



Job Title:	Fire Lieutenant (Non-Exempt)		
Department/Group:	Fire Department	Supervisor:	Fire Chief
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:		Position Type:	Full Time
HR Contact:		Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	
Applications Accepted By:			
FAX OR E-MAIL: (727) 399-1131 or humanresources@madeirabeachfl.gov Subject Line: Fire Lieutenant (Non-Exempt) Attention: Recruiting or Human Resources Department		MAIL: City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Responsible, professional, technical and uniformed first line management position in the operation of Fire Rescue Station of one (1) of three (3) shifts, supervising firefighter/EMTs, and firefighter/Paramedics. Operates under the direction of the Fire Chief.</p> <p>Responsible for the management of station personnel engaged in firefighting, EMS, lift safety, and pre-fire survey operations assigned to their specific station and shift, with emphasis on employee relations and teamwork. The duties performed require the application of technical and management/supervisory skills with considerable latitude in decision making, initiative, and leadership within established departmental policies, procedures and practices, as well as City policies and procedures.</p> <ul style="list-style-type: none"> • In cooperation with the Fire Chief, coordinates the training, motivating, evaluating of assigned employees of the Division. • Assumes command of and responsibility for fire and other emergency scenes until otherwise relieved of command by a higher-ranking officer. • Directs modern firefighting methods and techniques to extinguish a fire effectively, to provide for the safety of personnel, and to rescue and give emergency medical treatment to persons trapped or injured in fires or other emergencies. • Responsible for the cleanliness and maintenance of the Station, its apparatus, equipment and records. • Meets with on-coming or off-going Lieutenant to discuss events of the previous day, status of emergency vehicles, condition of facility, changes in operating procedures, upcoming events, and other related shift exchange information. • Inspects personal bunker gear for safety and adequacy and prepares gear for use. • Oversees and participates in all vehicle maintenance, equipment inventories, daily facility maintenance, and other Station duties as required. • Co-ordinates, prepares, and participates in daily training schedule for assigned personnel consisting of topics such as multi-company, single company, in-house self study, EMS, fire evaluation building inspections, area familiarization, hydrant testing, grid updates, equipment study, incident command, resource management, fire ground accountability, and other similar programs. • Participates in public education programs such as engine demonstrations, Station tours, smoke 			



detector installations, static displays and other programs when possible.

- On a shift-by-shift basis, critiques the performance of assigned personnel on all aspects of their jobs such as emergency calls, public relations, Company Inspections, Station duties, fire scene efficiency, interpersonal relationships with fellow employees, management, and the general public to whom fire rescue services are provided.
- Assists in developing firefighting and other emergency rescue service methods and procedures to meet specific emergency situation and/or fire prevention problems.
- Prepares and maintains Department records and reports according to established record keeping policies and procedure.
- Coordinates and participates in special project such as hose testing, Company Inspections, map books, grid maps, station maintenance and upkeep, hydrant testing, among others.
- May be assigned broad or specific responsibilities for Departmental training and education functions.
- Demonstrates thorough knowledge of, and practices and enforces Departmental Policies and Procedures and the City Policies and Procedures.
- Ability to manage and motivate assigned personnel to maximize the efficiency and effectiveness of the delivery of all services and to promote team unity.
- Ensures assigned employees are cognizant of creating good public relations in the performance of their duties and performs their assigned tasks accordingly.
- Strives to maximize effective communication between assigned personnel, upper management, other employees throughout the City, and the general public.
- Objectively and consistently evaluates employees for efficiency and effectiveness using the City's established employee performance evaluation system and related procedures.
- Coordinates and participates with assigned personnel in the department's physical fitness program as approved by the Chief.
- Performs other job related duties that are consistent with assigned responsibilities.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Graduate from accredited high school or possession of acceptable GED.
- Meet the certification requirements for Paramedic of the State of Florida and the Office of Medical Director for Pinellas County.
- Valid Florida Class E Drivers License.
- Possession and maintenance of a current State of Florida Firefighter Minimum Standards Compliance Certificate.
- Fire Officer I Certification required.
- Shall pass any Department required written or oral examinations prior to hiring.

PREFERRED SKILLS

- The ability to pass a physical examination by the City's contracted physician.
- Ability to understand and follow oral and written instructions quickly.
- Ability to effectively perform prolonged and strenuous work under adverse emergency conditions involving physical and mental stress.
- Ability to efficiently operate a wide variety of firefighting equipment.
- Ability to think clearly and use independent judgment in routine and non-routine situations that may occur.
- Must be able to wear all assigned bunker gear and perform related emergency scene duties in an effective and efficient manner.
- Job tasks require frequent lifting and carrying of heavy weights (four-five (45) pounds and over), climbing, good vision, good hearing, ability to distinguish odors, the ability to walk, run, drive vehicles, crawl, stoop, push, jump, grasp hoses, grasp and manipulate small objects, work on unsteady footing,



and use other emergency and firefighting equipment as required. Must be able to utilize a computer and/or typewriter keyboard.

ADDITIONAL NOTES

- A considerable amount of time is spent working inside station facilities.
- Work is frequently performed in emergency conditions which may often involve extreme danger and exertion under stressful and hazardous conditions such as flames, smoke, hazardous materials, cramped conditions, around loud noises, charged or oxygen deficient atmospheres, downed power lines, in and among moving vehicles, and in varying and inclement weather, among others.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	