

CITY OF BLACK HAWK
2016 Job Description

JOB TITLE: Fire Lieutenant

DEPARTMENT: Fire Department

REPORTS TO: Fire Captain

EXEMPT: No

HIRING RANGE: \$30.3153 – \$34.8625 / HR

SUMMARY

The Fire Lieutenant performs managerial duties for the Department. Manages and supervises Fire Fighters on their shift by developing and coordinating activities. Reviews alarm and activity reports to assist the Chief and Captain in determining fire causes and identifying preventative strategies. Identifies training needs and educational activities to maintain and improve the professional skills of members assigned to his/her shift. Reads and studies trade journals, and other related data to keep abreast of the latest in firefighting methods and trends. Assist the Captain in coordinating, training and educating all members of their shift. Requires a high degree of independent judgment, initiative and understanding that must be exercised in interpreting formulating orders, rules, regulations, and standard operating guidelines for the orderly operation of the Fire Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Schedules and assigns subordinate personnel and equipment resources so the Department performs in an efficient and effective manner.
- Enforces Department rules and regulations and policies.
- Assists the Captain in conducting training sessions with fire personnel relating to firefighting, EMS techniques, new and revised policies and procedures, work methods, recent advances in technology, statutes, laws, City ordinances and recognized national standards.
- Reviews and performs evaluations, both formal and informal, of subordinate personnel.
- Assists in the development of goals and objectives for subordinate personnel and the Department and promotes the goals of the Department.
- Works with the Captain on disciplinary actions and recommends appropriate actions as required.
- Participates in the development of the Fire Department budget. May be required to attend staff meetings and briefings relative to Departmental operations and activities. Prepares statistical and narrative reports relative to Department activities and operations and special assignments.
- Supervises and participates in fire and medical incidents. Analyzes incident activities and helps develop training to effect improvement in process and procedures.
- Attends public meetings as a representative of the Fire Department, delivers speeches to civic, school and other organizations. Maintains harmony.

SUPERVISORY RESPONSIBILITIES

The Fire Lieutenant supervises subordinate employees within the Fire Department. The Lieutenant carries out supervisory responsibilities in accordance with the department's policies, rules and regulations to accomplish the organization's goals and objectives. Responsibilities may include: planning, assigning and directing work; appraising performance; recommending rewards and disciplinary measures regarding subordinates; developing remedial training to address problem areas; addressing complaints and resolving problems.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform job functions.

- Knowledge of the principles, methods and techniques of modern firefighting.
- Knowledge of City and Departmental organization, policies and procedures.
- Knowledge of the principles and practices of organizational dynamics and administration.
- Ability to communicate effectively, both orally and in writing with a wide variety of people.
- Ability to be a team player and to establish and maintain an effective and responsive working relationship with peers, Federal, State, County, City Officials, Civic leaders and the Community in general.
- Ability to plan, manage, supervise and evaluate the activities of personnel.
- Ability to analyze complex fire problems and to adopt quick, effective and reasonable courses of action. Ability to observe situations analytically and objectively and to record and report them clearly and completely.
- Must be able to pass established written, oral, physical, medical and psychological examinations.
- Must submit to fingerprinting and to a detailed background investigation.
- Must be available on 24-hour callback, as well as handle supervisory, administrative and Fire Department business and problems by telephone during off-duty hours.

EDUCATION and/or EXPERIENCE

The Fire Lieutenant shall be experienced in firefighting and EMS techniques. Additional education and training in the fire science/firefighting fields is highly desirable. Must have a general knowledge of rules, regulations, policies, and procedures of the Department. Must meet time in rank requirement of 7 years in the department with 5 years of a combined time as a Senior Firefighter or Engineer to be eligible for hire including required previous certifications.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Colorado driver's license with a good driving record. Must be certified by the State of Colorado as a Firefighter II, Fire Instructor I, State of Colorado Fire Officer I and Fire Inspector I. Must meet NIMS guidelines including ICS 300 certification. Must successfully complete NWCG single resource (S230/S231) and Initial Attack Incident Commander (S200) within 1 year of hire. Must hold a valid State of Colorado EMT-B certificate.

LANGUAGE SKILLS

Ability to read, analyze, and interpret Fire Service texts, journals, incident reports, financial reports and legal documents. Ability to respond appropriately to common inquiries or complaints from the general public, citizens, fire agencies and regulatory agencies. Ability to effectively present information to the Fire Chief, Fire Department, Employees and Public Groups.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret extensive variety of technical instructions and deal with several abstract and concrete variables. Errors in judgment or action could affect citizen acceptance of the Fire Department and/or financial and legal consequences including the possible loss of life of Fire Fighters and or citizens.

OTHER SKILLS AND ABILITIES

Must have the ability to maintain discipline of subordinates. Must have the ability to establish and maintain effective working relationships with superiors, subordinates, fellow employees and the general public.

EQUIPMENT USED

The Fire Lieutenant shall be capable of using a multitude of equipment from basic hand tools to heavy motorized equipment. Most firefighting equipment is specialized and requires continuous training to maintain the skills needed to safely and effectively operate the equipment.

Examples of equipment are:

- Basic hand tools ranging from screw drivers to fire axes and forcible entry tools.
- Power tools such as reciprocating saws, chain saws, drills and hydraulic powered equipment.
- Specialized equipment such a generators, portable pumps, all types of ladders, extrication tools, gas and hazardous materials detectors, computers, radio communications equipment and infrared cameras.
- Heavy equipment such as rescue vehicles, fire engines, aerial ladder trucks and ambulances including all of their associated equipment.

This section only describes the range of equipment that all Fire Lieutenants shall be proficient in using with safety to him or her and others as the number one priority.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Fire Lieutenant may be involved in high stress situations with little or no warning and be involved for long periods of time. Will frequently come into physical contact with individuals who have or have been exposed to contagious diseases.

While performing the duties of this job, the Fire Lieutenant is regularly required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stand; stoop; kneel, crouch, or crawl; talk and hear. The Fire Lieutenant frequently is required to use all of his/her senses, including the sense of smell.

The Fire Lieutenant must regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must successfully complete the NWCG Arduous fitness test yearly.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Fire Lieutenant regularly works in outside weather conditions. The Fire Lieutenant frequently drives or is a passenger in a motor vehicle. May be seated for long periods of time. May operate the motor vehicle in adverse weather conditions. The noise level in the work environment will range from moderate to high.

COMMENTS

The intent of this job description is to describe the types of job tasks and levels of responsibility and difficulty required of positions assigned to this classification title. This is not to be considered a detailed description of every duty or responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.