

PONDEROSA FIRE DEPARTMENT

JOB DESCRIPTION

LIEUTENANT

Effective Date: 01/01/2009

POSITION OVERVIEW:

The fundamental reason for this rank in the Fire Department is to demonstrate leadership and problem solving capabilities through supervision of members of the fire department while performing skilled fire fighting, emergency medical service work and maintaining situational awareness. Lieutenants are the first line of member leadership and discipline. Lieutenants communicate written and verbal instructions to multiple persons and adapt specific training and educational topics to meet the needs of the audience. Performance is reviewed regularly by the Command Staff.

PHYSICAL REQUIREMENTS:

- Work in confined spaces such as attic crawl spaces.
- Work at heights greater than ten feet.
- Work in a variety of weather conditions with exposure to the outdoor elements.
- Tolerate extreme fluctuations in temperature while performing job duties.
- Work for long periods of time, requiring sustained physical activity and intense concentration.
- Bend or stoop repeatedly or continually over time to perform emergency medical services, or perform duties on the fire ground.
- Lift arms above shoulder level to perform acts such as cut vent holes with an axe or to force entry into automobiles and buildings using specialized tools.
- Perform duties requiring frequent pulling of 40 pounds or more, such as removing hose from apparatus, pulling ceilings and starting power equipment.
- Maintains physical fitness to perform the physical requirements of firefighting and rescue.
- Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, and have an acceptable driving record.

TRAINING RESPONSIBILITIES:

- Provides hands on instruction to members in fire fighting and emergency medical service principles, practices, and procedures.
- Attends in-service classes in fire fighting, emergency medical services, and related duties;
- Maintains and improves certification levels as necessary and appropriate.
- Learn job related material through structured lecture and reading and through oral instruction and observation
- Learn the geographical layout of the Ponderosa Fire Department District street names, numbers and target hazards.

INCIDENT RESPONSIBILITIES:

- Responds to fire / medical incidents and other related emergencies.
- Directs and coordinates emergency scene strategic activities using the department recognized Incident Command guidelines unless and until relieved of command by another qualified individual.
- Directs, coordinates and performs emergency scene tactical activities.
- Writes reports related emergency activities, and reports the use of and condition of apparatus, related equipment, and supplies.
- Performs rescue operations, techniques, operates equipment while ensuring accountability.
- Performs fire fighting principles, practices, and procedures.
- Performs emergency medical service techniques.
- Capable of making life and death decisions during emergency situations.
- Rely on sense of sight, hearing and experience to help determine the nature of an emergency to make operational decisions.
- Be qualified to use Self-Contained Breathing Apparatus and protective clothing to prevent exposure to hazardous materials and infectious diseases.
- Work safely without presenting a direct threat to self or others and to assure safe working environments for others.

SUPERVISORY RESPONSIBILITIES:

- Communicates activities.
- Enters data or information into a terminal, PC, or other devices using department Local Area Network and other technology based tools and equipment.
- Participates and leads the inspection and testing of fire service equipment and the keeping of fire apparatus and equipment in a state of readiness.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Perform a broad range of supervisory responsibilities over others.
- Work cooperatively with other members and the public maintaining a positive attitude.
- Observe or monitor people's behavior and participation to determine compliance with prescribed operating or safety standards of the Ponderosa Fire Department.
- Communicate orally with customers, clients, and the public in one-on-one settings.
- Understand and follow oral and written instructions in the English language.
- Comprehend and make inferences from written material in the English language.
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.

ADDITIONAL REQUIREMENTS:

- NIMS Compliance, SFFMA Basic and Instructor 1 or TCFP Basic firefighter and Instructor 1, attained no later than January 1, 2010 to maintain or be considered for the position.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.