

# ANDERSON CITY FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## FIRE LIEUTENANT POSITION DESCRIPTION

### **SECTION I, 5.4**

January 2010

#### **CITY OF ANDERSON, SOUTH CAROLINA CLASS DESCRIPTION 2005**

#### **CLASS TITLE: FIRE LIEUTENANT FIRE DEPARTMENT**

#### **GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to supervise and participate in the activities of firefighting crews on assigned shift, including but not limited to fires, hazardous material incidents and rescue operations; to accurately document all fire calls; and to perform related supervisory and technical work as required. The class works within a general outline of work to be performed, and develops work methods and sequences under general supervision.

#### **ESSENTIAL TASKS**

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Assists in the direction and supervision of activities of firefighters and fire engineers at the fire station and fire scene.

Supervises subordinate personnel through the chain of command; supervisory duties include instructing; maintaining standards; coordinating activities; allocating personnel; acting on employee problems; and recommending employee discipline.

Reviews the work of subordinates for completeness and accuracy; assists in evaluating employee performance; offers advice and assistance as needed.

Participates in officer training.

Inspects personnel, apparatus, equipment and stations for compliance with established policies, procedures and standards of safety.

Responds to fire alarms; determines the nature and extent of fires, condition of building, danger to adjacent buildings and source of water supply; makes decisions regarding fire suppression methods to be used; directs firefighting work until relieved by superior officer; supervises and participates in the laying of hose lines, directing of water streams, placing ladders, ventilating buildings and completing salvage operations.

Participates in rescue operations and the administration of emergency first aid and CPR.

Documents all fire and other emergency incidents and responses.

Supervises and participates in the maintenance of assigned fire apparatus, equipment, buildings and grounds; ensures all fire apparatus and equipment are in a constant state of readiness for emergency response.

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May conduct fire drills.

Assumes command of fire station in the absence of superior officers.

Receives and responds to public inquiries, complaints and requests for assistance regarding areas of responsibility.

Attends training, conferences, seminars, and meetings to remain knowledgeable of modern fire suppression methods and administration; maintains required certifications.

Performs general clerical work as required, including but not limited to preparing reports and records, copying and filing documents, entering and retrieving computer data, attending meetings, answering the telephone, etc.

### **INVOLVEMENT WITH DATA, PEOPLE, AND THINGS**

#### **DATA INVOLVEMENT:**

Requires planning or directing others in the sequence of major activities and reporting on operations and activities which are very broad in scope.

#### **PEOPLE INVOLVEMENT:**

Requires supervising or leading others by determining work procedures, assigning duties, maintaining harmonious relations and promoting efficiency.

#### **INVOLVEMENT WITH THINGS:**

Requires supervising the activities of those operating or repairing complex machinery or equipment that requires extended training and experience, such as fire engines, fire suppression / rescue equipment, etc., or the application of custom or commercial administrative or other complex software or systems; may involve installation and testing.

### **COGNITIVE REQUIREMENTS**

#### **REASONING REQUIREMENTS:**

Requires performing supervisory work involving policy and guidelines, solving both people- and work-related problems.

#### **MATHEMATICAL REQUIREMENTS:**

Requires using basic algebra involving variables and formulas and/or basic geometry involving plane and solid figures, circumferences, areas and volumes, and/or computing discounts and interest rates.

#### **LANGUAGE REQUIREMENTS:**

Requires reading technical instructions, procedures, manuals and charts to solve practical problems; composing routine reports and specialized reports, forms and business letters with proper format; speaking compound sentences using normal grammar and word form.

#### **MENTAL REQUIREMENTS:**

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Requires doing professional-level work requiring the application of principles and practices in a wide range of administrative, technical or managerial methods in the solution of administrative or technical problems; or the coordination of entry-level managerial work; requires general understanding of operating policies and procedures and the ability to apply these to complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.

### **VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION**

#### **VOCATIONAL/EDUCATIONAL PREPARATION:**

Requires high school diploma or GED equivalent supplemented by formal training, special courses or self-education that is equivalent to satisfactory completion of one year of college education or specialized advanced training in fire science or a closely related field.

#### **SPECIAL CERTIFICATIONS AND LICENSES:**

Must possess a valid state driver's license.

Must possess S.C. Firefighter, Fire Officer and Incident Command certifications.

Must possess CPR and First Aid certifications.

May be required to obtain other technical or professional certifications as deemed necessary by supervisor.

#### **EXPERIENCE REQUIREMENTS:**

Requires four years of fire management experience.

### **AMERICANS WITH DISABILITIES ACT REQUIREMENTS**

#### **PHYSICAL AND DEXTERITY REQUIREMENTS:**

Requires heavy work that involves walking, standing, climbing, balancing, stooping, crouching, crawling, kneeling, reaching, and lifting, pushing or raising objects, exerting between 50 and 75 pounds of force on a recurring basis and over 100 pounds of force on a frequent basis.

#### **ENVIRONMENTAL HAZARDS:**

The job risks exposure to fire hazards, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, airborne particles, traffic, moving machinery, electrical shock, heights, disease/pathogens, toxic/caustic chemicals, explosives.

#### **SENSORY REQUIREMENTS:**

The job requires normal visual acuity, depth perception and field of vision, hearing and speaking ability, color perception, odor perception.

**CLASS TITLE: FIRE LIEUTENANT**

**JUDGMENTS AND DECISIONS**

**JUDGMENTS AND DECISIONS:**

Responsible for actions of others, requiring almost constant decisions affecting co-workers, fire victims or others in the general public; works in a moderately fluid environment with guidelines and rules, but frequent variations from the routine.

**ADA COMPLIANCE**

The City of Anderson is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This SOG does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*