

SOUTH THURSTON FIRE & EMS

JOB DESCRIPTION

Career Fire Lieutenant

Wages:

Per Local Bargaining Agreement (IAFF #3825).

Reports to:

The Fire Lieutenant reports to and is supervised by a Captain or Chief Officer.

Nature of Work:

The STF&E Lieutenant (LT) position is a mid-level managerial and supervisory position that requires a high degree of leadership, accountability, character, emergency incident and personnel management. The LT is responsible for routine management of emergency personnel in a combination system, coordinating physical and human resources as required for emergency preparedness and response, ensuring training and readiness of all personnel, stations and equipment. The LT may be the primary on-scene command and control of major incidents. Personnel assigned to this job description, work on 24-hour shift basis supervising operations, under the general supervision of higher-ranking Officers or the Fire Chief. Work involves multi-company supervisory and administrative duties, routine exercises of independent judgment, wide-ranging impact of decisions, and the requirement for advanced technical, managerial, and leadership skills.

Supervision Responsibilities:

The Fire Lieutenant provides direction and leadership, coordinating with the fellow Fire Officers, for personnel of subordinate rank, relating to emergency responses, the District's training programs, community service, and policies and procedures. The Fire Lieutenant functions in a leadership role working to maintain morale, promote productivity, and contributing to departmental objectives.

Duties and Responsibilities:

The following statements describe the principal functions of this job and its scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

1. Able to perform all duties and responsibilities of firefighter.
2. Provides initial scene command functions and performs firefighting activities including, but not limited to, driving fire apparatus, operating fire pumps, and related equipment, laying hose, climbing ladders, and using Self-contained Breathing Apparatus (SCBA) equipment.
3. Provides scene command functions and performs emergency medical activities including, but not limited to, basic life support, first aid, and defibrillation.
4. Provides leadership and supervises all assigned responders.
5. Supervises other firefighters and emergency medical personnel as required.
6. Assists in other department supervisory and administrative activities as assigned.
7. Enforces Department rules and regulations and policies.
8. Maintains sufficient personnel on shift each twenty-four hour period for emergency responses.
9. Provides training for shift responders on various skills including firefighting, driving, hydraulics, hazardous materials familiarization, heavy rescue, emergency medical services, and radio communications in order to maintain acceptable skill level.

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10. Assists in the development and delivery of training, and other similar special assignments, as assigned, as well as maintenance and updating of shift training records of assigned personnel.
11. Monitors the achievement of assigned personnel, including performing annual and probationary evaluations.
12. Ensures appropriate Personal Protective Equipment (PPE) is assigned, utilized appropriately, inspected, and documented for all personnel.
13. Responsibilities for special project assignments include, but are not limited to, preparation of program guidelines, supervising subordinate personnel within the program, preparing operating guidelines and protocols.
14. Manages budgetary expenditures within assigned program and/or project.
15. Participates in pre-incident planning of buildings, hydrants and other fire prevention programs.
16. Assists with maintaining fire equipment, buildings and properties, and apparatus, including the performance of minor repairs to Department buildings and properties; and cleaning, polishing, and testing equipment.
17. Functions as part of the shift and assures that all shift responsibilities for maintenance, upkeep, and cleanliness of stations and apparatus are accomplished.
18. Utilizes computers and other electronic equipment for all related assignments.
19. Completes daily and monthly shift reports and reviews all fire and EMS reports on assigned shifts.
20. Ensures comprehensive documentation of incident response and personnel activities for all assigned personnel.
21. Conducts investigations regarding personnel matters, accidents or incidents involving equipment loss, personnel injury, and/or citizen's injury or complaints
22. Participates in Public Education and Fire Prevention activities.
23. Monitors daily staffing to meet District needs by modifying day-to-day apparatus assignments based on management directive.
24. Communicates daily activities effectively and timely, including citizen concerns, staffing changes, personnel concerns, vehicle, equipment and facility concerns, with Chief Officers.
25. Attends District meetings as scheduled by the Chief Officers.
26. Performs other related duties as assigned by the Chief Officers.
27. Required to report to work at the appointed hour, as scheduled, and to work the entire assigned shift.

Other Duties:

1. Performs the duties of subordinate personnel as needed.
2. Attends conferences and meetings on the current trends, represents STF&E at local, county and other meetings.
3. Attends local community and civic organization meetings to provide presentations and to serve as liaison.
4. Leads department staff meetings and workshops.
5. Represents the department on committees, at special meetings, and in public education and informational programs as required.
6. Performs other assigned duties as may be determined necessary to fulfill the mission of STF&E.
7. May be called upon to perform functions of the Chief on Call (COC) in his/her absence.

NECESSARY JOB SKILLS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

General Skills:

- Ability to read, analyze, and interpret technical procedures, and governmental standards and regulations.
- Ability to write reports and procedure manuals.
- Ability to communicate effectively, teach, and mentor.
- Ability to listen, evaluate and accept constructive criticism.
- Ability to maintain a calm and professional demeanor in the workplace.
- Ability to perform under high levels of scrutiny and stress.
- Ability to effectively present information and respond to questions from supervisors, employees/members, work groups, and the general public.
- Ability to calculate figures and amounts, proportions, percentages, area, circumference.

Problem Solving Abilities:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.
- Interprets complex and detailed technical data. Participates in development of policy, programs, plans, or procedures.
- Studies manual work processes to determine most effective methods.

Specialized Skills and Abilities:

- Ability to maintain effective managerial control of widely dispersed personnel and apparatus under extremely stressful conditions.
- Ability to handle multiple emergencies simultaneously and correctly allocate resources.
- Extensive knowledge of modern emergency service principles, practices, procedures, and techniques in fire suppression and prevention, emergency medical services, hazardous materials protection, disaster management, and specialized technical rescue operations.
- Extensive knowledge of fire ground incident management and mass causality incident management.
- Extensive knowledge of applicable laws including departmental or county standing orders and operating procedures, and county and department rules and regulations, and the Collective Bargaining Agreement.
- Ability to take a teamwork approach to the job by cooperating and collaborating with others, offering to help others when needed, and considering larger organization or team goals/mission rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.
- Effective Communicator, able to clearly and concisely explain problems and solutions. Accountable and Responsible, Self-motivated, Mission driven, Confident, People-oriented, and Emotionally Stable.

Machines and Equipment

- Required to operate various types of fire engines and pumps, hoses, rescue vehicles, medical equipment, extrication equipment, breathing apparatus, ladders, chain saws and axes, radios and communication equipment, and ventilation equipment in order to accomplish the tasks of the position.
- Ability to use of office equipment including computers, calculator, telephone, fax machine, copy machine and other general office equipment.

Minimum Qualifications:

1. High school diploma or equivalent.
2. At least 21 years of age.
3. Five years active service as a responder in a fire service agency
4. Valid Washington State driver's license (by hire date).
5. Driving record consistent with requirements of District insurance carrier.
6. Washington State EMT-B certification or National Registry.
7. Obtain Thurston County Medic One Protocol within 90 days of hire.
8. IFSAC FF1 & FF2 certification.
9. IFSAC Instructor I certification.
10. Incident Safety Officer
11. NWCG Wildland Firefighter 1 (or obtain within one year of hire).
12. IFSAC Officer 1 (or obtain within one year of hire).
13. International Assn of Arson Investigators - Basic Fire Investigation (or obtain within one year of hire).
14. Blue Card qualified (or obtain within one year of hire).

Desired Qualifications:

1. Associates Degree in Fire Science Technology.
2. Currently an officer in a fire service agency with scene command and supervisory experience.
3. IFSAC Fire Officer 2 certification (or equivalent)
4. NFA Managing Fire Officer.
5. NWCG Single Resource Boss
6. Washington State Certified Evaluator.
7. NFA 0645 - 6-day on-site course which includes (0646; 0647; 0648) or equivalent, OR
 - NFA 0646 Professional Growth or equivalent
 - NFA 0647 Perspectives in Thinking or equivalent
 - NFA 0648 Framework to Success or equivalent

Physical Requirements:

1. Pass and maintain District's minimum medical and health standards physical requirements within the purview of the Americans with Disabilities Act.
2. Lift, move, and carry a minimum of 120 pounds.
3. Work at heights of 40 feet or more as required.
4. Successful completion of the CPAT (initial hire) or District's Physical Agility Test, and maintain fitness standards in compliance with national standards for fighters or established by STF&E.
5. Able to jump off a raised area 3 to 4 feet high.
6. Able to drive mobile apparatus under emergency response conditions.
7. Able to carry, on his/her back, a Self-contained Breathing Apparatus (SCBA) weighing approximately 35 pounds while carrying 100 pounds of hose on his/her shoulder for up to several minutes at a time.

8. Able to work at heights, such as on roof tops or ladders, where a sense of balance is needed.
9. Able to crawl on his/her hands and knees.
10. Able to climb up and down ladders and stairs with tools and/or equipment weighing up to 50 pounds.
11. Able to drag or pull heavy objects, such as a person weighing up to 200 pounds, over various floor surfaces and/or terrain.
12. Able to work in ambient temperatures of 100 to 150 degrees F wearing a Self-contained Breathing Apparatus (SCBA) on his/her back.
13. Able to work in a confined space, such as an attic or crawl space, of a structure.
14. Able to grip, lift, and carry equipment and/or tools with gloved hands from the ground, which may weigh up to 100 pounds.
15. Able to use tools to pull down ceilings or walls requiring his/her arms to be above head level.
16. Able to cut/chop holes in roofs, walls and floors using an axe or power saw.
17. Able to lift and carry a ladder weighing 75 pounds off a truck or from the ground.

Working Conditions:

The Fire Lieutenant must be able to work effectively under physically and mentally stressful situations including exposure to extreme temperatures, contaminated atmospheres, hazardous materials, adverse weather, heights, confined areas, medical trauma, and illness.

**ACKNOWLEDGMENT OF RECEIPT OF
SOUTH THRUSTON FIRE & EMS
Job Description**

I acknowledge that I received a copy of South Thurston Fire & EMS
Fire Lieutenant Job Description.

Print Name

Date

Signature

Date

Witness

Date