

FIRE LIEUTENANT

CODES/PAY RANGE

Class Code: 3910 EEO Code: B FLSA: NE Pay Range: 354 (Refer to Labor Agreement)

MAJOR FUNCTION

This is first line supervisory work assigning and directing Firefighters and other employees for emergency and non-emergency operations.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Responsible for all personnel and operational activities of assigned station. Maintains equipment and supply inventories. Complex problems are referred to higher-level officers.

Performs work as a firefighter as required.

Supervises and directs the assigned duties of subordinate Firefighter/EMS personnel.

Provides direction to firefighters in emergency responses to fire and rescue alarms. Directs firefighters in extinguishing fires, rescue operations and assumes command until relieved by a superior officer.

Personally participates in performing rescue, emergency medical services and other firefighting duties. May be required to ride and drive fire and rescue vehicles.

Directs pre-fire planning activities and completion of tactical surveys. Coordinates the completion of routine maintenance work at a fire station, including the maintenance and testing of equipment and apparatus. Conducts company drills and instruction periods. Conducts and participates in fire and rescue training and classroom instruction.

Assures that all station equipment is returned to proper place after a fire has been extinguished and that all equipment is clean and in good working order at all times.

Assures that personnel meet division standards. Evaluates employee performance. Assigns special duties within the division, relating to training, public relations or other related duties.

Directs the station ground maintenance program and maintains records and logbook of station activities. Submits written activity and training reports to higher-level officers as required.

Insures that all personnel under his/her authority comply with state and federal regulations.

May be required to assume responsibility and authority of Battalion Captain in their absence.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the operation and maintenance of the various types of apparatus and equipment used in firefighting, hazardous materials, emergency medical services and rescue activities.

Knowledge of modern firefighting, fire prevention and company inspection techniques. Knowledge of medical and rescue principles and methods. Knowledge of division rules and regulations. Knowledge of hazardous materials emergency mitigation techniques.

Knowledge of modern supervisory principles and techniques and personnel management principles. Ability to plan, organize and direct the work of subordinates. Ability to train, orient, counsel, evaluate and discipline employees. Ability to handle employee grievances. Ability to establish and maintain effective working relationships with other employees and the general public. Ability to make presentations to civic and business organizations.

Ability to analyze situations quickly and accurately and to determine the proper course of action to be taken. Ability to lead personnel effectively. Ability to cooperate with other officers and employees. Ability to maintain accurate records and to prepare clear reports. Ability to motivate subordinates in a positive and productive manner. Ability to develop training sessions from technical books, bulletins and seminars.

Physical strength and ability sufficient to perform prolonged and arduous work under adverse conditions.

MINIMUM QUALIFICATIONS

Completion of two (2) years paid experience as a Firefighter with Volusia County, or three (3) years full time paid experience with an organized Fire Department, Completion of twelve (12) credits in Fire Science or closely related field from an accredited college, or university. Possess a current certificate of compliance as a fire fighter issued by the Florida Division of State Fire Marshal of the Department of Insurance and Treasurers as per Rule Chapter 4A-37.

Must possess State of Florida Officer I certification. Must possess and maintain Florida Emergency Medical Technician (EMT) license.

Possess a valid State of Florida driver's license and proof of completion of an approved Emergency Vehicle Operator Course (EVOC) in accordance with Florida Statutes.

Must pass a physical examination as per Florida Division of State Fire Marshal of the Department of Insurance and Treasurer as per Rule Chapter 4A-37.037. Must submit to a drug screen test.

Note: Completion of a forty-five (45) hour Airport Rescue and Fire Fighting (ARFF) course which includes a live fire exercise covering the concepts of the current published edition of the International Fire Service Training Association (IFSTA) Aircraft Rescue and Fire Fighting or equivalent within one year of appointment.

ADA REQUIREMENTS

Physical Demands: Heavy to very heavy work. Ability to see, hear, talk, lift (100 lbs.), carry, push, stand, climb, crouch, balance, handle, fingering, pull, walk, crawl, kneel, reach.

Environmental Demands: Both inside and outside work. Potential hazardous work conditions. Ability to tolerate heat, inclement weather (rain, cold, humidity), water, odors, dust, poor ventilation, fumes, toxic fumes.

Mental Demands: Ability to read and comprehend professional, technical and scientific journals, manuals and procedures; safety instructions; memos, letters, policies, and reports. Ability to perform shop math and general mathematical functions. Ability to write business letters, summaries and reports. Ability to speak clearly and concisely relating information, data and details to layman; conversant in theory and practices of discipline.

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Revised 01/03

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