

## **JOB DESCRIPTION**

### **FIRE LIEUTENANT**

Shall be appointed by recommendation (following testing and interviewing) of a selection committee made up of the Chief, Assistant Chief, and Battalion Chief and Captain of his Station.

The rank of Lieutenant is next below that of Captain.

### **GENERAL STATEMENT OF DUTIES**

Commands the activities of the personnel, apparatus and equipment; commands and participates in fire fighting, rescue and salvage work; performs related work as required.

### **ADMINISTRATIVE**

1. They shall have a thorough knowledge of, promote, and enforce all Rules, Regulations, Policies, and Procedures of the Department.
2. They shall have a thorough knowledge of and be proficient in the correct use of appropriate records, reports and computer software necessary to complete required documentation of incidents.
3. They shall be responsible for weekly work details, including but not limited to, vehicle and equipment inspections, cleaning and maintaining of the station.
4. They shall participate in all on going training.
5. They shall keep routine records and write clear and comprehensive reports.
6. They shall establish and maintain effective working relationships with subordinates, peers, supervisors and administrative personnel.
7. They shall perform such other duties as prescribed by their superior officers.

### **EMERGENCY SCENE OPERATIONS**

1. Shall assist with implementation of the Incident Command System to the extent warranted by the nature of the incident.
2. In the absence of a ranking officer, it shall be the duty of Lieutenant to assume responsibilities of command officer, but no change in regular routine shall be made, except with the knowledge and consent of superior officers in rank.
3. Shall act as a Company Officer, or if warranted by the Incident Command System, shall act as a Division Officer.
4. Shall be responsible for the members under his command and shall remain with them and keep them together unless directed otherwise by a superior officer.

### **QUALIFICATIONS**

Shall have the ability to meet the physical requirements of the job.

Shall have the ability to understand and execute oral instructions.

Shall have a minimum of two (2) years experience in the fire service.

Shall have completed National Fire Academy certification for Fire Fighter I&II.

Shall have a working knowledge of the Incident Command System.

National Fire Academy Fire Officer Training Classes, management/leadership training programs and/or previous management experience is desired and will be given consideration at time of interview.

