

# CITY OF WATERTOWN POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

April 8, 2024

Revised: ~~November 3, 2023~~

Title: Fire Lieutenant (Platoon)(Full-time) Department: Fire FLSA: Non-Exempt

## General Summary:

The Fire Lieutenant position is a general second line supervisory position, exercise direct supervision over firefighting personnel and receives direction from the Fire Chief, Deputy Fire Chief(s), and Battalion Chief(s) Fire Lieutenant participates and supervises in the daily activities, services and operations on an assigned shift in the Fire Department; ensures general maintenance of vehicles, equipment and apparatus; responds to emergency fire suppression, disaster and medical situations; and provides staff assistance to assigned command personnel. Assignments may include special technical work in addition to regular duties. At the scene of a fire or other emergency situations, is responsible for the effective control of the situation until relieved of command by a higher-ranking officer. Work is reviewed through periodic performance reviews. In the absence of the Battalion Chief this position shall assume the responsibilities of the Shift Commander and shall function accordingly

## Duties and Responsibilities:

1. Promote the department vision, mission, and values.
2. Issue direct and indirect orders to subordinates as appropriate and necessary to carry out both emergency and non-emergency duties and services. Ensure employees follow all safety procedures.
3. Responds to fire or other emergencies; accesses situation, takes mitigating actions to protect lives and preserve property. May supervisor emergency operations.
4. Responds to medical emergencies, performing rescue and emergency medical care
5. Fights fire or takes actions to mitigate and secure other situations such as natural disasters, hazardous materials releases, or other dangerous situations. Conduct pre-incident planning and develop a post incident analysis
6. Identifies persons requiring immediate care, provide prehospital medical services and transports victims for further medical care
7. Operates all apparatus with efficiency in emergency and non-emergency situations
8. Operate power and hand tools with efficiency in emergency and non-emergency situations
9. Maintains all apparatus and assigned equipment including personal protective equipment, and performs preventive maintenance and light repairs
10. Maintains facility and facility equipment
11. Attends training and meetings to remain current on fire suppression, rescue methods, leadership and EMS skills
12. Promotes positive department image through positive public personal conduct
13. Performs routine duties such as report writing, data entry, and completing required paperwork
14. Specific Knowledge of the geography of the city, surrounding area, and hydrant locations
15. Oversees the training and education of assigned firefighting personnel and assess strengths and weaknesses
16. Responsible for assigned personnel and their compliance with department rules policies, procedures, and special instructions of higher-ranking officers. May assist with policy development and budget request

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- 17. Promotes positive public relations with the community and assists crews in the public relation interactions
- 18. Responsible for general fire code enforcement, and general fire investigations and public education
- 18-19. Responsibility to maintain health and safety of all members and be physically and medically capable of performing duties
- 19-20. Assists Chief Officers with employee evaluations
- 20-21. Perform other work duties as assigned

**Required Knowledge, Skills and Abilities:**

Graduation from High school or equivalent, certified as an NREMT and/or State of Wisconsin EMT Basic or higher, NIMS 100, 200, 300, 400, 700, 800 certified as a State of Wisconsin Firefighter I and II, possess a valid State of Wisconsin Driver's License, must have certification as a State of Wisconsin Driver Operator, State of Wisconsin Emergency Services Instructor 1 and State of Wisconsin Fire Officer I, and have three years of experience as a firefighter with at least three years as a full-time member of the Watertown Fire Department, Starting January 1, 2022 must possess at time of promotion an Associate Degree from an accredited college or university in Fire Science or a related field or have an equivalent combination of education and experience which provides the following knowledge, abilities and skills:

Knowledge in:

- Firefighting, rescue techniques, fire prevention, and emergency medical services methods, techniques, and practices
- Computer applications involving word processing, data entry, and /or standard report generation
- Regulations, ordinances, and laws regarding a firefighting/emergency services department

Skills in:

- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic, and cultural backgrounds, often in situations which may be stressful
- Maintaining safety precautions in performance of work
- Preparing and composing reports and records on activities performed • Provide productive leadership

Ability to:

- Sustain physical effort involving performance of duties in situations of personal danger with exposure to all types of weather conditions and heights.
- Lift and carry patients in conjunction with at least another employee with weights of greater than 100 pounds, carrying equipment with weights up to 30 pounds, traversing a variety of surfaces and elevations and be able to, sit, stoop, crawl, bend, climb, and twist while performing the essential functions of this job.
- Read and understand policies, rules, instructions, and written material pertaining to fire and rescue operations
- Exercise judgment during hazardous circumstances and act quickly and effectively during
- Maintain current EMS license, as it is a condition of employment
- Establish and maintain effective working relationships with those contacted in the course of work
- Understand, follow, and effectively carry out instructions
- To effectively lead and manage assigned personnel to complete all tasks
- Ability to take personal accountability for being an officer

**WORKING CONDITIONS**

Emergency firefighting and public safety environment; exposure to fire surroundings; exposure to intense heat, structural collapse, falls and possible electrocution at emergency scenes, animal and human blood and other fluids, hazards of emergency driving, hazards associated with traffic control and working in and near traffic; working in and near natural and man-made disasters; exposure to inclement weather conditions; work in and with water; work at heights on scaffolding or ladders; work in confined spaces; work underground when necessary; work on slippery and uneven surfaces; work in and around heavy vehicles and equipment; exposure to noise, dust, grease, smoke, fumes and gases; exposure to potentially hazardous chemicals, explosives, high voltage and toxic materials; exposure to waste and infectious diseases; possible exposure to electrical or radiant energy, work closely with others.

I have read and understand the contents of this position description, and I have received a copy of this position description for my records.

PRINT NAME: \_\_\_\_\_

Commented [CB1]: 800 nims is a prerequisite for 300,400

Commented [GW2]: By my recall this was agreed to be switched to 3 years fulltime at Watertown with no prior years of firefighting required.

Commented [AR3R2]: I looked back at my notes and it was supposed to be 3 years and 3 as a member. I did update the 5 to a 3

Commented [CB4R2]: changed to "three years"

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

