

FIRE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises responsible supervisory positions, the primary duties of which include the management of the operation of fire stations, and the supervision of Firefighter/Operators, volunteer firefighting personnel, and departmental equipment as assigned. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, provide for the maintenance of all equipment and apparatus, and participate in the training of subordinate employees. Fire Lieutenants work with a high degree of independence, and report to and have work reviewed by the Fire Chief. This class ranks directly below the class of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Makes recommendations to the Fire Chief regarding the operations of the department. Manages the operation of all the fire stations on an assigned shift. Participates in the research and planning for the department, making recommendations to the Fire Chief for the efficient operation of the department. Briefs incoming shift personnel on all pertinent activities that occurred, or those that will occur on the upcoming shift; reviews records of previous shift activity.

Answers fire alarms, records necessary information, and supervises driving of fire apparatus to emergency scene. Assumes incident command until relieved by a superior officer. Supervises emergency scene operations including fire suppression, size-up, rescue, pumper operations, forcible entry, ventilation, salvage and overhaul, emergency medical procedures, and handling of hazardous materials.

Supervises Firefighter/Operators and subordinate volunteer firefighting personnel. Issues orders, assigns work schedules, duty areas, and reviews reports written by subordinates. Inspects the appearance of assigned equipment and personnel. Provides assistance to subordinates in technical areas of work. Counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Evaluates and discusses the work performance of subordinates, and keeps the Fire Chief advised of subordinates' work performance.

Participates in fire prevention efforts of the department.

Performs pre-fire planning inspections by visiting businesses, schools, places of public assembly. Investigates the causes, origins, and circumstances of fires. Questions witnesses to a fire incident in order to collect information. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Protects, preserves, and maintains the chain of custody of any evidence of arson. Assists arson investigation personnel. Testifies in court when required.

Assists in the training of department personnel. Provides on-the-job training for subordinates. Trains subordinates in basic fire fighting by personally conducting classroom training, drills and evolutions. Provides department personnel and departments in surrounding areas with technical assistance.

Provides for the maintenance of department records, such as records of activity, payroll records, inventory records, or any other records which may be required. Writes reports, including incident reports, and personally completes assigned forms and records.

Provides for the repair and upkeep of property and equipment. Supervises routine and periodic testing of fire department apparatus and equipment. Inspects fire apparatus for proper placement and maintenance of tools and equipment, such as protective breathing apparatus, portable fire extinguishers, and hand tools. Performs or directs subordinates to perform daily radio check.

Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups. Participates in special community projects designed to improve public relations or the image of the fire department.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator immediately preceding closing date for application to the board.