



# Devils Lake Fire Department

621 N College Dr  
Devils Lake, ND 58301

Phone: 701-662-3913 Fax: 701-662-8123

Chief  
Nate  
Bennett

Asst. Chief  
Cory Meyer

## FIREFIGHTER, LIEUTENANT, CAPTAIN

### GRADE 8, 9, 10

Training (OIC)

Inventory/Assets Management (Asst)

Fire Prevention/Education

Code Enforcement/Fire Inspection

Building/Grounds Maintenance

Investigations

Incident Reporting

Records Keeping

Equipment Maintenance

Hazmat

Aircraft Rescue and Firefighting (ARFF)

Highway/Traffic Lighting

Hydrant Flow Testing

Other Duties as Assigned

Brandon Exner  
Sr. Captain

Jeremy Beck  
Lieutenant

Dustin Dimmler  
Lieutenant

Anthony Harris  
Lieutenant



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## Firefighter, Lieutenant, Captain

**Summary:** Protects life and property by performing firefighting, fire inspection and code enforcement, first responder care, hazardous materials, and fire prevention duties. Maintains fire and rescue equipment, apparatus, and facilities. Detailed expectations will be communicated on the date of hire.

**Supervision Received:** Works under the general supervision of the Asst. Fire Chief and Fire Chief.

**Supervision Exercised:** May assist in coordinating, instructing, and supervising new recruits and other part-time department personnel as assigned.

### **Essential Job Functions:**

1. Participates in the inspection of buildings, hydrants, and other structures within the fire prevention program.
2. Performs firefighting activities including driving fire apparatus, operating pumps, and using fire related equipment.
3. Performs emergency First Responder activities including administering emergency care and providing other assistance as required.
4. Participates in firefighting and rescue related classes.
5. Receives and relays fire calls and alarms. Operates radios and other communication equipment.
6. Maintains fire equipment, apparatus, and facilities. Performs minor repairs to departmental equipment.
7. Performs general maintenance work and upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs, and dries hose; washes, cleans, polishes, maintains, and tests apparatus equipment.
8. Required to carry pager/radio and be on call.
9. Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency aid activities.
10. Presents programs to the community on safety and fire prevention topics.
11. Assists in department supervisory and administrative activities as assigned.
12. Performs work after hours to help keep up with the demands of the fire department.
13. This position will be one of the employees on call for emergencies as scheduled.
14. Will perform ARFF duties as part of the overall ARFF mission.
15. Will be expected to participate in scheduled monthly training if they are not instructing the training.

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## **Peripheral Duties:**

1. Assists in department supervisory and administrative activities as assigned.
2. Assists in training new employees as assigned.
3. Assists in Inventory/Assets Management.

**Note:** The functions and duties listed 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.

**Skills:** The employee must demonstrate the following skills

1. Leadership ability
2. Analytical and problem-solving skills
3. Decision making skills.
4. Computer skills
5. Time management skills
6. Reasoning skills
7. Ability to foster relationships with other city officials and with the public.
8. Well-developed communication skills – verbal, written and listening.

**Personal Attributes:** The employee must also demonstrate the following personal attributes.

1. Maintain standards of conduct
2. Be respectful.
3. Demonstrate resourcefulness and sound judgement in emergencies.
4. Possess cultural awareness and sensitivity.
5. Demonstrate integrity.
6. Be Flexible
7. Demonstrate sound work ethics.
8. Be consistent and fair.
9. Communicate using the English language, both orally and written
10. Excellent interpersonal skills
11. Demonstrate community involvement and passion for community well-being.

**Minimum Qualifications:** Working knowledge of driver safety; working knowledge of First Responder Medical Care; Working knowledge of the operation of fire suppression and other emergency equipment; working knowledge of standard firefighting, emergency aid, hazardous materials, and fire prevention techniques. Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke; ability to act effectively in stressful

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situations; Ability to follow verbal and written instructions; Ability to communicate effectively orally and in writing; Ability to establish effective working relationships with employees, other agencies and the public; Ability to meet special requirements listed below:

**Education:** High School graduate or GED equivalent

**Necessary Qualifications:** Must possess or be able to obtain at time of hire; Valid North Dakota Class D driver's license; Current CPR and First Aid; Emergency Medical Responder (EMR); Current North Dakota Firefighter I; Current HazMat Awareness and Operations; and ICS/NIMS 100, 200, 700, & 800, Airport Rescue Firefighter "ARFF".

**Preferred Qualifications:** Valid North Dakota Class B or higher driver's license; Auto Extrication, Firefighter II, Emergency Medical Technician (EMT). Some preferred qualifications will become requirements to advance into officer roles within the tiered system.

**Equipment used in job performance:** Emergency response unit, fire apparatus, fire pumps, hoses and other standard firefighting equipment, ladders, first aid equipment, radio, pager, computer, personal phones.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand, walk, use hands to manipulate, handle, or operate objects, tools, or controls. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl, reach, grab, and communicate verbally while on the fire ground.

The employee must frequently lift and/or move up to ten (10) pounds and occasionally lift and/or move up to one hundred (100) pounds during normal duties. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those the employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate except during certain firefighting or first responder activities when noise levels may be loud.

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## Grade:

Step and grade will be based on the DLFD tiered system and job performance evaluations conducted annually.

### Tier 1 – Grade 8: Firefighter

- Certifications
  - CPR & First Aid
  - Emergency medical Responder (EMR)
  - ICS 100, 200, 700, & 800
  - Firefighter I
  - HazMat Awareness and Operations
  - Any leadership courses required by the department.
    - Book Study
    - NFA Leadership courses

### Tier 2 – Grade 9: Lieutenant

- Certifications
  - ARFF
  - Auto Extrication
  - CDL Class B or Higher
  - Firefighter II
  - Any leadership courses required by the department.
    - Book Study
    - NFA Leadership courses

### Tier 3 – Grade 10: Captain

- Certifications
  - Instructor I
  - ICS 300 & 400
  - Any leadership courses required by the department.
    - Book Study
    - NFA Leadership courses
- Job Requirements
  - At least 5 years or greater of progressive firefighting experience in a progressive fire department.
- Recommended Courses
  - Fire Officer I
  - Inspector I

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**Salary:**

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