

Skagit County Recruit Academy

1901 North LaVenture Rd. Mount Vernon, WA 98273
www.sctoa.net (360) 336-6277

KNOWLEDGE

DEDICATION

PRIDE

Location: Skagit County Recruit Academy		
Job title: Lieutenant		
Reports to: Battalion Chief		
Level/Grade: Academy Training Staff	Type of position: Instructional	Appointee: Chief
General Description: Lieutenant shall be in charge of a company consisting of approximately six recruits. The Lieutenant's primary function and responsibility is to conduct weekly evaluations of individuals within the company, and to assist with the success of the individual as well as the company. The Lieutenant will also participate and complete task and assignments as directed by the Academy Administrative Staff in a safe manner.		
Work experience requirements: <ul style="list-style-type: none"> • Previous experience with SCRA or equivalent. • SCRA graduated or equivalent. • Washington State Fire Service Burn-to-Learn Co-op instructor is preferred. • Minimum three years as an active fire fighter. • Thorough knowledge of modern firefighting techniques, equipment, and suppression. • Current member in good standing with a Fire Department within Region 3. 		
Education Requirements <ul style="list-style-type: none"> • High school diploma or GED. • Washington State Instructor I or equivalent. • ICS Course • MCTO I, II and III Course. • Washington State Firefighter I or equivalent. 		
Duties: May include but not limited to <ul style="list-style-type: none"> • Shall keep the Battalion Chief informed of the operations of their company and any changes needed. • Shall provide a safe working environment for personnel under their command. • Shall immediately report all injuries, near misses and illnesses to the Safety Captain and/ or Battalion Chief and shall immediately complete an accident report form. • Report any disputes or disciplinary problems to the Battalion Chief. • Conduct hands-on training on the drill grounds as directed by the Battalion Chief. • Convey wants and needs pertinent to evolutions to his/her company personnel. • Shall evaluate each recruit as to performance and skills, and review that evaluation with individual recruits. • Shall review test scores with individual recruits. • Shall keep company records up-to-date for review by the Academy Administrative Staff. • Shall be present at all academy drills. Presence at classroom instructions is only as required when directed by Academy Administrative Staff. • Shall notify Battalion Chief if he/she is unable to attend and relay pertinent information to the Battalion Chief in regards to upcoming training. • Shall have the ability to deal with personnel related issues within the Company. • Their assigned apparatus when on the drill grounds shall identify lieutenants. 		
Reviewed by: Zdenek Weig		
Approved by: SCTOA		
Revision Date: March 2006		