


Ozark Fire Protection District Personnel Policies and Regulations

	APPENDIX NUMBER:	VIII-B	APPROVED BY BOARD:	May 21, 2019
	CHAPTER TITLE:	Lieutenant: Job Description		
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CLASS TITLE:

Lieutenant

ACCOUNTABLE TO:

Battalion Chief or designee

PRIMARY OBJECTIVE OF POSITION:

Under general supervision, serves as a company or station commander and performs assigned duties in fire prevention and suppression, emergency medical services, hazardous materials and first responder services. Works within prescribed standards and procedures with some leeway for discretion and independent action.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:


ESSENTIAL DUTIES ARE:

Leads, supervises, reviews and performs in activities of firefighter personnel performing fire inspections and prevention, firefighting, first aid, rescue, and hazardous material response; directs firefighting activities as first arriving command officer; recommends to superiors in matters of rules, budget, personnel, apparatus, equipment, and regulations; supervises tests of equipment hose and apparatus; inspects quarters, personnel, and equipment; checks apparatus for condition and inventory of supplies and equipment; participates and instructs in training program; attends meetings and drills and trains personnel; assists in pre-fire and pre-hazardous materials spill planning; responds to hazardous materials incidents and supervises handling of incident under operational-level training; takes command until arrival of an officer of higher ranking; responds to emergency calls when off duty; receives and channels reports and communications to superiors; performs fire inspection activities and programs; provides basic life support to ill or injured persons until relieved of responsibility by higher medical authority; attends training classes to update and maintain high level of knowledge and skill; investigates fire scenes for causes and arson; carries out special assignments; maintains physical strength and agility; may evaluate employees' performance; performs firefighter duties.

OTHER DUTIES INCLUDE:

Monitors use of station facilities by the public; conducts station tours; makes presentations to groups; answers public inquiries; housekeeping, kitchen and laundry duties; paints and performs building maintenance and repair; performs other duties as assigned. Initiates routine operational records; occasionally works with information restricted to specific persons for a limited time; supervises and uses equipment requiring care to assure against breakdown or damage and to maintain accountability; occasionally handles small amount of funds; position requires substantial contact with public and fellow employees; position requires heavy physical work and occasional contact with undesirable physical conditions and hazards requiring constant safety considerations.

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SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Supervises a small group of personnel on an assigned shift, station, or at scenes of emergencies.


EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Shall possess a high school diploma or equivalent; meet subordinate job description; have five (5) years of fire service experience with a full- time department (volunteer time may be counted at a 3:1 ratio. 3 years volunteer experience accounts for 1 year of paid experience); possess a valid Missouri Driver's License; Fire Fighter I & II; First Responder; IFSAC or Pro Board Fire Officer I. The candidate may also consider the following courses for their career development plan (CDP): 1. NFA Strategies and Tactics series a. Preparation Initial Company Operations, Managing Company Tactical Operations (Decision Making & Simulations), & Strategies and Tactics for Initial Company Operations 2. Incident Safety Officer 3. Command and Control of Incident Operations 4. Aerial Apparatus Driver Operator 5. Fire Service Leadership Enhancement Program 6. Initiate Professional Development through independent reading.

EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATIONS:

- Responds to alarms and fires promptly, effectively and efficiently; drives safely and accounts for tool inventory and equipment; performs proper and effective fire suppression and rescue work;
- Understands and uses equipment and fire suppression methods properly and effectively; effectively maintains and tests equipment, apparatus, and stations;
- Performs proper and effective fire prevention inspections;
- Administers first aid properly and effectively; demonstrates knowledge of effective medical protocols for a wide variety of medical situations;
- Assists and trains new employees effectively and cooperatively; also attends training and drill sessions regularly and applies knowledge gained;
- Demonstrates logic, memory and reasoning skills by gaining, maintaining and applying current knowledge of elementary physics, chemistry and mechanics to firefighting, vehicle and apparatus repair, rescue, advance first aid, inspection, and hazardous material situations.
- Understands and follows properly and efficiently oral and written instructions; makes sound judgments under stressful conditions;
- Encourages others in and maintains good physical condition and agility; demonstrates the ability to work long hours without rest;
- Ability to perform heavy physical work and ability to lift over 100 pounds and to lift and carry over 100 pounds; ability to move a person weighing over 200 pounds;
- Ability to stand, walk, sit, ride, bend, crawl, ride, push, pull and perform a variety of similar body movements;

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- Possesses hand/eye/foot coordination adequate to drive and operate a vehicle and equipment.
- Ability to talk and hear in person and by telephone and two-way radio; ability to see and read instructions, gauges and training materials;
- Establishes and maintains effective working relationships with employees, superiors, and the public.