



CITY OF FREEPORT
FREEPORT FIRE & EMS DEPARTMENT

131 East 4th Street
Freeport, Texas 77541
Phone (979) 233-2111
Fax (979) 233-4103

Christopher Motley
Chief / EMC

To: Fire Departmental Personnel

From: Christopher D. Motley, Fire/EMS Chief

Date: October 22, 2018

RE: Lieutenant Vacancy 

The department has a Lieutenant vacancy. In filling the vacancy, several things had to be reviewed and approved. This approval involved the appropriate Directors, City Administration, and legal counsel. These approvals involved a review of the Federal Labor Standards Act and Texas Local Government Code and current City of Freeport policy.

The review and selection process will allow those who meet the basic consideration qualifications to apply. Within the evaluation process, our main concern is to select a new Lieutenant that can build upon the capabilities of our employees and their service to our community. This review and selection process, whether the candidate comes from within or additional consideration is given to outside candidates, is very important.

The process will identify the best candidate to expand upon the successes of the department while always striving to improve the services we offer our community.

The Lieutenant Job description is attached.



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Qualified internal applicants must submit the following by November 5, 2018 for consideration:

- A letter of interest and request for consideration for Lieutenant.
- An update work resume detailing experience, qualifications, training, and education.
- A written report in separate categories as detailed below:
 1. Detail your experience and history within the department (maximum 250 words).
 2. Why do you want to be considered and what impact in the department would be your priorities (maximum 500 words).
 3. Upon your appointment what would be your priorities within the first thirty days, ninety days, six months and one year of appointment (maximum 1000 words).
 4. Detail what you feel the department does well. Provide explanation (maximum 1000 words).
 5. Detail what you feel are the weakness within the department. Provide explanation and outline improvements to resolve those issues (maximum 1000 words).
 6. Detail your management style and philosophy and how you would use such skills to work with the department and its employees.
 7. As the Lieutenant please detail your understanding of how that position interacts within the operations as company officer, and the public.
 8. As the company officer please detail your understanding the interactions with the EMS Coordinator and the Fire / EMS Chief.
- Attach copies of all training certifications, education and documentation that justify you meet the consideration qualifications.

Please have the above mentioned documentation submitted to the Fire & EMS Chief's Office no later than 4:00 PM on November 5, 2018.



Job Description

200 W. 2nd Street, Freeport, Texas 77541 ** 979-233-3526 ** FAX 979-233-3205 **

www.freeport.tx.us

- POSITION TITLE:** Lieutenant (Company Officer)
- DEPARTMENT:** Fire/EMS
- DIVISION:** Operations
- RATE CLASS:** 53 Hour Base Week per FLSA 7(k)
- REPORTS TO:** Fire Chief, Captain(s),
- SHIFT:** 7AM to 7AM, 24 hour shift, Assigned 24 hours on and 48 hours off, Subject to call back or hold over as necessary (May be altered at the discretion of the City Manager or the Chief). This position is considered essential personnel in responding to natural or manmade disasters.
- EDUCATION:** High School diploma or GED, Texas Department of State Health Services certification as an ECA or higher (within one year of the date of hire), Texas Commission on Fire Protection certification as an Intermediate Structural Firefighter (or Basic Structural Firefighter with Texas Department of State Health Services EMT Intermediate or higher), valid Texas Driver License with a Class B endorsement (within one year of the date of hire). Any equivalent combination of education, training, and experience, which provides the requisite knowledge skills, and abilities for this job, maybe substituted for evaluation at the discretion of the City Manager or Fire Chief.
- JOB SUMMARY:** Under the direction of the Chief and Captain(s), will perform supervisory duties and direct the activities of the Freeport Fire & EMS Department and its personnel in response to fire and medical emergencies. These activities can include, but are not limited to, fire suppression, fire prevention, fire inspection, fire investigation, emergency medical services, and/or emergency management response, as assigned. The Lieutenant is a company officer, which is the first line supervisor responsible for the general leadership, management, and control of assigned personnel.
- SPECIAL SKILLS:** Knowledge of modern fire suppression, prevention, inspection, investigation, emergency medical services, and emergency management principles, procedures, techniques, and equipment, as required. Knowledge of applicable laws, ordinances, procedures, and regulations. Skilled in the operation of job specific tools and equipment. Ability to train and supervise subordinate personnel, ability to perform work requiring good physical condition, ability to communicate effectively, ability to exercise sound judgment, ability to effectively give and receive instructions, ability to establish and maintain effective working relationships with others.

DUTIES & RESPONSIBILITIES (Duties include but are not limited to):

- Directly supervises the Firefighters, Emergency Medical Technicians, and all others assigned
- May serve as the Incident Commander during emergency operations
- Directly and indirectly responsible for the supervision of employees and volunteer members
- Plans, coordinates, supervises, and evaluates fire, emergency medical, and emergency management operations
- Enforces policies and procedures for the department in order to implement directives from the Chief
- Implements fire and emergency medical service programs for the city in order to better carry out the policies and goals including those set forward in the city affirmative action plan
- Attends meetings as may be assigned
- May recommend programs or policies to alleviate department deficiencies
- Responds to alarms and directs activities as required
- May inspect buildings and other properties for fire hazards and enforces fire prevention ordinances
- May perform departmental in-service training and activities
- Controls the expenditure of departmental appropriations as maybe assigned
- Supervises the conduct and general behavior of personnel
- Prepares a variety of reports as necessary
- Supervises personnel and equipment in their duties and service as assigned
- May be asked to evaluate the need for new equipment and supplies
- Meets with the public on all aspects of shift activities, as required or assigned
- May be assigned to perform the duties of the next higher classification in their absence
- May be assigned to perform any and all duties of lower classifications as necessary

ADDITIONAL DUTIES & RESPONSIBILITIES - LIEUTENANT:

- May serve as the senior company officer in the absence of the Captain
- May serve as the battalion commander in multiple company operations
- Responsible for additional administrative and operational duties as assigned

OTHER DUTIES: This job description is intended to describe the general nature of work performed by the Lieutenant and is not intended to be all-inclusive. All employees are expected to perform tasks as assigned by their supervisor; furthermore, overtime may be required in times of necessity.

PHYSICAL/MENTAL REQUIREMENTS:

Physical: Must be able to pass a physical examination and drug screen. The daily job duties include sedimentary type office activities. Must also posses the ability to lift objects, bend, stoop, crawl, stand, and walk for extended periods of time for fire, medical and emergency management operations.

Mental: Emergency or non-traditional work hours will be necessary. Fire and EMS personnel are frequently exposed to inclement weather, stressful situations, combative and/or intoxicated patients, blood borne and airborne pathogens, and scenes of violent trauma or death. Must maintain the ability to work under pressure with numerous distractions while maintaining sound moral and ethical standards in the service of the public.

RESERVE EQUIVILENT: Volunteer Lieutenant

All municipal employees (and volunteers) will be expected to display and maintain a high level of initiative, enthusiasm, and motivation towards the improvement of ALL aspects of the Freeport community. Employees are expected to be available for work, to report to work in a dependable and timely fashion, and to be mentally, emotionally, and physically fit and prepared to perform their assigned duties.

Employee Name: _____ Date: _____

Signature: _____

Approved by: Human Resources Department

Adopted: June 21, 2018