



## City of Clive (IA) Fire Lieutenant

<b>SALARY</b>	\$94,168.72 - \$126,673.00 Annually	<b>LOCATION</b>	Clive Public Safety Center, IA
<b>JOB TYPE</b>	Regular Full-time	<b>JOB NUMBER</b>	00373
<b>DEPARTMENT</b>	Fire	<b>DIVISION</b>	Fire
<b>OPENING DATE</b>	04/28/2026	<b>CLOSING DATE</b>	5/15/2026 5:00 PM Central

### JOB SUMMARY

*This job description update is pending City Council approval.*

Under the administration of the Assistant Chief of Operations, and the general direction of other Chief Officers, provides decisive leadership in all phases of firefighting and emergency medical operations. Directs and participates in emergency response activities: plans, prioritizes, and assigns work; enforces rules, regulations, and professional standards; and leads comprehensive training across all areas of fire suppression and emergency medical services. Drives personnel performance through mentorship, motivation, and accountability, and upholds consistent follow-through on assignments. Ensures that all actions, decisions, and performance consistently support and uphold the City and Department's mission, core values, goals, and objectives.

### JOB FUNCTIONS

#### Examples of Essential Job Functions

- Provides first-line supervision on scheduled shifts. Responsible for the preparation and maintenance of a work schedule and work completion by firefighters and medics on the assigned shift.
- Disseminates administrative and policy directions to the firefighters and medics and ensures their compliance with City policy, departmental rules and regulations, and any applicable local, state, and federal laws.
- Assists the Assistant Chief of Operations with scheduling in accordance with department policy.
- Observes and participates in project work and makes decisions as to quality of work and whether it meets departmental standards.
- Supervises firefighters, firefighting teams, medics, and rescue teams during emergency operations. Performs firefighting, rescue, and emergency medical care as required.
- Responds to alarms to determine and direct the appropriate firefighting methods relating to life and property protection. Assumes Incident "Command" in accordance with National Incident Management System (NIMS) of the emergency scene unless formally relieved through transfer of command by a higher ranking or equivalent officer.
- Supervises the safe response and operation of emergency apparatus.
- Promotes and maintains positive working relationships between part-time and career firefighters.
- Reviews and recommends procedural changes, needed equipment, and maintenance.
- Encourages and promotes compliance with safety rules and the use of safety equipment.
- Notifies the Assistant Chief of Operations regarding incidents and issues of interest and concern for the efficient operations of the department.

- Communicates with others during emergency operations with radio, portable telephone, or other electronic devices and apps.
- Oversees maintenance of apparatus, buildings and equipment.
- Participates and instructs in drills, demonstrations and courses in emergency medical care techniques, firefighting techniques and other emergency skills.
- Prepares reports as required.
- Maintains familiarity with the community.
- Community relations, education, and community risk reductions activities to improve community safety and enhance department reputation.
- Effective and professional communication with the public, personnel, neighboring agencies, dispatch, law enforcement, and medical staff.
- Attends training seminars, conferences, classes as assigned, and extra training as required for the position.
- Reliable and regular attendance is an essential function of this position.
- Conducts annual performance reviews with assigned staff.
- Supervises and performs life-safety inspections and other fire related activities.
- Receives incoming calls from individuals regarding questions, concerns, or complaints and gives out appropriate information. Inform and consult with Assistant Chief of Operations on difficult cases as necessary.
- Assists other City departments as directed.

Perform other duties as assigned or apparent.

## EMPLOYMENT STANDARDS AND QUALIFICATIONS

### Required Knowledge, Skills and Abilities

- Must be able to adapt to situations involving the interpretations of feelings and personal point of view.
- Must have an understanding of the Clive Fire Department Policies and Procedures, Standard Operating Guidelines (SOG's) and Standard Operating Procedures (SOP's).
- Knowledge of local fire and emergency medical operations.
- Knowledge of fire, rescue and emergency medical techniques.
- Knowledge of hazardous materials operations.
- Knowledge of local fire codes, building construction and fire behavior.
- Must be knowledgeable in Iowa Department of Public Health EMS rules.
- Ability to maintain favorable working relationships with co-workers, supervisors, city officials, the officials of other jurisdictions, the business community and the general public.
- Must be able to work as team leader under stress caused by emergencies, danger or criticism.
- Ability to solve problems with several abstract and concrete variables using logic and scientific thinking.
- Ability to perform arithmetic, algebraic calculations.
- Ability to read, write and comprehend the English language.
- Ability to use PC based computer programs.
- Ability to perform all job duties safely and in accordance with applicable rules, guidelines, policies and training.

## PHYSICAL AND ENVIROMENTAL CHARACTERISTICS

### Required Physical Activities

Climbing, balancing, stooping, kneeling, crawling, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing.

### Physical Characteristics of the Job

This position can be classified as heavy work requiring exertion of up to fifty (50) to one hundred (100) pounds of force occasionally, and/or twenty-five (25) to fifty (50) pounds of force frequently, and/or ten (10) to twenty (20) pounds of

force constantly. However, occasionally the employee may push, pull, or lift extremely heavy objects such as a human or a motor vehicle.

#### Environmental Conditions

The work is performed both inside and outside and includes seasonal exposure to cold and heat. The worker is also exposed to darkness and poor lighting, fumes/odors, isolation, moving machinery, noise, visual strain, unprotected heights, wearing a respirator, working on uneven ground, mechanical hazards, biological hazards, medical and bodily injury. Also, the work may expose the employee to significant workplace pressure, and irregular hours.

#### Vision Requirements

The minimum for those whose work is involved primarily with extensive reading, preparing, analyzing text and/or data, and the use of a computer.

#### Essential Job Tasks

As referenced in NFPA 1582. (See Attachment A)

### **EQUIPMENT AND MATERIALS USED**

Emergency response trucks and attachments, car/light truck, air compressor, pumps, saws, grinder, ladder, pick-axe, generator, chains, extension cords, measuring equipment, hazardous chemicals and materials, computer hardware and software, hoses, oils, traffic control equipment, SDS documentation, City of Clive Code of Ordinances, Code of Iowa, Iowa DNR Rules, Iowa EMS Rules, locally adopted Fire Code(s), NFPA Standards, Federal Register, Personnel Policy Manual, calculator, photographic equipment, fax machine, photocopier, telephone, computers, iPads, mobile and portable radio.

### **JOB RESPONSIBILITIES RELATED TO PATIENT PRIVACY**

The employee is expected to protect the privacy of all patient information in accordance with the Clive Fire Department's privacy policies, procedures and practices as required by state and federal law and in accordance with general principles of professionalism as a health care provider or privileged ancillary staff member. Failure to comply with the department and City policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment, membership or association with the City of Clive Fire Department.

The employee may access protected health information and other patient information only to the extent that is necessary to complete job duties. The employee may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or quality assurance and improvement operations.

The employee is expected and encouraged to report, without threat of retaliation, any concerns regarding department and City policies and procedures on patient privacy and any observed practices in violation of that policy to the designated privacy officer.

The employee is expected to actively participate in department and City privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with department and City policy.

## Benefits

Please click on the link to ready more about the benefits the city of Clive offers to its employees: [Benefits Guide](#).  
Visit the city's website for more information about our community and staff: <https://www.cityofclive.com/>

---

### Employer

City of Clive (IA)

### Address

1900 NW 114th Street

Clive, Iowa, 50325

### Phone

515-223-6220

### Website

<http://www.cityofclive.com>