

FIRE LIEUTENANT

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the first level of supervisory positions in the suppression division of fire department services. Employees of this class are responsible for supervising and assisting volunteer Firefighter/Operators in the performance of their duties, both at the station and at the scene of a fire or other emergency. Fire Lieutenants respond to all emergency calls, assuming command until relieved by a superior officer. Employees of this class supervise and provide for the daily maintenance of all equipment and apparatus and participate in the training of subordinate employees. The Fire Lieutenant receives general instructions from the Fire Captain and has the authority to work independently in most areas. This class ranks directly below that of Fire Captain.

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.

Responds to all fire alarms from dispatcher, records necessary information, and supervises driving of fire apparatus to emergency scene, making sure all laws and safety regulations are followed. Assumes incident command and directs emergency scene operations 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 hazardous materials. Maintains communication between the fire scene and authorized personnel. Provides for the needs of firefighters and other emergency personnel at the scene of an incident.

Assists Fire Captain with the management of the operation of one fire station for one shift. Recommends management policies, goals, and objectives for the department. Inspects the appearance of assigned equipment and subordinate personnel. Supervises volunteer firefighting personnel, providing assistance to subordinates in technical areas of work. Issues orders and duty areas. Counsels employees who are experiencing work problems. Oversees and evaluates work performance of subordinates. Provides training to volunteer firefighters by conducting classroom and on-the-job training. Serves as a consultant for volunteers within the department or in departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire fighting efforts when required.

Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction, especially those suspected to be the result of carelessness or the act of an arsonist. Informs

officer in charge of suspected arson. Assists arson investigation personnel. Protects, preserves, and maintains the chain of custody of any evidence of arson. Testifies in court when required.

Assists with the maintenance of department records, such as records of activity, inventory records, or any other records which may be required. Writes reports including incident reports, maintenance records, and preliminary investigation reports. Prepares NFIRS reports.

Performs regular inspections of equipment to ensure proper working order. Conducts safety tests of fire apparatus and equipment to ensure compliance with departmental operating standards.

Performs pre-fire planning inspections by visiting businesses, schools, places of public assembly. Inspects schools and other educational facilities for fire protection purposes, including conducting fire drills. Reports fire hazards or safety violations to the appropriate authority.

Participates in the research and planning for programs and activities of the department. Monitors and evaluates local conditions which may become fire or safety hazards. Coordinates the work of the department with related agencies, releasing information and giving assistance when needed.

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. Responds to questions and complaints from the public about operations of the fire department.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below 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 employment, 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.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must

indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator or must have at least five(5) years experience as a volunteer member of a fire department immediately preceding the closing date for application to the civil service board.