



## Fire Lieutenant Fire

FD/2

### JOB SUMMARY

This position is responsible for supervising and participating in the work of a shift of personnel engaged in the suppression of fires and the response to emergency scenes.

### MAJOR DUTIES

- Functions as incident commander at emergency scenes to maintain the safety of personnel while mitigating hazardous conditions.
- Supervises, directs and evaluates assigned staff; handles employee concerns and problems; counsels and disciplines staff; completes employee performance evaluations.
- Manages daily staff schedules to maintain established staffing levels.
- Supports and coordinates training opportunities for assigned personnel.
- Processes and submits timely and accurate reports.
- Completes special projects as assigned.
- Represents the department to other public and private safety organizations or groups.
- Conducts periodic inspections of personnel, quarters, equipment and records.
- Conducts inspections and pre-fire plan reviews.
- Commands select incident activities.
- Performs other duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of fire department operational policies and procedures.
- Knowledge of current and accepted firefighting practices.
- Knowledge of Georgia Firefighter Standards and Training Council compliance standards.
- Knowledge of departmental and city policies and procedures and related federal, state, and local guidelines.
- Knowledge of city streets and geography.
- Knowledge of supervisory principles and practices.
- Knowledge of computers and job related software programs.
- Skill in operating emergency vehicles and equipment.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Fire Chief assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include department standard operating procedures, city ordinances, NFPA recommended standards, and local, state and federal laws. These guidelines require judgment, selection and interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied fire suppression and prevention, management and supervisory duties. The variety of tasks to be performed contributes to the complexity of the position.
- The purpose of this position is to supervise and participate in the work of fire suppression personnel. Success in this position contributes to the efficiency and effectiveness of agency operations.

## **CONTACTS**

- Contacts are typically with co-workers, other city employees, elected and appointed official, representatives of other fire departments, business leaders, members of the news media, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching or walking. The employee frequently lifts heavy objects and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office and at emergency and fire scenes. Work requires the use of protective devices such as masks, goggles, gloves, etc.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over assigned personnel.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid state issued driver's license for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the National Fire Protection Association and the Georgia Firefighter Standards and Training Act.
- Possession of or ability to readily obtain appropriate state EMS certification.