

FIRE LIEUTENANT

DEFINITION

Under direction of the Fire Chief or Fire Captain, deploys, supervises and reviews the work of Firefighters, Firefighter/Paramedics and Fire Engineers on an assigned shift; takes command of fires and other emergency incidents within the City unless relieved by a Captain or the Chief, performs the full range of emergency response duties as a member of a response team; coordinates and participates in non-emergency inspection, training, maintenance and related activities; assists Fire Captains in providing administrative support for specified departmental programs; and performs related work as assigned.

CLASS CHARACTERISTICS

This is the first supervisory level in the sworn fire series, responsible for all activities on an assigned shift and for assisting with specified department administrative and multi-agency activities as assigned. Responsibilities include both shift command and the performance of a variety of emergency response, non-emergency maintenance and basic administrative duties. Incumbents may serve as a Fire Captain on a relief or as-assigned basis. This class is distinguished from Fire Captain in that the latter is a mid-manager with responsibilities for a number of administrative functions in addition to performing shift staff supervision.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, schedules, organizes, assigns and reviews the work of sworn staff on an assigned shift.
- Provides input into selection, evaluation and other personnel matters; may counsel employees as required.
- Trains staff in work procedures; reviews and approves reports prepared by staff.
- Schedules the work of employees to provide for coverage and makes day-to-day assignments as required by the needs of the department.
- Performs the full range of Firefighter and Firefighter/Paramedic (depending upon certification) duties, including:
 - ... Responding to fire, medical, hazardous and related emergency situations;
 - ... Participating in the fire inspections of buildings and properties within the City on a regularly-scheduled basis;
 - ... Maintaining apparatus and vehicles in a clean and operable condition, performing basic maintenance and repair on equipment and reporting the need for major repair;
 - ... Maintaining the station and living quarters in a clean and orderly condition, and performing basic maintenance on facilities and station equipment.
 - ... Participating in drills and training sessions.
- Assists in the support of a variety of departmental programs and activities, such as:
 - ... Acting as Deputy Fire Marshall;
 - ... Coordinating information systems technology for the department;
 - ... Processing departmental payroll;
 - ... Assisting the Training Coordinator; and
 - ... Coordinating activities with the local water district.

- Assists in the investigation of the cause and origin of fires and hazardous materials incidents.
- Provides mutual aide to other fire service and medical emergency agencies as dispatched and in accordance with departmental policy.
- Develops and maintains effective working relationships with the community; presents a variety of educational and public service programs to children, youth and community groups.
- May represent the department and the City in contacts with other fire and medical response agencies.

QUALIFICATIONS

Knowledge of:

- Principles, practices, techniques and equipment used in fire, medical and hazardous materials emergency response situations.
- Principles of incident command.
- Principles and practices of fire investigation and prevention.
- Applicable laws, codes and ordinances.
- Safety practices and equipment related to the work.
- Computer applications related to the work.
- Techniques of first aid and CPR.
- Basic supervisory principles and practices, the training of staff in work procedures.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.

Skill in:

- Planning, scheduling, assigning, supervising and reviewing the work of staff on an assigned shift.
- Training staff in work procedures.
- Assisting with the administration of assigned programs and projects.
- Performing fire suppression and associated rescue and salvage work in a safe and effective manner.
- Applying the mechanics of fire fighting and emergency medical care at an EMT level.
- Operating vehicles and apparatus safely and in conformance with department procedures and traffic laws.
- Dealing with hazardous materials incidents in conformance with department procedures.
- Making sound, independent decisions in emergency situations.
- Maintaining accurate records and preparing clear and accurate reports and other written materials.
- Interpreting, applying and explaining complex codes, regulations and ordinances.
- Entering information into a computer with sufficient speed and accuracy to perform the work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to graduation from high school and three years of paid experience as a Firefighter, Firefighter/Paramedic or Fire Engineer. Completion of two years of college or possession of an Associate of Arts degree in Fire Science or a field related to the work is desirable, as is possession of certificates as outlined below.

License:

Must possess a valid California class C driver's license and have a satisfactory driving record; possession of a class B license is desirable. Possession of Fire Officer I, Chief Officer and/or Fire Instructor I and II certificates are also desirable.

Working Conditions:

Must be willing to work 24-hour shifts as scheduled by the department and with exposure to emergency circumstances, including exposure to hazardous materials and all weather conditions. Must be willing to pass a background investigation, including fingerprinting.

Physical Demands:

Must possess mobility, physical strength and stamina to respond to emergency situations and use all emergency apparatus and lift and move individuals or objects weighing more than 100 pounds; ability to work in a standard office setting and to operate motor vehicles; vision to discern colors and assess emergency situations, including medical incidents, and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone and radio.