

City of Lake City, FL

Classification Description

Classification Title: FIRE LIEUTENANT
Department: FIRE

Pay Grade: 14
FLSA Status: Exempt

General Description

This is responsible supervisory work in the direction of firefighting duties and the activities in a fire station on a shift.

Nature of Work

Essential Functions:

- Directs the operations and training activities at a fire station on a shift.
- Responds to fire alarms and EMS calls Directs the route to be taken to the fire and upon arrival determines what apparatus and equipment are needed. Makes decisions as to the best methods of extinguishing fires and directs operations until relieved by a superior officer.
- Responds to vehicle accidents.
- Performs fire suppression duties and supervises other crew.
- Supervises laying hose lines, directing and varying the pressure of water streams, placing of ladders, ventilation of buildings, rescue operations, and placement of salvage covers.
- Sees that all station equipment is returned to proper place after a fire has been extinguished and that all equipment is in working order at all times.
- Supervises cleaning of quarters, equipment and apparatus at a fire station.
- Inspects personnel and maintain discipline. Transmits orders and information to men. Assists in evaluating performance of subordinates.
- Participates in training activities and studies modern firefighting methods and techniques. Leads drills of company evacuations.
- Conducts and may supervise fire inspection activities.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses small office equipment, including copy machines or multi-line telephone systems. Uses or repairs small/light equipment, such as power tools. Uses or repairs heavy or complex machinery, such

as HVAC systems, construction equipment, or water plants. Supervises employees using or repairing heavy or complex machinery.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of and skill in the operation and maintenance of the various types of apparatus and equipment used in firefighting activities, together with ability to supervise the effective use of such equipment and apparatus;
- Knowledge of fire prevention methods;
- Ability to lead effectively and maintain discipline;
- Ability to learn and remember the locations of fire hydrants and streets;
- Ability to exercise sound judgment, to promote harmony, and to cooperate with other officers; and
- Ability to prepare clean and concise reports.

Minimum Qualifications: High school graduation or possession of an acceptable equivalency diploma (GED), three (3) years of experience as a paid Driver/Engineer. Must possess a Florida Certification as a Firefighter and a Class "D" Driver's License.

ESSENTIAL PHYSICAL SKILLS

- Must endure sustained acts of physical exhaustion and endure periods of duty under unfavorable and life threatening situations
- Heavy (45 pounds and over) lifting and carrying
- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Reaching, pushing, pulling
- Balancing, throwing
- Climbing (including ladders)
- Walking, crawling, kneeling
- Bending
- Stooping
- Jumping
- Running
- Smelling

Environmental Conditions:

- Works in hazardous conditions: flames, fire, chemicals, smoke, heat, gases, moving vehicles, falling structures and debris, electricity, poor ventilation, poor lighting and related hazardous situations

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Employee Name Printed

Date

Employee Signature