**Airway Heights, Washington 99001**  
**509-244-2425**

November 6, 2024

To: Candidates for the position of District Lieutenant

From: Assistant Chief Steevens

Subject: Posting for District Lieutenant

District 10 will be hiring qualified staff for the position of District Lieutenant. This position will be open to internal and external candidates who meet the minimum qualifications as outlined below.

**Application Packet Requirements:**

Promotional application (internal candidates)

Application (external candidates)

Cover Letter

Resume

Current driving abstract (must be dated between October 4, 2024 through January 3, 2025)

Copies of certifications to meet minimum qualifications

**Application packets will be accepted beginning 1500hrs on November 6, 2024, through 1600hrs on January 3, 2025. Late or incomplete application packets will not be accepted.**

Schedule of events: January 8, 2025 – assessment center/panel interviews

January 9, 2025– chief's interviews

January 13, 2025– offer letters sent

January 27, 2025– tentative start date

**Required occupational qualifications:**

To be eligible to apply and hold a District Lieutenant position, the applicant must meet the following required occupational qualifications by the close of applications and maintain them. Applicants applying for promotional positions will serve a one-year probationary period.

***District Lieutenant***

- Minimum age of 18 years.
- Possess and maintain a valid state driver's license
- Must meet minimum qualifications for District Firefighter

- IFSAC/Pro-Board Fire Officer I
- IFSAC/Pro-Board Fire Instructor I
- NWCG Single Resource Boss – Engine – must be obtained within one year of date of hire

**Salary:** \$7,799.68 per month

**Benefits:** Retirement through Washington State Department of Retirement Services LEOFF II; Department contributes \$75/month toward employee's Medical Expense Reimbursement Plan (MERP); \$100/month toward employee's VEBA account; Medical/Dental/Vision Insurance provided for employee with up to 85% of dependent premium covered by department; Paid Vacation earned at an initial rate of 12 hours per month; Paid Sick Leave earned at an initial rate of 12 hours per month; 132 hours of holiday pay per year.

Completed application packets shall be emailed to [pcallahan@scfd10.org](mailto:pcallahan@scfd10.org). Incomplete or late applications will not be accepted.

**Attachments:**

Promotional Application

New Hire Application

Job Description

Release of Information

SPOKANE COUNTY FIRE DISTRICT 10  
**APPLICATION FOR PROMOTIONAL EXAMINATION**

NOTE: All of the questions on this application must be answered in ink in the applicant's own handwriting or typed. A false statement or material omission knowingly made on this application is good cause for exclusion from the eligibility list. If a question is not applicable, mark it "N/A."

I HEREBY MAKE APPLICATION to be examined for promotion to the position of

\_\_\_\_\_ at Spokane County Fire District 10.

1. Name \_\_\_\_\_  
(Last) (First) (MI)

2. Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

3. Phone \_\_\_\_\_  
(Home) (Work) (Cell)

4. E-mail Address \_\_\_\_\_

5. What is your original membership start date? \_\_\_\_\_

6. Do you meet all the occupational qualifications as listed in the job description for the position you are applying? \_\_\_\_\_

THE FOREGOING AND FOLLOWING DECLARATIONS ARE MADE UNDER PENALTY OF PERJURY.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Spokane County Fire District 10 is an equal opportunity employer and will not base promotional decisions on race, color, sex, sexual orientation, age, national origin, religion, marital status, veteran status, disability, or other protected status.**

Revised 07/28/2016

OFFICE USE ONLY  
DATE RECEIVED



929 S GARFIELD ROAD AIRWAY HEIGHTS WA 99001  
PHONE (509) 244-2425 FAX (509) 244-2421  
www.scf10.org

### DEPARTMENT APPLICATION

**Dear Applicant:**

**Thank you for your interest in joining Spokane County Fire District 10. You must complete all sections of this application. Please print clearly or type the required information using black or blue ink.**

PROGRAM INTEREST					
Please mark the program you are interested in providing volunteer service with:					
<input type="checkbox"/> Deputy Chief					
<input type="checkbox"/> Division Chief					
<input type="checkbox"/> Lieutenant					
<input type="checkbox"/> Firefighter					
PERSONAL INFORMATION					
First, Middle, Last					
Address:					
City:		State:		Zip:	
Primary Phone:					
Email Address					
Driver's License Number:		State:			
Are you over 18 years of age?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
How did you learn of this opportunity?	<input type="checkbox"/> Website	<input type="checkbox"/> Friend/Relative	<input type="checkbox"/> Open House	<input type="checkbox"/> Other	
IN CASE OF EMERGENCY NOTIFY					
Name:					
Phone:					
Relationship:					
MEDICAL CONDITIONS					
List any allergies or other conditions that could affect emergency treatment:					
List physical or health restrictions that could limit effectiveness:					

**EDUCATIONAL BACKGROUND**

**High School**

Graduated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If not, GED?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name School(s) Attended:			City/State:		

**College or Vocational School**

Graduated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Major:	
School(s) Attended:			City/State:	

**EMPLOYMENT HISTORY (List 3)**

List most recent employer first. Include fire and/or U.S. Military Service and volunteer service if applicable. If employment was under a different name, please indicate name.

Employer:				Description of Duties and/or Responsibilities:
Supervisor:				
Address:				
City:				
State:	ZIP Code:			
Telephone:				
Position(s):				
Dates of		to		Reason for Leaving:

Employer:				Description of Duties and/or Responsibilities:
Supervisor:				
Address:				
City:				
State:	ZIP Code:			
Telephone:				
Position(s):				
Dates of Employment:		to		Reason for Leaving:

Employer:				Description of Duties and/or Responsibilities:
Supervisor:				
Address:				
City:				
State:	ZIP Code:			
Telephone:				
Position(s):				
Dates of Employment:		to		Reason for Leaving:

*If you wish to include additional experience, please attach the above information for each position on a separate sheet of paper.*

**REFERENCES**

List three (3) non-family references:

Name:		Relation:	
Phone:		E-Mail Address:	
Name:		Relation:	
Phone:		E-Mail Address:	
Name:		Relation:	
Phone:		E-Mail Address:	

**QUALIFICATIONS, SKILLS, & TRAINING**

List any Fire/Rescue, EMS, and/or emergency management certifications you currently hold. Include expiration dates and certifying state, department, or agency. Please attach copies of your certifications to this application.

Certification	Certifying State/Department/Agency	Expiration Date

List any special qualifications, skills, certificates, training and/or licenses you hold.

**CERTIFICATION & AGREEMENT**

**This statement must be signed.  
Please read the following statement carefully before signing.**

I understand that any information contained within this application may be verified and that all information obtained as a result of this application is confidential and will be used only for the purpose of determining membership. I understand that if I am accepted by Fire District 10, I may be subjected to drug and/or alcohol testing and/or physical examinations. I agree to keep Fire District 10 informed as to any changes of the information contained in this application (change of address, phone, convictions, traffic violations, etc.) I also understand that false statements or omissions of information will make this application void and may terminate my membership.

*Applicants receiving a conditional offer of employment will be required to undergo and successfully pass a criminal background check. Criminal convictions are not an automatic bar to employment with Spokane County Fire Protection District 10. Considerations include, but are not limited to, the nature of the conviction, when the event occurred, and the relationship between the position applied for and the type of crime.*

Signature of Applicant	Date
Printed Name of Applicant	

**YOUR APPLICATION PACKET IS NOT CONSIDERED COMPLETE UNTIL ALL THE FOLLOWING DOCUMENTS ARE RECEIVED:**

- Signed and dated application
- Copy of Driving Abstract
- Resume and Cover Letter
- Copy of Certifications
- Notarized Release of Information

**SPOKANE COUNTY FIRE PROTECTION DISTRICT 10  
JOB DESCRIPTION**

Position: Lieutenant

Reports To: Deputy Chief

Division: N/A

FLSA Status: Non-Exempt

**I. Function**

Under direction of the Fire Chief, Assistant Chief and Deputy Chiefs, the Lieutenant is responsible for assisting in the development, preparation, implementation and evaluation of District programs. The Lieutenant also provides records, reports and incident documentation as assigned.

The Lieutenant will serve as a firefighter, EMT or Duty Officer as necessary to fill vacancies in staffing as assigned. The Lieutenant will have the authority and responsibility of the Duty Officer to effectively supervise personnel assigned to his/her company when assigned as the shift officer.

The Lieutenant will perform other duties as assigned, to accomplish the mission of the District.

Position may or may not have to perform all duties listed, nor are all duties listed.

**II. Job Location and Conditions**

The job location is generally within areas served by Fire District 10 but is subject, from time to time, to areas outside of the District. This may include running errands, picking up parts, tools, apparatus, and training or prevention supplies outside of the District.

Work may be performed outdoors regardless of weather conditions. The Lieutenant may be subject to temperature extremes, extreme conditions, confined spaces, dangerous atmospheres, biohazards, heights and other potentially dangerous conditions.

The Lieutenant will need full range of motion and may be subjected to repetitive running, walking, stooping, bending, crawling, standing, sitting, climbing and laying, in some cases for extended periods of time. The Lieutenant may be required to lift heavy objects from time to time and must be capable of moving, dragging or otherwise rescuing victims from harm in hazardous conditions.

Is subject to the terms and conditions of employment contained in the collective bargaining agreement.

Work Schedule – 24 hours on duty followed by 48 hours off duty with the exception of scheduled Kelly Days. The duty shift shall begin at 0700 hours of the duty day and shall end at 0700 hours the following day.

### **III. Duties**

Performs Lieutenant and Emergency Medical duties in a manner consistent with District policies and local and state standards/protocols.

Provides fire suppression and basic life support services. Assumes command in the absence of a superior officer and performs incident scene duties necessary to complete the district's mission.

Drives and operates assigned apparatus in accordance with the laws of Washington State and Fire District 10 policy, procedures and standards, assuring efficient and safe operation, including proper placement at scene, adequate water supply (if pumper or tender) and correct operation of aerial apparatus. Maintain knowledge/skills/abilities with all District operated firefighting, forcible entry/rescue, hazardous materials, audiovisual, training, and other equipment and be able to instruct on its use.

Participates, and supervises assigned company, in completion of building inspections, training, pre-incident planning, incident investigation, public fire education/outreach, operation of equipment, maintenance activities, and other duties as assigned.

Performs daily, weekly, and monthly unit and equipment checks and minor repairs to ensure peak operating efficiency. Reports equipment, vehicle, or apparatus malfunctions to the Maintenance Department. Performs routine maintenance of apparatus, vehicles, equipment, grounds, and buildings to assure that they are in a continual state of readiness and safety, in accordance with Washington State standards and regulations and Fire District 10 standards. Assures that apparatus, vehicles, equipment, grounds and buildings are always clean and presentable to the public.

Maintains skillful ability to perform all associated activities as may be required to complete assigned tasks.

Works cooperatively with other District members, and other agency partners, volunteer and career, on emergency scenes and other events, and strives to promote a positive work environment.

Perform research and development on special projects as assigned.

All assigned duties shall be performed in a timely manner within deadlines when applicable and with professionalism and integrity.



Performs such other duties as may be assigned.

#### **IV. Additional Duties**

Memorandum with list of additional duties will be provided.

#### **V. Required Knowledge, Skills, and Abilities**

Have considerable knowledge of Fire District policies, rules, and guidelines regarding firefighting methods, hazardous materials operations, motor vehicle accidents, emergency medical procedures and fire prevention methods.

Performs overall supervision of personnel assigned to their shift.

Ability to communicate effectively with assigned personnel, emergency cooperators, as well as the public.

General aptitude to resolve conflict in an effective and efficient manner.

Knowledgeable of the operation and maintenance of firefighting apparatus and the equipment used by the fire district and be able to apply that knowledge.

Knowledgeable in the operation of fire alarm systems, how they operate under normal and emergency conditions, and how to reset them in the event that a higher-ranking officer is not present.

Knowledgeable in the operation of automatic fire sprinkler systems and understands how to reset/restore them after an incident where they are utilized.

Know the general geography of the district and the location of major roads, intersections, major buildings, and show proficiency at map and preplan reading.

Responsible for the company to which they are assigned, including supervision, assigning work, evaluating subordinates, training, and mentoring.

Have a working knowledge of the Incident Command System (ICS) and how to establish and apply it to incidents and training evolutions.

Respond to appropriate incidents with emergency apparatus and assume command as applicable until relieved by a higher-ranking officer.

Maintain physical strength, fitness, agility and coordination as needed to perform job.

## **VI. Basic Qualifications**

These qualifications are required prior to employment and must be maintained while in this position(s):

- Minimum age of 18 years.
- Possess and maintain a valid state driver's license
- Must meet minimum qualifications for District Firefighter
- IFSAC/Pro-Board Fire Officer I
- IFSAC/Pro-Board Fire Instructor I
- NWCG Single Resource Boss – Engine – must be obtained within one year of date of hire
- Demonstrate the ability to remain calm and function effectively during periods of extreme stress.
- Sufficient good health to perform fully the requirements of this position.
- Not drug/alcohol dependent subject to district policy.
- Capable of using assigned computerized equipment in completing required reports and other activities.
- Aptitude for safety, maintenance, training, and company supervision functions.
- Firefighting, hazardous materials, emergency medical care, and other knowledge/skills/ability evaluation

## **VI. Preferred Qualifications**

- IFSAC/Pro-Board Fire Inspector I
- IFSAC/Pro-Board Fire and Life Safety Educator
- NWCG Strike Team Leader
- NWCG Incident Commander Type IV
- Advanced EMT
- Fire Science Degree or other applicable college education
- EMS Evaluator
- Training and experience as a Duty Officer



**AUTHORIZATION TO RELEASE INFORMATION**

To whom it may concern,

I authorize you to furnish Spokane County Fire Protection District #10 with any and all information that you have concerning me, my work record and my reputation, not prohibited by the Washington State Law against Discrimination RCW 49.60 and regulations concerning Fair Pre-Employment Inquiries. This will include a criminal background check.

Information of a confidential or privileged nature may be included. Your reply will be used to assist Fire District 10 in determining my qualifications and fitness for the position I am seeking with the Fire District.

I further understand that the District may, from time to time, request an updated driving and/or criminal background check and that I am required to inform the District of any driving changes including violations

I hereby release you, your organization and others from any liability or damage, which may result from furnishing the information requested. Please consider copies of this document to have the same power of authorization as an original document.

**DO NOT SIGN OR DATE THIS DOCUMENT UNTIL YOU ARE IN THE PRESENCE OF A NOTARY PUBLIC**

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Washington Residing at  
Spokane