

Eastside Fire & Rescue Job Description

Position Title: **Lieutenant**

Division: **Operations**

Reports To: **Shift Battalion Chief**

FLSA Status: **Non-Exempt**

Revised: **11/26/13, 10/15/18**

General Summary: Lieutenants are responsible for the professional supervision of a fire company or companies, along with associated resources, while on duty.

Duties include, but are not limited to, protecting life and property by supervising and performing firefighting, emergency aid, mitigation of hazardous material incidents, building inspections, pre-incident planning, and fire prevention/public education duties.

The shift Lieutenant reports to, is responsible to, and evaluated by the shift Battalion Chief (BC). The shift Lieutenant is also responsible to the assigned station captain regarding station level activities.

The Training Lieutenant reports to, is responsible to, and evaluated by the Battalion Chief of Community Services.

The Fire Prevention Specialist (if holding the rank of Lieutenant) reports to, is responsible to, and is evaluated by the Fire Marshal or Deputy Chief.

Essential Job Functions of Shift Lieutenant:

1. Responsible for emergency and routine operations, supervision of the activities of assigned employees, and in the maintenance of station, apparatus, and equipment.
2. At emergency scenes, may be in command until appropriately relieved by another qualified person.
3. Work involves the instruction of subordinates in Agency policy, service delivery methods, and the use and care of equipment.
4. Conducts performance evaluations for assigned employees to include volunteer responders.
5. May perform hazardous tasks under emergency conditions requiring strenuous physical exertion under extreme conditions (e.g., height, cramped surroundings, smoke, heat, etc.).
6. Work includes exposure to hazards inherent with medical, firefighting, and rescue operations.

Essential Job Functions of Fire Prevention Specialist (Lieutenant):

1. Responsible for, but not limited to conducting new construction and annual fire inspections, assisting the Fire Marshal or Deputy Chief in writing permits,

- attending pre-construction meetings and assisting in meeting the goals of the Bureau and the Agency.
2. May supervise career firefighters assigned to the Bureau.
 3. May respond to incidents as appropriate and perform shift Lieutenant job functions as directed.

Essential Job Functions of Training Lieutenant:

1. Responsible for conducting field and classroom training to career and volunteer personnel.
2. Assists in the development and scheduling of training as needed.
3. May conduct field level quality assurance evaluations in all fire department operations.
4. May respond to incidents as appropriate and perform shift Lieutenant job functions as directed.
5. May assist the Community Services Battalion Chief in assigned projects, which may include but is not limited to the reserve/volunteer program training and assisting the Community Liaison Officer.
6. Assist in communications, planning, and training delivery/evaluation between East Metro Training Group (EMTG), South King County Fire Training Consortium (SKCFTC), and the Agency.
7. Interact on a continual basis with King County EMS (KCEMS).

Knowledge, Skills, and Abilities:

1. Shall be required to immediately respond to emergencies, work outside in all weather conditions required and under adverse conditions. Work includes exposure to hazards inherent with emergency scene operations.
2. Ability to work in a closely managed and paramilitary management system.
3. Ability to follow verbal and written instructions and comply with safety regulations.
4. Ability to work under hazardous conditions utilizing proper technique and wearing proper equipment.
5. Ability to learn principles and techniques of modern fire prevention, suppression, and life-saving procedures and techniques.
6. Ability to maintain composure and self-control under adverse conditions (i.e., critical injuries and death).
7. Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of citizens.
8. Ability to establish and maintain effective working relationships with other employees.
9. Ability to meet performance standards established by National Fire Protection Association and Washington State Fire Chief's Association.
10. Ability to hold self in readiness at all times to answer calls, accept authority, obey orders or superiors, and accept a strict personal organizational code of conduct and ethics.
11. Knowledge of public education methods and skills to create and deliver programs that effectively educate citizens of all ages.
12. Knowledge of Agency occupancies, ability to recognize potential hazards, and skill to develop comprehensive, understandable pre-incident plans.

13. Knowledge of safety regulations and practices applicable to the Agency, including those for firefighting, EMS, rescue and hazardous materials.
14. Ability to recognize unsafe work practices and make timely corrections to ensure continued compliance with safety standards.
15. Knowledge and skills to effectively maintain fire stations, grounds, apparatus, and equipment in a condition that ensures maximum operational readiness for service.
16. Knowledge and ability to determine the best type of apparatus and equipment for the needs of the Agency.
17. Ability to accept challenging or unusual assignments and skills to apply education and experience to complete assignment objectives.
18. Knowledge of fire investigation techniques and ability to assist a fire investigator.
19. Understands and adheres to the Agency's policies and procedures.

Specific Shift Lieutenant KSAs:

1. Supervises and coordinates crew training functions with the Training Division and other officers assigned to the respective station.
2. Provides evaluation of the firefighters assigned to the Lieutenant and forwards written evaluation to the appropriate shift Battalion Chief for review and completion.
3. Responds to and directs the activities of teams and assumes command of an emergency scene until appropriately relieved by another qualified person.
4. Conducts inspections of apparatus, facilities, and grounds per Agency policy. Ensures all weekly, monthly, semi-annual inspections, tests and surveys assigned by the Station Captain are conducted and documented.
5. Coordinates and monitors pre-incident plans, mapping, inspections, and other activities assigned to crewmembers.
6. Maintains and orders necessary supply items and equipment for crew operations.
7. Provides input to the Station Captain on the annual station budget, when required.
8. Provides training to the general public and schools when assigned or scheduled.
9. Recommends discipline to subordinates in accordance with Agency policy.

Specific Fire Prevention Specialist (Lieutenant) KSAs:

1. Conducts fire prevention inspections and re-inspections.
2. Writes permits.
3. Conducts new construction acceptance inspections.
4. Conducts fire district receipt inspections.
5. Instructs crews in proper inspection procedures and pre-incident planning and such other programs as may be required to produce a highly effective and efficient fire suppression and code enforcement program, assist in outlining other training as may be required to meet the needs of the community.
6. Attends pre-construction meetings as assigned.
7. Works with little or no supervision.
8. Coordinates work with other Agency divisions and outside agencies.

9. Assists in maintaining a record of all commercial, institutional, manufacturing and similar buildings within the Agency service area that have been assigned for inspection and/or plans review.

Specific Training Lieutenant KSAs:

1. Conducts quality assurance evaluations of training in all fire department operations.
2. Audit CBT training instructors and classes.
3. Assist in the planning/scheduling of training programs.
4. Miscellaneous tasks, assignments, or assisting with (not exclusive):
 - Career instructor training
 - Mask fit testing
 - New career hire orientation
 - Volunteer training
 - JATC
 - Career firefighter training
 - Burn houses
 - Instructor training endorsements
 - Training meetings
 - Electronic record management system
 - Multi-media training (e.g., Target Solutions, Action Training, etc)
 - Policies and Training notices
 - Budget
 - Manage reference and resource library
 - AV coordinator
 - Training Division's annual goals and objectives
 - General office
 - Training evaluations

Education and Experience:

- Shall meet the officer requirements as outlined in Policy 2407.
- Must have and maintain a valid State of Washington Emergency Medical Technician certification.
- Must maintain a valid State of Washington Driver's License and good driving record required by Agency policy with EVIP or CDL Class "B" endorsement.
- Must successfully complete the probationary period within one year after appointment.
- **Fire Prevention Specialist (Lieutenant):** Must obtain the International Fire Code Fire Inspector Certification from the International Fire Code Institute within one year of appointment.

Physical Requirements:

- Must successfully pass annual fit for duty test and annual SCBA/HEPA mask fit test.

- Must be able to read a computer screen, and various reports, letters, documents, and training materials.
- Must be able to drive personal and Agency vehicles.
- Must be able to frequently communicate, express one's self, convey, converse, and exchange information with others either in person, written, telephone, or through radio.
- Frequent movement is necessary in a fire station setting, in meetings and/or training, at conferences, etc., for long periods.
- Occasionally ascends/descends stairs; positions self to reach high/low work spaces; kneels; stoops, crouches, or crawls.
- Capable of frequently lifting and/or moving up to 10 pounds and occasionally lifting or moving weight in excess of 100 pounds. Specific vision abilities required by the job include close vision, depth perception and the ability to adjust focus. Corrected vision is permitted.
- Operates general office and computer equipment.
- Attends schools, conferences, and training sessions keeping current in practices, tactics, training, prevention, and other information related to the position.
- Frequently works in an indoor or outdoor setting; occasionally required to work for prolonged periods without rest during disasters or in inclement weather.
- Must successfully pass the Agency's pre-hire background, medical, drug screen, and psychological testing.

Working Conditions: Subject to work hours as outlined in the Collective Bargaining Agreement. The lieutenant shall be required to immediately respond to emergencies, work outside in all weather conditions and under adverse conditions. Work includes exposure to hazards inherent with firefighting and rescue operations. May be subject to off-shift call back.

General Sign-Off: The employee is required to adhere to all Agency policies, regulations, and procedures. The statements herein are intended to describe the general nature and level of work performed by employees, but are not a complete list of responsibilities, duties, and skills required of personnel so classified.

I have read, understand, and agree to adhere to this explanation, conditions, and job description.

Signature: _____ Date: _____ Emp# _____