



POSITION TITLE: LIEUTENANT
REPORTS TO: BATTALION CHIEF
FLSA STATUS: NON-EXEMPT
SCHEDULE: 48/96 SHIFT

This position description is established by the Board of Directors ("Board") of the Platte Valley Fire Protection District ("District") to outline the basic requirements, duties, and general responsibilities of the Lieutenant position. This position is "at-will," which means the District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason.

Under the general supervision of the Battalion Chief, the Lieutenant is charged with the responsibilities of safely responding to alarms and protecting life and property through the prevention and extinguishment of fires. The Lieutenant is also expected to perform basic life support emergency medicine until an advanced life support unit arrives. Non-emergency duties will include supervising and managing the day-to-day activities of the firefighting crew assigned.

Supervision Exercised: Will serve as a first-line supervisor over firefighters in day-to-day activities, including emergency and non-emergency situations. Perform supervisory responsibilities following the organizational policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; performance reviews; rewarding and disciplining employees; addressing complaints and resolving problems.

Essential Duties and Responsibilities: Lieutenants are responsible for the safety and well-being of all members. Lieutenants are responsible for managing the daily operation and maintenance of a fire station and the personnel, apparatus, and equipment assigned to the station. A Lieutenant serves as a company officer, supervising a crew of Firefighters and an Engineer assigned to a specific shift. Lieutenants supervise the crew and station apparatus dispatched to emergency scenes, including fires, medical calls, traffic accidents, hazardous materials incidents, etc.

Lieutenants are also responsible for providing leadership and personnel development.



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Lieutenants also supervise the personnel responsible for Emergency Pre-plan and Fire Safety Inspections. Lieutenants may serve as incident commanders in emergency incidents until relieved by an appropriate officer.

- As an officer, the Lieutenant supports the direction of the district and the decisions of the Chief Officers. The Lieutenant is the crew leader; thus, is responsible for creating a positive culture and a productive and professional environment.
- Ensure personnel are properly equipped and safely on apparatus before responding to an alarm.
- Ensure that the apparatus is driven safely and proper warning systems are used.
- Demonstrate awareness of other responding units.
- Check maps to determine routes, buildings, and water supply locations, etc.
- Ensure that the apparatus is properly equipped before responding to an alarm.
- Ensure the appropriate location for spotting aerial or pumping apparatus or other vehicles.
- Provide situation and status reports via the radio while approaching a fire or emergency scene.
- Receive and interpret additional information from the dispatcher.
- Size up potential fire or emergency situations while en route.
- Evaluate the accuracy of alarm information.
- Ensure safety procedures are followed by all personnel.
- Ensure all appropriate safety equipment (e.g., turnout gear, seatbelts) is properly worn by all personnel.
- Assume and retain command at the scene of an emergency until relieved.
- Have knowledge of the district geography, street and road locations, nature and locations of hazardous premises, principle structures, and water supplies available.
- Possess and exhibit the principles, practices, and procedures of modern firefighting, medical rescue, and fire prevention techniques.
- Evaluate emergency situations, recognize danger, and use sound judgment under stress.
- Plan, direct, and review the emergency operations and apparatus necessary at the scene of an emergency.
- Plan, manage, and complete staff functions assigned and projects contributing to the mission of the district.
- Enforce all policies, procedures, guidelines, and directives pertaining to the activities of firefighters.
- Perform and participate in other duties as assigned, including meetings and training sessions as required.



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- The position will require training and travel in areas outside of the district.
- Develop and deliver training to crew members.
- Maintain necessary records, including training, performance, etc.
- Ensure that the training standards established by the department are being met consistently.

PHYSICAL DEMANDS:

Physical demands described herein are representative of those duties and tasks that may be required of the employee to perform essential functions successfully and shall include but not be limited to the following:

- Wearing personal protective clothing (turnouts) and SCBA; perform firefighting tasks such as hose line operations, extensive crawling, lifting, carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry, etc.
- The employee is expected to complete tasks while wearing turnouts and an SCBA weighing at least 50 pounds or more and carrying equipment/tools weighing an additional 20 to 40 lbs. Additional tasks while wearing turnouts and SCBA will include advancing water-filled hose lines up to 2½ inches in diameter from fire apparatus to occupancy, approximately 200 feet, which can involve negotiating multiple flights of stairs, ladders, and other obstacles, including extensive crawling.
- Wearing personal protective clothing (turnouts) and SCBA, the employee will be required to climb three or more flights of stairs and accomplish searching, finding, and rescue-dragging/carrying victims, ranging from newborns to adults weighing over 200 pounds to safety despite hazardous conditions and low visibility.
- Employees will be required to perform EMS and rescue operations requiring prolonged periods of extreme physical exertion without the benefit of warm-up, scheduled rest periods, meals, access to medication, and limited hydration.
- Specific vision abilities required by this job include close, distance, color, peripheral, depth perception, and the ability to adjust focus. In addition to performing the above-listed job tasks and duties, the employee is frequently asked to stand, sit, walk, talk, hear, stoop, kneel, crouch, or crawl.



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WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that a Lieutenant may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Work is performed primarily in the vehicle and outdoor settings, in all weather conditions, including temperature extremes, and during the day and night shifts. Work is often performed in emergency and stressful situations. The employee is exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance, including infectious substances, smoke, noxious odors, fumes, chemicals, solvents, and oils. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings, moderate during daily work routine, and loud at an emergency scene. Occasionally, shift lengths are extended, and emergency callbacks are necessary due to emergency conditions to meet the needs of the community effectively.

OTHER SKILLS AND ABILITIES: Must have the ability to maintain the discipline of subordinates. Must have the ability to establish and maintain effective working relationships with superiors, subordinates, fellow employees, and the general public.

COMMUNICATION SKILLS: The Lieutenant must have the ability to read, analyze, and interpret fire service texts, journals, and incident reports. Create written communication. Respond appropriately to common inquiries or complaints from the general public, citizens, fire agencies, and regulatory agencies. Must have the ability to effectively present information to the Fire Chief, Battalion Chief, and public groups.

REASONING ABILITY: The Fire Lieutenant must be logical under stressful situations and have the ability to define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions and deal with several abstract and concrete variables simultaneously.



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POSITION QUALIFICATIONS:

PREREQUISITE REQUIREMENTS

Education: High School Diploma or equivalent
Experience: Minimum of 3 years in operations or equivalent
Training: Fire Instructor I (or acquire within 12 months)
Firefighter II
Driver/Operator (DOU)
Hazardous Materials Operations
Emergency Medical Technician-Basic or Paramedic
Blue Card Incident Command Training
ICS 100, 200, 300*, 700, 800
*Must obtain within 12 months of promotion.
Other: Valid Colorado Driver's License with a safe driving record.



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The above statements listed in this job description are intended only to illustrate the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel classified in this position. This job description does not constitute an employment agreement between the District and the employee. This updated job description supersedes previous descriptions for the same position. The Board reserves the right to add to or change duties at any time.

ACCEPTANCE:

I have received and understand the essential duties and other requirements of my position, as stated in the above job description. I am able to perform these essential duties with or without reasonable accommodations.

Signature of Employee

Date

Signature of Fire Chief

Date



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