

Mission Township Job Description



Position: Lieutenant 1 & 2	Department: Fire Department
Reports To: Fire Chief	Supervisory Role ☐ Yes ☒ No
Date Approved by Town Board: 7-14-2025	Status ☐ FT ☒ PT ☐ Seasonal

Minimum Qualifications:

1. Valid MN Driver's License.
2. Current State of Minnesota Firefighter I & II Certification & Emergency Medical Responder Certification.
3. Three (3) Years prior work experience as an active firefighter/first responder.
4. IS 100, 200, 700 and 800.

Desired Qualifications:

Essential Position Duties:

1. Squad Leader.
2. Responsible for leading members of their squad.
3. Ensure proper/timely communication with their squad.
4. Ensure all members have needed and working equipment.
5. Positive role model for squad members at training, meetings and calls.
6. Complete, accurate and timely truck checks.
7. Responsible for Fire/EMS/Safety Trainings with other Captains and Lieutenants.
8. FTO for new firefighters and first responders.
9. Assist Captains with gear and equipment quarterly checks.
10. Enter run reports into Image Trend for approval.
11. Complete monthly SCBA pack and bottle checks and keep logs up to date.
12. Respond to calls.
13. Direct and perform firefighting, rescue, and medical care duties.
14. Other duties as assigned.

Other Requirements:

This position description does not constitute an employment agreement between the town and the employee and is subject to change by the town. All employees must comply with applicable state and federal laws and regulations, as well as town and department policies.