

## FIRE LIEUTENANT

FLSA: Non-Exempt

### GENERAL SUMMARY

This is supervisory work over a medium sized team of firefighters. Work involves supervising, assisting in directing and participating in firefighting activities. Reporting to the fire captain, employees in this position perform work exercising independent discretion and judgement within established department policies and procedures.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

- Assists fire captain in directing and participates in fire and non-fire related emergency situations, to include but not limited to fire, emergency medical and hazardous area calls
- Assists fire captain in planning and supervising the operation of a shift; coordinates shift functions, schedules work trucks, equipment and building, answers employee questions, resolves employee grievances
- Participates in the completing of performance reviews on subordinate shift personnel
- Assists in directing and participates in department training, practice drills, preplanning sessions and educational programs
- Participates in establishing department policies and procedures, goals and objectives
- Prepares and maintains a number of reports; (e.g., state fire incident report, officer's daily log, emergency medical reports, etc.)
- Maintains public relations with the community provides fire prevention classes and fire station tours
- Performs duties of and functions as shift commander in the absence of the fire captain
- Performs other related duties as assigned within the general knowledge, skills and abilities set forth

### KNOWLEDGE, SKILLS AND ABILITIES

A high school diploma or equivalent, successful completion of 266 hour basic Michigan Firefighter's Training Council Firefighter Certification Program and three years of progressively more responsible experience within the fire service. A current EMT certification is preferred, but not required.

- A current American Red Cross Certification in Advanced First Aid
- A current ARC or AHA CPR Certification
- Knowledge of modern firefighter techniques and methods
- Knowledge of the city geography and street system
- Decision making skills in order to make quick and accurate decisions under pressure

- Supervisory skills in order to coordinate shift functions and work effectively with subordinate personnel
- Interpersonal skills to communicate effectively with co-worker's and citizens
- Ability to prepare clear and concise reports
- Ability to operate firefighting equipment and apparatus to include truck, hydraulics, hose, ladder
- Ability to carry equipment over 70 pounds and lift victims of 120 pounds
- Ability to establish and maintain effective working relationships with supervisors, subordinates, coworkers and the public
- Possess and maintain a valid Michigan driver's license

PHYSICAL DEMANDS

The physical demands characterized here epitomize those that must be met by an employee to properly perform the integral functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

In order to properly perform the integral functions of this job, the employee is occasionally required to: sit, climb or balance, stoop, kneel, crouch, or crawl. Frequently, the employee is required to stand, walk, use hands to finger, handle or feel objects and reach with hands and arms. It is crucial to the outcome of job tasks that the employee is able to: talk or hear; taste or smell extensively.

The employee in this classification will be required to lift objects of up to 50 pounds extensively. Furthermore, occasionally the employee will be called upon to lift/move objects weighing more than 100 pounds. Vision requirements for this position include: close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORKING CONDITIONS

Exposed to hazards such as fire, smoke, intense heat, weather conditions, hazardous materials, chemicals and life threatening diseases. Occupants of this position may sometimes be required to perform job duties in small, dark, enclosed areas and also from precarious heights.

AUTHORIZATIONS

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Jon Ichesco, Fire Chief

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Date

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April McGrath, Director of Administrative Services

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Date

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Edward B. Koryzno, Jr., City Manager

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