

TITLE: Lieutenant

ES/4

DEPARTMENT: Emergency Services, City of Franklin

**JOB SUMMARY:** This is a non-exempt Fire Protection position and has the legal authority and responsibility to engage in fire suppression. This position is engaged in the prevention, control, and extinguishment of fire and response to emergency situations where life, property, or the environment is at risk. The Lieutenant is also responsible for assisting in supervising personnel; participating in the activities of a shift of emergency services personnel; responding to fire, EMS, hazardous materials, technical rescue, and public service calls. This is a safety sensitive position.

**MAJOR DUTIES:**

- Responds to emergency response alarms, determining equipment and personnel to be deployed and providing input into determining the route to be taken by the fire company; directs work of firefighters pending arrival of a superior officer, supervising laying of hose lines, placement of ladders, direction of streams of water, ventilation of buildings, rescue of persons and salvage operations.
- Builds the department's positive image and increases management's effectiveness by orienting, training, coaching, counseling, and disciplining staff; communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results; performs employee evaluations; developing incentives; cultivating a climate for offering information and opinions and providing educational opportunities
- Supervises company of firefighters in daily station routine; ensures that the routine schedule for the day is followed by all assigned personnel; defines priorities and makes work assignments; maintains timesheets.
- Supervises cleaning, inspection and return of equipment to station after emergency response operations; supervises and participates in the cleaning and minor maintenance of department buildings and fire station grounds; assists in requisition and distribution of personal equipment, tools, clothing, etc.
- Participates in training subordinate firefighters in various facets of emergency response, including firefighting, emergency rescue, and hazardous material response methods and techniques.
- Evaluates firefighters' performances during emergency response operations; evaluates performance of equipment during emergency response operations; prepares and maintains associated reports for superiors.

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- Inspects commercial establishments and multi-family residences to determine the existence of fire hazards, the efficiency of fire protection equipment and general compliance with appropriate codes and fire prevention standards; conducts pre-fire surveys detailing physical layout of structures for inclusion in City emergency response data base.
- Coordinates with the shift Captain and Performs Quality Review of Emergency Medical Services and fire reports daily, identifies any deficiencies, and ensures all deficiencies are corrected by staff.
- Perform duties of an EMT-I or Paramedic during emergency operations in accordance with protocols for Advanced Life Support.
- Appears before civic, community, school and other interested groups and makes presentations on topics of fire safety and prevention; conducts fire safety classes for industry and businesses.
- Performs or directs the daily and monthly inspections of fire and EMS vehicles, apparatus, and equipment. Repairs any deficiencies found to apparatus and equipment.
- Attends training to maintain job related certifications.
- Supervises, oversees, and/or participates in the checking and installation of child safety seats.
- Supervises, oversees, and participates operating vehicles, apparatus and equipment in emergency and non-emergency situations.
- Maintains discipline in the absence of the Captain and may assume the duties of the Captain in their absence.
- Will actively participate in a fitness program and will maintain an acceptable level of personal fitness. Will take and pass a physical ability test consistent with my rank and assignment at least annually, or as determined by Departmental Policy. Understand that maintaining an adequate level of fitness and passing the physical ability test is a requirement of continued employment.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of modern firefighting techniques and equipment.

- Knowledge of city and county geography.
- Knowledge of the laws and regulations relating to the control and prevention of fire.
- Knowledge of personal computers for use in word processing and electronic communications.
- Skill in the operation of assigned equipment and apparatus.
- Skill in oral and written communication.
- Skill in the exercise of sound judgment during emergency situations.
- Skill in the supervision of personnel.

**SUPERVISORY CONTROLS:** The Captain assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include EPA regulations, OSHA regulations, Virginia EMS regulations, building codes, NFPA standards, city policies and procedures, disaster response plans, and department procedures and guidelines. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied emergency response duties. The unpredictability of the work contributes to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to participate in the work of an assigned shift of emergency service personnel. Successful performance in this position contributes to the safety of city life and property.

**PERSONAL CONTACTS:** Contacts are typically with other city personnel, hospital personnel, medical doctors, other emergency responders, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, resolve problems, and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while intermittently sitting, standing, stooping, bending, or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.

- Must have the agility and physical strength to do prolonged and arduous work under adverse conditions. This includes but is not limited to the ability to lift, move, and maintain position on items (e.g. charged hoses) up to 90 pounds; push objects up to 25 pounds; pull objects from 25 to 50 pounds, and lift or pull victims weighing more than 150 pounds.
- Work requires climbing, standing, and walking; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- Must meet the medical requirements set forth in NFPA 1582, Chapter 6: *Medical Evaluations of Candidates*.

**WORK ENVIRONMENT:** The work is typically performed indoors and outdoors. The employee may be exposed to cold or inclement weather, noise, machinery with moving parts, contagious or infectious diseases, and potentially life threatening situations. The work requires the use of protective devices.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has functional supervision over shift personnel as assigned and over volunteers on duty and responding to scenes.

**MINIMUM QUALIFICATIONS:**

- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with three years of experience or service.
- Virginia Department of Fire Programs Fire Instructor I or equivalent Certification to meet NFPA 1041.
- Virginia Department of Fire Programs Fire Officer I or equivalent Certification to meet NFPA 1021.
- Virginia or NREMT EMT-I or Paramedic Certification and it must remain current.

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- Will achieve Tidewater Emergency Medical Service (TEMS) Regional Sanctioning Process within the time line established by the Department and must remain released.
- Possession of or ability to readily obtain and maintain a valid state driver's license

#### PREFERRED QUALIFICATIONS

- Released under the Tidewater Emergency Medical Service (TEMS) Regional Sanctioning Process
- Completion of the Hampton Roads Fire Officer Academy or equivalent certification to meet academy standards
- Graduation with a two-year degree in a related field from an accredited college or university or 4 years of combined experience associated with firefighting and emergency response.