

# Fire Lieutenant

FLSA Status – Non Exempt

EEO Code – B/Professionals

Class Code – RL255

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## GENERAL DESCRIPTION OF DUTIES

This classification performs professional fire & emergency medical services (EMS) work and provides assistance to the Battalion Chief with lead responsibilities over an assigned shift. Work involves responsibility for assisting with briefing, training of subordinate shift personnel, participating in the work of the shift, and the supervision and administration of the assigned shift.

## SUPERVISION RECEIVED

This classification works under the general supervision of a Battalion Chief.

## SUPERVISION EXERCISED

This classification provides supervision of shift personnel, although this is not a full supervisory classification. Responsibilities include giving direction to a shift of firefighters & paramedics including directing the work and designating assignments. Discipline administered at this level will consist of Verbal warnings and written reprimands.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Assists in the supervision of Firefighters including briefing, training, participating in the work of the shift, coordinating shift changes, assigning and reviewing work, recommending or implementing revised procedures for the shift, and supervision of the shift.
2. Monitors Firefighters/EMT/Paramedics in the performance of their duties and gives direction and assistance when necessary.
3. Reviews reports submitted by assigned personnel, prepares required reports, and provides oral reports on emergency and non-emergency situations, employee performance, and other shift activities.
4. Administration of the shift.
5. Performs duties of Firefighter/EMT or Paramedic during emergencies as required by the situation.
6. Submits recommendations on revised systems or procedures, participates in the development and implementation of new procedures, and evaluates results.
7. Responds to Fire, EMS, and Hazardous Materials emergencies and tactically directs subordinate personnel as necessary in the absence of a ranking officer.
8. Performs fire prevention activities, which include station tours and participates in public relations programs that involve speaking before groups.
9. Follows all safety rules and procedures established for work areas.

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## OTHER JOB FUNCTIONS

1. Maintains Department-issued equipment.
2. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.
3. Maintains work areas in a clean and orderly manner.

## KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge

- Considerable knowledge of firefighting, EMS, and Hazardous Materials procedures, records, and communication methods.
- Considerable knowledge of departmental regulations procedures, ordinances, and the laws controlling and defining work methods and solutions.
- Considerable knowledge of federal, state, and local laws.
- Knowledge of the methods and practices of supervision and leadership.
- Knowledge in emergency vehicle operation, tactical driving methods and defensive driving techniques, the vehicle code, and procedures affecting driving.
- Considerable knowledge in the Incident Command system and operation.
- Knowledge in firefighter safety techniques and practices.

### Skills

- Skill in the use of personal computers and communication equipment such as radios, telephones, facsimile machines, etc.
- Skill in the use and care of firefighting and EMS equipment.
- Skill in effective communication (written and oral).
- Skill in emergency vehicle operation, tactical driving techniques, and defensive driving techniques.
- Skill in utilizing firefighter safety techniques and practices.

### Abilities

- Ability to project a professional image while managing changing demands on time, skills, and resources.
- Ability to make decisions necessary to safeguard life and property under stressful conditions.
- Ability to establish and maintain effective working relationships with diverse individuals and groups.
- Ability to supervise others and coordinate activities.
- Ability to foster personal and professional development by example.
- Ability to remain flexible and adapt to changing circumstances and demands.
- Ability to identify a problem or potential problem through the exercise of personal initiative, use of problem solving skills, and knowledge of community resources.

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- Ability to foster positive interaction between the community and the Fire Department.
- Ability to make formal presentations in a variety of public meetings and citizen committees, and participate in committee meetings.

## EXPERIENCE AND TRAINING

### **Mandatory Requirements:**

1. High school graduate or equivalent.
2. A combination of three (3) years experience as a paid firefighter in fire apparatus operations, firefighting, EMS, and hazardous materials operations.
3. Certified as an NFPA Firefighter II
4. Certified as an Oregon EMT.
5. NFPA Driver & Pumper Operator.
6. NFPA Fire Instructor I (**within 12 months of appointment**).
7. NFPA Fire Officer 1. (**within 12 months of appointment**).
8. Possess a valid Oregon driver license.

### **Desirable Qualifications:**

1. Associate degree in Fire Science or in EMS.

## PHYSICAL DEMANDS

While performing the duties of this position, the employee is frequently required to stand, kneel, sit, communicate, and reach and manipulate objects, tools, or controls. The position requires mobility and the ability to operate firefighting, rescue, and EMS equipment. Duties involve moving materials weighing up to 30 pounds on a regular basis and will require moving adult individuals, fire hoses, and fire/rescue equipment which will weight over 100 pounds more than once per day. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as motor vehicles, and emergency medical, fire suppression, and rescue equipment, etc.

## WORKING CONDITIONS

Most work occurs under usual fire station/indoor working conditions. Approximately 40% of the work period is at medical/fire/rescue sites or training sites with exposure to fire, smoke, and typical hazards and noise levels associated with medical/fire/rescue service. The noise level in the fire station is higher than typical of most office environments, however does not require hearing protection. Position will be assigned to 24 hours on duty followed by 48 hours off duty. Position is required to stay at the station for the 24-hour period of time on duty.

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Approved By \_\_\_\_\_ Date \_\_\_\_\_  
(Department Director)

Adopted By \_\_\_\_\_ Date \_\_\_\_\_  
(City Manager)

Established: December 2006

Revised: July 2009

Revised: July 2011

Revised: August 2011

Revised: March 2012

Revised: August 2013

Revised: December 2015

Revised: July 2016

Revised: April 2017