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## NOTICE OF Lieutenant Promotional Process August 21, 2023

The Fire & Rescue Department is intent on creating a Lieutenant Eligibility List for the purposes of filling retirement vacancies as well as preparing for the impending opening of Fire Station #3 expected in May of 2024.

This notice is in accordance with Article XXI of the Collective Bargaining Agreement or CBA.

Persons interested and that meet the qualifications for the position of Lieutenant as outlined in Article XXI of the CBA can apply by following the process listed below:

### APPLICATION PROCESS

1. Apply utilizing the HR Employee Self Web location and selecting "Employment Opportunities". Locate the Fire & Rescue Lieutenant job opening and proceed.
2. Provide in PDF format, a current resume including your background and attributes.
3. Provide a cover letter in PDF format that includes:
  - a. Why you wish to become a Lieutenant for the organization and;
  - b. What attributes make you the right candidate for this position.

The application period will start on **Monday, August 21** and promptly end on **Friday, September 1, 2023 at 5:00 PM CST**. Applications received after the closing period will not be accepted.

### PROMOTIONAL PROCESS

1. Review of submitted materials.
2. A scored assessment panel and scenario. (Scheduled for September 15, 2023)
3. Police and Fire Commission (PFC) interview (Tentatively scheduled for the week of September 25)
4. The Fire Chief will then select candidates to fill vacancies based on an eligibility list provided by the PFC.
5. It is the intent to maintain the Eligibility list for the two (2) year maximum time limit.

For additional information or questions, contact any of the Chief Officers.



## JOB DESCRIPTION

<b>Department</b>	Fire & Rescue
<b>Location</b>	3801 Springbrook Rd., Pleasant Prairie, WI 53158
<b>Job Title</b>	Lieutenant
<b>Classification</b>	Full-time Hourly/Non-Exempt
<b>Pay Range</b>	\$30.23/hr. - \$31.22/hr. \$88,029.76 - \$90,912.64 Annually FT97/FT98

### Job Summary

The Village of Pleasant Prairie provides Fire and Rescue (EMS) services to the community of Pleasant Prairie and its mutual-aid partners around the region. The Pleasant Prairie Fire & Rescue Department is comprised of both full-time and part-time personnel.

The position of Lieutenant is one of the first line supervisors and is considered an integral part of the management team of the Pleasant Prairie Fire & Rescue Department. As such, the individuals appointed to this position shall assume the role of supervising both Firemedics and Firefighter/EMTs.

Lieutenants shall be responsible for ensuring staff under their command, are in compliance with rules, regulations, and general orders of both the Fire and Rescue Department and the Village of Pleasant Prairie. They shall also convey management's views and philosophy in articulating issues, general orders, rules, and regulations of both the Fire Chief and Village administration.

The Lieutenant is considered the Station Commander and Company Officer. The daily coordination and supervision of the station's activities will be carried out by the Lieutenant.

The Lieutenant is responsible for the safe operation of vehicles and staff under their charge.

On the emergency scene he/she shall assume supervisory or subordinate roles as directed by higher ranking officers. The Lieutenant is the initial Incident Commander of an incident prior to the arrival of a senior officer. Depending on the incident, the Lieutenant may retain command of the scene or incident at the discretion of the senior officer.

### NATURE OF WORK

- The Lieutenant is subject to the requirements and duties set forth in the Firemedic Job Description.
- The Lieutenant must be able to act and exercise initiative and collaborative, but decisive, judgment at emergency incidents while potentially under significant stress and hazardous conditions.
- The Lieutenant is assigned to work shifts and stations.

### Job Duties

- On incidents, he/she shall assume a command or subordinate role as directed by the Incident Commander.
- Must be able, on occasion, to function and perform the role of Acting Duty Chief.
- Instructs personnel in department S.O.P., policy, rules and regulations, general orders and department operations, ensuring that they are followed and enforced when necessary.
- Assist in development of new policies and procedures for the advancement of the organization.
- Maintains and practices skills in the use of technology equipment, including computers, telecommunication devices, and related technologies.
- Maintains and practices good communication skills, both oral and written.
- Coordinate the stations activities and collaborate with peer officers and staff.
- Supports Chief Officers in administrative projects and programs.
- Ability to prepare reports and presentations as directed by Chief Officers.
- Attend and participate in meetings as directed by the Fire Chief or their designee.
- Supervise, discipline, and evaluate staff members under their command.
- Must be able to perform related supervisory duties as required.
- Make appropriate notifications regarding incidents, injuries, and accidents to duty chief based on severity and impact.

### Supervisory Style & Attributes

- Lead by example; exhibiting the Village's core values of Professionalism, Collaboration, Vision, and Quality.
- Have awareness of relevant Village elected officials, representatives, and department heads to allow for interdepartmental collaboration.
- Ability to accept constructive criticism and overcome mistakes.



- Maintain employee motivation and engagement.
- Develop and maintain trust within the organization.
- Maintain a working knowledge of the Incident Command System (ICS) as part of the Federal Incident Management System (NIMS).
- Evaluate employees accurately and impose discipline fairly and objectively, in accordance with Village policy.
- Assign work to subordinate employees consistent with the needs of the department.
- Maintain a professional, positive, cohesive, and efficient work environment.
- Utilize time management skills to work effectively.
- Present a positive image of the Village, the department, and the community.
- Keep up with relevant industry standards and best practices.
- Invite ideas and suggestions for the betterment of the organization.

**Minimum Position Requirements**

- Shall have at least three (3) years of service in the Village of Pleasant Prairie as a Fulltime Firemedic.
- Must successfully participate in the Lieutenant Eligibility Process.
- Completion of Company Officer Leadership Academy.
- Must hold and maintain a State of Wisconsin Paramedic license.
- Must possess the following Certifications:
  - Emergency Services Instructor I Certification (*formally known as Fire Training Instructor I*)
  - Wisconsin Fire Officer I Certification
  - Wisconsin Fire Inspector I Certification
- Valid state issued Driver's License

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.

I have read and understand the job duties and physical requirements of this position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Village of Pleasant Prairie is an Equal Opportunity Employer.