

## **FIRE LIEUTENANT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **JOB OBJECTIVES**

To supervise and coordinate assigned staff within the Fire Department during fire and other emergency calls; to perform duties of incident command until relieved by higher level management staff; to perform duties in responding to fire, medical and other emergency calls for service; to act as Fire Captain when assigned; to perform fire suppression duties; to drive, operate and maintain firefighting, emergency medical, and fire station apparatus and equipment; to render medical emergency assistance; to participate in fire prevention, public education, disaster preparedness, and training activities; and to perform a variety of duties relative to assigned area of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from higher level management staff.

Exercises direct supervision over subordinate staff as assigned.

### **ESSENTIAL JOB FUNCTIONS**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

1. Supervise assigned firefighters on shift ensuring readiness of personnel, apparatus and equipment for fire suppression and emergency medical calls.
2. Respond to emergency calls; assess situation and assume control at emergency scenes until relieved by higher level staff.
3. Perform duties in response to fire, medical and other emergency calls; perform fire suppression and emergency medical assistance duties.
4. Respond to fire and emergency alarms; operate fire apparatus; perform all phases of fire suppression work; place fire hoses, set ladders, operate fire streams, ventilate and enter burning structures to extinguish fires and rescue victims; operate pneumatic and auxiliary equipment such as generators or pumps; perform rescue, ventilation, overhaul, salvage and clean-up activities at fire scene.
5. Drive, operate and maintain all fire fighting apparatus and equipment; operate a pump engine to boost water pressure from street mains; determine correct pumping pressure and effective range of streams.
6. Place equipment and ladders in appropriate position at emergency scenes; estimate height and adjust equipment to ensure proper and safe operation.
7. Perform tasks and duties relating to confined space rescue operations.
8. Respond to emergency and non-emergency medical calls; determine and perform appropriate emergency medical interventions within guidelines of certification; transport patients to appropriate medical facility; communicate with medical staff via two way radio; write medical response reports as needed.
9. Perform station maintenance; clean and maintain station living quarters in an orderly condition; perform minor repairs inside and outside of facilities.
10. Operate, inspect and maintain emergency response equipment and vehicles; perform minor repairs on equipment and vehicles or report deficiencies to proper staff for other disposition; order necessary supplies.

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11. Participate in drills and training exercises including those related to equipment operation, driving skills, fire mechanics, hydraulics, and safety principles, fire fighting, emergency medical service, technical rescue, physical fitness and other related areas.
12. Facilitate and participate in disaster preparedness, fire/safety education, and fire prevention activities including school education programs, group activities, fire drills, and station tours.
13. Respond to hazardous material incidents; make recommendations regarding the storage, handling and use of flammable liquids and other hazardous materials.
14. Maintain records and logs of work completed and in-progress; prepare statistical and analytical reports as required; retrieve and enter information into computer system.
15. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a fire department including fire suppression, prevention, and emergency medical response.  
Procedures, techniques, methods, materials, tools, and equipment used in modern fire suppression, fire prevention, and emergency medical response.  
Principles, practices, methods and techniques of emergency medical services.  
Proper operation, use and maintenance of pump engines, fire apparatus and other firefighting equipment.  
Methods and techniques of operating emergency vehicles.  
Operational characteristics of fire suppression apparatus and equipment.  
Operational characteristics of emergency medical services equipment.  
Principles of supervision and fire scene command.  
Principles of hydraulics and combustion.  
Potentially hazardous facility, material and situation recognition.  
Appropriate safety precautions and procedures.  
Geography and street layout of City and surrounding area.  
Office procedures and methods including computer equipment and supporting word processing and spreadsheet applications.  
Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

Supervise, direct and coordinate the work of lower level staff.  
Direct fire personnel at emergency scenes.  
Perform a variety of fire suppression, fire prevention, emergency medical response and technical rescue activities.  
Read, understand and apply technical firefighting materials and concepts.  
Select and properly administer first aid and medical treatment appropriate to the emergency.  
Operate fire suppression apparatus and equipment.  
Drive, operate, and maintain associated fire suppression and emergency medical apparatus safely in varying traffic and weather conditions.  
Perform mechanical work involved in fire equipment operations.  
Properly place vehicles and equipment at emergency scenes.  
Observe and follow safe fire fighting work practices.  
Conduct fire prevention presentations and classes.  
Respond to requests and inquiries from the general public.  
Maintain accurate records and prepare reports.  
Operate office equipment including computer equipment.  
Understand and carry out oral and written instructions.

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Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective relationships with those contacted in the course of work.

**Education and Experience Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

Completion of an Associate's degree, or equivalent of education and experience, supplemented by specialized training in fire fighting, fire science, emergency medical services or a related field.

**Experience:**

Three years of fire suppression experience.

**License or Certificate**

Possession of an appropriate, valid driver's license issued by the State of Oregon.

Possession of an Emergency Medical Technician B or higher certificate.

Possession of NFPA Firefighter II certification and NFPA Apparatus Operator/Driver/Aerial Operator/Mobile Water Supply Apparatus Operator.

Possession of Hazmat On Scene Incident Commander certification, NFPA Fire Officer I or ability to obtain within 6 months.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

Position requires that the individual be capable of meeting the 13 essential job tasks listed in Chapter 5, NFPA 1582 "Standard on Comprehensive Occupational Medical Program for Fire Departments" 2007 Edition. This standard may be reviewed online at [www.nfpa.org](http://www.nfpa.org).

**Environment:** Travel to emergency scenes and/or fire fighting incidents; exposure to noise, dust, grease, smoke, fumes, gases, extreme heat, hazardous materials; work at heights on ladders; work with water.

**Mobility:** Incumbents may be required to maintain physical condition necessary for walking, standing, running, climbing, crawling, reaching, and bending for prolonged periods at heights and in unlit areas wearing heavy gear; lift, push and pull objects; drive and operate fire suppression equipment and apparatus.

**Vision:** Vision sufficient to distinguish objects in limited visibility; to read small print, computer screens and printed documents.