

CITY OF HOLTVILLE

Class Specification

JOB TITLE: Fire Lieutenant

DEPARTMENT: Fire

POSITION SUMMARY:

Under general supervision, perform fire prevention, fire suppression, hazardous material incident response and emergency rescue and medical assistance duties to protect life and property; performs related responsibilities as required.

REPORTING RELATIONSHIPS:

This position receives functional supervision, formal training, and technical direction as needed concerning equipment operation and work methods. Employees are expected to follow established work assignments and respond to other emergencies or directives during the shift.

EXAMPLES OF RESPONSIBILITIES:

1. Commanding an engine, or a rescue company, and a fire station. This includes being responsible for the care, maintenance, and usage of all equipment and items pertaining thereto.
2. Preparing reports and maintaining records as required, including but not limited to incident reports, maintenance reports, hydrant test reports, fire prevention reports, etc.
3. Conducting and supervising training for on-duty station personnel.
4. Obeying, supporting, and enforcing the department's rules, regulations, policies, and procedures and requiring the same of his/her subordinates.
5. Setting a good example for subordinates and requiring subordinates to meet all required standards of conduct and performance.
6. Promptly reporting in writing any violation of the department's rules, regulations, policies, and procedures, and referring all official matters to the fire chief through the established chain of command.
7. Supervising and assisting subordinates in the performance of maintenance, training, company inspections, public education programs, and emergency response activities.
8. Responding to structural, automotive or wild land fires, rescue operations, and hazardous materials calls and alarms by performing search and rescue, forcibly entering buildings and operating fire equipment.
9. Assisting in all operations necessary to ensure the confinement and extinguishment of fires and/or the elimination of other hazardous conditions, including driving fire apparatus and operating pumps or controls as needed.
10. Raising, lowering, and climbing ladders; using ropes for scaling and repelling; using hand and power tools for ventilation and forcible entry; using confined space rescue equipment to extricate victims; opening up walls, structures, and vehicles; extinguishing fires and engaging in salvage operations.

11. Responding to emergency medical treatment calls and alarms and providing first aid and emergency medical treatment as needed or as qualified.
12. Participating in fire safety and physical fitness conditioning programs, training programs and coordinated response drills.
13. Assisting with fire prevention and fire safety and hazardous material inspections and routine fire investigations.
14. Inspecting, cleaning, and testing and performing preventive maintenance work on fire apparatus, hoses, tools, medical and firefighting gear and equipment and maintaining all assigned apparatus and equipment in a state of readiness to respond to emergency calls.
15. Restocking supplies, including but not limited to medical treatment equipment, medical oxygen, fire hose, fuel (for apparatus and tools), and compressed air for SCBA cylinders.
16. Cleaning and maintaining station facilities, including grounds and landscaped areas.
17. Making public presentations concerning fire safety, emergency preparedness and emergency medical procedures; conducts station tours.
18. Participating in Regional strike teams responses, maintaining availability for call-back during emergencies and completes other special assignments.
19. Performing other such duties as may be required.
20. Maintaining all required certifications and licenses in good standing with the licensing/ accrediting agency.

The preceding activities have been provided as examples of the types of work performed by position assigned to this job classification. The City reserves the right to add, modify, change or rescind work assignments as needed.

QUALIFICATIONS GUIDELINES

Education/Experience/Training:

REQUIRED: Education, training and course work equivalent to high school graduation. Possession of a valid Class B California driver's license and an acceptable driving record prior to appointment. Maintaining Class B (firefighter) licensure, Emergency Medical Technician I certification, and Hazardous Materials First Responder Operations certification is a condition for continued employment. Preference is given to those certified as Fire Officer through the California State Fire Marshal's Office. At least one (1) or more years of experience in fire fighting and/or paramedic work is required for internal promotions.

Knowledge:

Supervisory techniques; firefighting procedures, techniques, and emergency medical methods; operation and maintenance of apparatus and equipment; location of streets and water hydrants; hazardous materials risks, storage requirements, mitigation procedures, and operations.

Skills:

Supervise effectively subordinate personnel. Properly operate and use fire apparatus, safety equipment, and power and hand tools.

Ability to:

Read and understand departmental policies, rules, regulations, instructions; fire inspection, prevention, ventilation and suppression procedures; understand and follow oral or written instructions; apply standard firefighting, emergency first aid, rescue operations and fire prevention techniques; climb ladders and work at considerable heights above ground level; meet strength, stamina and endurance standards for strenuous and hazardous tasks in emergency situations or during departmental training and qualification programs; operate emergency equipment; learn to operate a computer terminal to access, enter and update fire records and reports; work cooperatively and communicate effectively with co-workers, fire management, other fire agency personnel, students, and the general public; act effectively in emergency and stressful situations; apply proper medical treatment and make proper fire safety decisions in life-threatening or hazardous conditions.

Special Requirements:

Requires no prior felony convictions. Ability to perform firefighting activities in extreme heat and smoke and under extremely hazardous conditions. Must be available to respond to major fires or emergencies on a 24 hour basis or work extended hours beyond the normal work shift as required. Must be a United States citizen and be at least 18 years of age at the time of employment.

Approved:

Fire Chief

Date

Approved:

City Manager

Date

Date of City Council Approval