**Lehi Fire Department Career Ladder Program**

**Purpose**

The Lehi Fire Department Career Ladder Program is designed to address the needs of the department through an organized path of employee development. The program expands upon the competitive promotion process for department positions to outline career advancement that recognize an employee's ability to take on increased responsibility.

Advancement is predicated on "Distinguishing Characteristics”. Distinguishing characteristics are those key functional responsibilities of a position classification that make it significantly different from and greater than another classification at a lower pay grade. The position advancement occurs through defined and documented education, knowledge, skills and abilities.

The program is intended to develop employees who can take on higher levels of responsibility while becoming promotable to the next competitive level. Employees are compensated for taking on the responsibility associated with the position advancement by actual grade advancement along the City's current pay scale. The pace of advancement from a competitive position to a series promotion position is largely driven by the individual effort of the employee.

**Policy**

To provide qualification standards for employee in-rank advancement within the Fire Department.

**Scope**

This policy shall encourage and assist Fire Department personnel in achieving advancement within their rank classification.

**Definitions**

**Competitive Promotion**

Major advancement in the Fire Department occurs through a series of competitive promotions. Processes are used that include writing assignments, role playing and promotional boards of review to select among qualified applicants. The current competitive promotion job positions that fall within the Career Ladder Program are:

Firefighter: A Fire Department employee that meets all of the qualifications of a Firefighter, completed his/her probationary period, and has been approved by the Command Staff.

Engineer: A Firefighter that meets all of the qualifications of an Engineer including promotion to the position of Engineer.

Paramedic: A Fire Department employee that meets all of the qualifications of a Paramedic including promotion to the position of Paramedic.

Captain: A Fire Department employee that meets all the qualifications of a Captain including promotion to the position of Captain.

**Series Promotion**

Series promotions occur when the employee achieves success through the completion of pre-defined experience, certifications, and education. All employees who apply for series promotions must meet requirements for the current competitive promotion position. The series promotion positions and accompanying job descriptions are:

Senior Firefighter: A Firefighter that meets all of the qualifications of a senior Firefighter, has been vetted by the Career Ladder Committee, and received approval from Command Staff.

Senior Firefighter will have increased responsibility for, but not limited to:

• Primary choice to function as an Engineer.

• Function as a Mentor/ Field Training Officer for probationary firefighters.

• Function as a department instructor.

Senior Engineer: An Engineer that meets all of the qualifications of a senior Engineer, has been vetted by the Career Ladder Committee, and received approval from Command Staff.

Senior Engineer will have increased responsibility for, but not limited to:

• Apparatus specification development committee.

• Primary choice to function as an Acting Captain.

• Function as department program Committee Chair.

Senior Paramedic: A Paramedic that meets all of the qualifications of a senior Paramedic, has been vetted by the Career Ladder Committee, and received approval from Command Staff.

Senior Paramedic will have increased responsibility for, but not limited to:

• Function as a Paramedic Instructor.

• Function as a Paramedic Proctor for probationary and Paramedic students.

• Primary choice to function as an Acting Captain.

• Function as department program Committee Chair.

Senior Captain: A Captain that meets all of the qualifications of a senior Captain, has been vetted by the Career Ladder Committee, and received approval from Command Staff.

Senior Captain will have increased responsibility for, but not limited to:

• Budget development and specific program management.

• Primary choice to function as an Acting Battalion Chief.

• Provide direct mentorship for newly promoted/promotable Captains.

Specialty Positions

The Lehi Fire Department currently recognizes the following specialties:

• Hazardous Materials Technician

• Heavy Rescue Technician

• Fire Investigator

• Special Weapons and Tactics Medic

• Engine Boss (captains), Squad Boss (FF, PM, and Eng)

• Executive Fire Officer (EFO)

**Submission**

Department employees who meet the qualifications for series promotion shall submit their application; all supporting documentation; any explanation/justification for substitution of requirements, and two (2) letters of recommendation (one from your Captain, one from your Battalion Chief or in the case of a Captains, one from your Battalion Chief, one from a Deputy Chief) to the Career Ladder Committee no later than December 31st of each year.

**Review**

The Career Ladder Committee shall review each application and attached documentation to determine the completion of the advancement requirements.

**Time Requirement Variance**

If a firefighter has met all the criteria for series promotion with the exception of the time requirement, the individual is eligible to submit his or her application for the fiscal year in which he or she will satisfy the time requirement. Once the time condition has been reached, the employee will obtain the series promotion. The wage increase will go into effect the pay period following the realization of the time requirement.

**Budget**

Qualified applications shall be submitted no later than February 1st of each year to the Fire Chief for budgetary approval.

**Compensation**

Upon completion and approval of the requirements of the Career Ladder, Fire Department personnel will be progressed to the higher Range and given a 5% increase in their wages. Wage increases are effective the first pay period in July.

**Career Ladder Committee**

The purpose of the committee shall be to review submitted applications for qualifications, accuracy, and completeness. The committee shall ensure the requirements are satisfied for each application. The committee may substitute experience, classes, or certifications in behalf of listed experience, classes, or certifications. Experience, classes, or certifications may be substituted, if in the committee's determination, the substituted experience, class, or certification meets the original scope and purpose of this policy. If a substituted requirement fails to meet the original scope and purpose of the Career Ladder as determined by the committee or Fire Chief, the application will be rejected. The Career Ladder Committee shall be appointed annually by the Fire Chief and shall consist of the following:

• Chief (Committee Chair)

• One Battalion chief

• One Captain

• One Paramedic

• One Engineer

Fire Department personnel cannot approve their own applications for Career Ladder advancement. In the event that a member of the committee is applying for advancement, the Fire Chief shall appoint an alternate employee of equal rank to the committee.

**Criteria for Advancement**

**Senior Firefighter**

• 5 years employment on the Lehi Fire Department

• 5 years as a Firefighter

• Qualified to function in one specialty

• Four approved career certifications (can include Apparatus Driver Operator)

• CDL and Apparatus Driver Operator/ Pumper Certification OR required prerequisites for Paramedic school

• 225 approved contact hours or 15 college credit hours

**Senior Engineer**

• 5 years employment on the Lehi Fire Department

• 3 years as an Engineer

• Completion of an Administration approved Pump/ Apparatus maintenance course

• Fire Officer I Certification

• Apparatus Driver Operator/ Aerial Certification AND three approved career certifications (in addition to Officer I)

• Qualified to function in one specialty

• AS or AAS Degree

**Senior Paramedic**

• 5 years employment on the Lehi Fire Department

• 3 years as a Paramedic

• Fire Officer I Certification

• Four approved career certifications (in addition to Officer I)

• Qualified to function in one specialty AS or AAS degree

**Senior Captain**

• 7 years employment with the Lehi Fire Department

• 3 years as a captain in Lehi

• Fire Instructor II Certification

• Fire Inspector I Certification

• Qualified to function in one specialty

• Education

o Complete all Foundational Education Requirements (see list), OR

o Bachelor's Degree

**Foundational Education Requirements:**

Note: All classes or certifications listed in the Foundational Education Requirements must be accredited through a university, or the National Fire Academy.

• Leadership Development Course

• Public Information Officer Course

• Occupational Health and Safety Course

• Public Program Management Course

• Financial Literacy/ Budgeting Course

• Intermediate Writing Course

• Ethics and Values

• Interpersonal Communications

• Analytical Research Methods

• Two (2) Fire Certifications obtained since being promoted to captain other than those required to qualify for senior Captain.

Approved Career Ladder Certifications

Career Ladder certifications are certifications earned in addition to the minimum certifications required for the rank. Note: where multiple certifications are listed under one heading, i.e. Fire Inspector I/II/III, each individual certification counts as one certification towards the Criteria for Advancement. Example: Fire Inspector I and Fire Inspector II counts as two individual certifications.

• Airport Firefighter

• Apparatus Driver Operator/ Pumper

• Apparatus Driver Operator/ Aerial

• Fire Inspector I/II/III

• Fire Instructor I/II/III

• Fire Investigator

• Fire Officer I /II

• Hazardous Materials Technician

• Advanced Life Support Response to Hazardous Materials Incidents

• Public Fire and Life Safety Educator I/II

• Public Information Officer

• Wildland Firefighter I/II

• LEHI Heavy Rescue Certification (at least four of the following)

o Vehicle Extrication Technician

o Rope Rescue Technician

o Confined Space Rescue Technician

o Trench Collapse Rescue Technician

o Structure Collapse Rescue Technician

• Basic Tactical Operator Course (BTOC)

• Rescue Task Force Certification (RTF)

• Cardio Pulmonary Resuscitation Instructor (CPR)

• Pediatric Advanced Life Support Instructor (PALS)

• Advanced Cardiac Life Support Instructor (ACLS)

• Pediatric Education for Pre-Hospital Professionals Instructor (PEPPS)

• Advanced Burn Life Support Certification (ABLS)

• Emergency Medical Services Instructor (EMS)

• Pre-Hospital Trauma Life Support (PHTLS)

• Neonatal Resuscitation Program Certification (NPR)

• Leadership/ Management

• Organizational Theory

• Information Technology

• Social Diversity

• Emergency/Disaster Planning/management

• Communications

• Conflict Resolution

• Grant Writing or approved equivalent

• Finance/ Accounting/ Mathematics

• Political Theory

• Advanced Incident Command

• Fire Prevention

• Education/ Training Theory

• Human Resource

• Physical Science

• Biological Science

• Human Sciences

• Second Language

• Managing Officer (NFA)