

## *215 - LIEUTENANT*

City of Parma  
1112 - Fire Department

### **JOB SUMMARY**

The Fire Lieutenant is responsible for managing the daily operation and maintenance of a fire station and the personnel, apparatus, and equipment assigned to that Station. The Fire Lieutenant serves as a company officer, supervising a crew of Firefighters and Paramedics assigned to a specific fire station on a specific shift.

Lieutenants supervise the crew and station apparatus dispatched to emergency scenes, including fires, medical calls, auto accidents, hazardous materials incidents, etc. Lieutenants also perform a variety of administrative duties including training; reporting, record keeping, and correspondence; public relations and education; supervision, evaluation and disciplining of subordinates; station maintenance; fire investigation; Fire Safety Inspections and building Preplanning; etc. Lieutenants may serve in the capacity of incident commander at emergency incidents, until relieved by an appropriate officer. The Lieutenant is also assigned a departmental Area of Responsibility, such as Emergency Medical Service officer (operations, equipment, infection control, etc.); SCBA maintenance and repair; hydrants and water supply; radio communications; apparatus maintenance; cadet training; Public Information Officer; information technology, or other Areas, as assigned by the Fire Chief.

The Fire Lieutenant reports directly to the Fire Captain. The Fire Lieutenant assumes the duties and responsibilities of the Fire Captain during tour-of-duty, but does not make changes in company routine unless approved by the Fire Captain, or upon orders of a Superior Officer.

The Fire Lieutenant shall meet all job performance requirements for the position as outlined in National Fire Protection Association Standard 1021 (Standard for Fire Officer Professional Requirements) Fire Officer 1.

This position is classified as Civil Service.

### **JOB CONTEXT**

The Fire Lieutenant's hours entail a 24 hour work day followed by a 48 hour break. The position is full-time and operates 12 months a year. The Fire Lieutenant is expected to be in uniform when on duty.

The job of Fire Lieutenant is considered to be very stressful. The incumbent works in temperature controlled rooms while in the Fire station. When responding to emergencies, training or other work details, the Lieutenant may be exposed to weather extremes (heat, cold, storms). The Fire Lieutenant may be expected to work in extreme, adverse conditions during a fire or an emergency, including fire and smoke. Exposure to toxic or hazardous materials and communicable diseases may occur. Intense and strenuous physical activities may be required as well.

The Fire Lieutenant performs yearly performance evaluations on those firefighters in his/her company. The incumbent is evaluated through these yearly evaluations given by the Fire Captain.

## **JOB QUALIFICATIONS**

Upon promotion, the Fire Lieutenant must have:

- A high school diploma or equivalent
- Completed all statutory state training requirements
- Five years of fire fighting experience in the City of Parma
- Certification as an Emergency Medical Technician or Paramedic
- A valid State of Ohio driver's license
- Obtained a score of at least 80% on the Ohio Department of Public Safety Firefighter-2 Instructor Knowledge exam within the past two years, or possess Ohio Fire Services Instructor Certification.
- ICS 100, 200, 700, and 800
- Good written communication skills
- Good verbal communication skills
- Good organizational skills
- Broad-based communication system knowledge
- Knowledge of hydraulics
  
- Knowledge of building construction
- Knowledge of sprinkler/ standpipe systems
- Detailed knowledge of current fire codes, ordinances and geography of the City of Parma and other surrounding communities
- Knowledge of all Standard Operating procedures, Administrative Policies, and rules and regulations of the Fire Division, and Personnel Policies of the City of Parma.
- Knowledge of the principles and practices of modern fire protection
- The ability to analyze situations and to adopt an effective course of action
- Knowledge of emergency medical service laws, policies, and procedures
- The ability to establish and maintain cooperative working relationships
- The ability to courteously interact with residents, property owners, occupants, hospital staff, patients and personnel from other agencies.
- The ability to supervise others
- Basic computer knowledge and keyboarding skills
- Quick thinking in all situations
- Qualify for promotion pursuant to current Civil Service laws or regulations and Collective Bargaining Agreement

## **CERTIFICATIONS**

The Fire Lieutenant shall maintain the following certifications:

- Ohio Firefighter-2
- Ohio Emergency Medical Technician-Paramedic or Ohio Emergency Medical Technician-Basic, as specified in Collective Bargaining Agreement
- Ohio Fire Safety Inspector
- Ohio Fire Service Instructor and/or Ohio Emergency Medical Service Instructor
- Valid Ohio Driver's License
- Any other certifications as established by Department policy

## **TRAINING REQUIREMENTS**

After promotion, the Fire Lieutenant shall complete the following courses of instruction:

- Fire Officer I (Course meeting standards of NFPA 1021)
- Incident Safety Officer (Course meeting Standards of NFPA 1521)
- Basic Fire Investigations (Course meeting standards of NFPA 921)
- ICS- 300
- ICS- 400
- Ohio Fire Safety Inspector, if not previously certified
- Ohio Fire Service Instructor and/or Ohio Emergency Medical Service Instructor, if not previously certified.
- Continuing education or courses pertaining to assigned Area of Responsibility
- All other training or instruction required by Fire Chief.

## **PRIMARY DUTIES AND ESSENTIAL FUNCTIONS**

### **EMERGENCY RESPONSE DUTIES**

- Respond expeditiously to all emergency alarms of fire, medical, hazardous materials, automatic alarms, including mutual aid, etc.
- Ensure that personnel are employing appropriate level of protective equipment, are safely on apparatus and properly restrained before responding to an alarm
- Ensure that the apparatus is driven safely and that proper warning systems are used.
- Use radio or other communications to provide situation and status reports while approaching or operating at emergency scene.
- Conduct Initial and continuing Size-up at Fire or Emergency Scene

- Direct and Perform Rescue Operations, engine or ladder company Operations, water supply operations, ventilation operations, forcible entry operations, hose and extinguishment operations, salvage and overhaul operations, hazardous materials operations, and medical treatment and care
- Act as incident commander at emergency scenes until properly relieved
- Conduct or assist Fire Investigations
- Any other emergency response duties as assigned by the Fire Chief

### ADMINISTRATIVE DUTIES

- Assist the Fire Captain in administering the affairs of the company
- Advise the Officer relieving him/her of activities during tour-of-duty
- Direct and perform equipment and apparatus inspection and maintenance
- Direct and perform maintenance of fire station and grounds
- Act as Shift Commander when necessary
- Assume duties of the Company Commander during prolonged absences of the Captain
- Administer a departmental Area of Responsibility
- Prepare reports regarding lost, stolen, or malfunctioning or broken equipment.
- Properly complete and process injury reports.
- Prepare or ensure completion of reports or checklists based on inspections of equipment and apparatus.
- Prepare or ensure accurate completion of incident reports and Patient Care reports
- Prepare personnel management reports such as schedules, trade requests, overtime records, etc.
- Prepare vehicle accident reports.
- Prepare written pre-incident plans.
- Record alarms, daily activities and events station journal
- Write letters, memos, and other correspondence to members of the department or the public.
- Participate in writing or revising department procedures, policies, and protocols.
- Complete purchase requests
- Any other administrative duties as assigned by the Fire Chief

### FIRE PREVENTION AND INSPECTION DUTIES

- Enforce fire prevention codes through annual inspection program inspection
- Maintain accurate records of inspections, hazard notices, and abatements
- Direct the inspection of buildings to detect and correct fire code violations.
- Plan and make assignments for company inspections.
- Any other duties as assigned by the Fire Chief

### SUPERVISORY DUTIES

- Supervises and assigns members of crew in daily activities, maintenance and training
- Monitors daily house/station work for completion
- Supervises an engine/ladder company at an emergency or fire
- Evaluate, Counsel and Discipline Subordinates
- Recognize job performance problems in assigned personnel and take action to correct these problems.
- Discuss and guide resolutions of conflicts between or among others in the station.
- Follow appropriate departmental guidelines for disciplinary actions.
- Motivate and Develop Subordinates
- Ensure that assigned personnel understand and comply with department Standard Operating Procedures, Administrative and Personnel Policies, Rules and Regulations
- Any other supervisory duties as assigned by the Fire Chief

### TRAINING DUTIES

- Ensure that assigned personnel are proficient in performing all required standard evolutions.
- Develop, prepare and conduct classroom training programs, drills or evolutions
- Train and instruct new recruits and probationary firefighters.
- Prepare and conduct post-incident analysis to identify training needs or operational changes needed
- Demonstrate the proper use of equipment and apparatus to assigned personnel.
- Participate in training exercises with other fire companies and neighboring fire departments
- Ensure that the company follows the training schedules established by the department.

- Maintain and expand job knowledge, skills, and abilities through continuing education, attendance at conferences or classes, and college coursework.
- Participate in physical fitness training to maintain conditioning.
- Any other training duties as assigned by the Fire Chief

### PUBLIC EDUCATION AND SERVICE DUTIES

- Coordinate station tours to explain equipment, apparatus, and techniques to visitors.
- Make presentations to schools, businesses, or community groups about fire prevention and safety, first aid or CPR
- Attends public events such as Block Parties, Health or Safety Fairs, etc.
- Provide information about department services, policies, procedures, and to members of the community.
- Distribute educational materials to the public.
- Respond to requests for public education activities
- Participate in or administer public protection programs including smoke detector installation, Point of Dispensing Site (PODS) planning or activation, etc.
- Any other public education and service duties as assigned by the Fire Chief

## **TOOLS AND EQUIPMENT**

- Personal protective equipment including full turnout gear (Helmet, hood, coat, pants, boots and gloves) or
- Eye and hearing protection
- Body substance isolation protective equipment (examination gloves, isolation gown, N-95 masks, etc)
- Self Contained Breathing Apparatus
- Air sampling and metering devices (CO meter, Explosimeter, 4-gas meters, etc.)
- Computer and standard programs (Firehouse, Powerpoint, Word, Excel, Keynote, etc.)
- Fire apparatus including pumpers, aerial ladders, heavy rescue, ambulance, and utility vehicles
- Hydraulic, pneumatic and electric powered tools
- Chain saws and rotary saws
- Hoses (Hand lines and LDH), nozzles, and appliances
- Stretcher (including basic EMT procedures)
- Office equipment including telephone, fax, etc.
- Hand Tools (Axes, Halligan, pike-poles, prybar, etc.)
- Emergency Medical Equipment, including heart monitor/defibrillator, diagnostic equipment, stretchers, oxygen delivery, etc.
- Communications equipment, including portable radios
- Various sized ladders (including aerial apparatus)
- Ventilation equipment, including gasoline and electric blowers
- Technical rescue equipment, (Ropes, confined space, water/ice, structural collapse, etc.)
- Timekeeping hardware or software
- All other tools and equipment listed for Fire Fighter, or as established by the Fire Chief or department policy