



# Now Hiring

## FULL-TIME LIEUTENANT

LRMFA is seeking motivated professionals to join our regional communications center leadership team. The Full-Time Lieutenant position supervises shift operations, supports dispatcher development, and coordinates emergency communications during high-priority incidents.



Job Posting Closes: June 10, 2026 EOB



Oral Board: June 17, 2026



Chief's Interview: TBD

## How to apply

Submit electronically to: Deputy Chief Erin Hannafin  
[ehannafin@lrmfa.nh.gov](mailto:ehannafin@lrmfa.nh.gov)

Completed Packets must include:

- ✓ Application
- ✓ Cover Letter
- ✓ Resume



# Lieutenant

## **Job Summary**

While continuing to fulfill all the duties and responsibilities of a full-time Dispatcher, a Lieutenant shall be responsible for the immediate supervision of all dispatchers assigned to their shift, and other administrative duties as assigned.

## **Supervision Received**

Works under the general supervision of the Chief Coordinator, and the immediate supervision of the Deputy Coordinator. Job performance will be evaluated by the Deputy Coordinator who monitors performance by observation and by reviewing reports and records.

## **Supervision Exercised**

Provides direct supervision of Dispatchers in all aspects of their assigned shift duties, and during emergencies. Conveys, applies, and assures compliance with, all policies and procedures of the Communications Center.

## **Examples of Duties**

1. Continues to perform all the duties of a full-time Dispatcher
2. Directly supervises dispatchers. Including, but not limited to, assuring compliance with all policies and procedures, providing training and education in the performance of their duties, and evaluating job performance.
3. Directs operations during emergencies.
4. Performs other administrative duties and tasks as assigned by the Chief Coordinator or Deputy Coordinator.
5. Participates at Officer's Meetings and other functions of the Communications Center.
6. Performs other related duties as required or assigned.



7. May Respond to fires and emergencies as directed by the Chief or Deputy Chief Coordinators and will perform as directed by the officer in charge in the areas of communications, resource, staging, liaison, or public information officer as outlined in the Incident Command System.

### **Knowledge, Skills and Abilities Required**

Extensive knowledge of the principles and practices of a fire and EMS emergency communications center. Knowledge of radio, telephone, and computerized communications equipment, both in their practical operation, and in their operating principles. Knowledge of applicable laws, and codes and standards. Ability to think and act quickly, calmly, accurately, and independently in emergency situations. Ability to work effectively with fellow Communications Center employees of all ranks, civic groups, representatives of member communities and the public. Ability to command and hold the respect of subordinates. Ability to direct and discipline subordinates. Ability to express ideas clearly both verbally and in writing. Ability to understand and follow complex oral and written instructions. Ability to obtain and hold certification(s) as required by assigned specific administrative duties.





# Application For Employment

We are an Equal Opportunity Employer and is committed to excellence through diversity.

Please print or type. The application must be fully completed to be considered. Please complete each section, even if you attach a resume.

## Personal Information

Name

Address	City	State	Zip
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Phone Number	Mobile Number	Email Address
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Are You A U.S. Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>	Have You Ever Been Convicted Of A Felony? Yes <input type="checkbox"/> No <input type="checkbox"/>
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If Selected For Employment Are You Willing To Submit to a Pre-Employment Drug Screening Test?

Yes  No

## Position

Position You Are Applying For	Available Start Date	Desired Pay
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Employment Desired

Full Time       Part Time       Seasonal/Temporary

## Education

School Name	Location	Years Attended	Degree Received	Major

## References

Name	Title	Company	Phone

## Employment History

<b>Employer (1)</b>	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
<b>Employer (2)</b>	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
<b>Employer (3)</b>	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
<b>Employer (4)</b>	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
<b>Employer (5)</b>	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip

## Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge.  
 If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Name (Please Print)	Signature
Date	