



FIRE LIEUTENANT

Occupational Code: 5307
Salary Range: 12F
Status: Classified
FLSA: Non-exempt
Established: 6/84
Revised: 12/88 01/00 02/08

NATURE OF WORK:

This is responsible, supervisory and skilled fire-fighting and rescue work directing the activities of a fire company.

Work involves responsibility for the directing of a fire company under the general supervision of a Fire Captain or another superior officer in an assigned station, and for the supervision of the workers and maintenance of the equipment at the station, as well as participating in all fire activities. Employees in this class are responsible for drilling and instructing subordinates in firefighting, rescue and emergency medical services, and fire prevention. In response to an alarm, an employee of this class directs the company to the route of the fire or medical emergency. At the scene of a fire or medical emergency, the Fire Lieutenant is responsible for effective combating of a fire until relieved of command by a superior officer, and/or directing, coordinating, and providing emergency medical service for both advanced life support and basic life support emergencies. He/she exercises general supervision over personnel of the company and participates in all fire-fighting/rescue and emergency medical service/rescue activities. At a fire station, employees of this class may be under the command of any officer of a higher rank. Employees of this class may be assigned to duty as an instructor at the fire training center, an officer on a rescue or squad (EMS) unit, or an assistant fire marshal, which involves the application of special abilities and knowledge developed through experience and training. Work involves the reporting of administrative matters to a superior officer. Serves as liaison between the Department of Fire-Rescue and other. At the scene of a fire or natural disaster, an employee of this class is responsible for effectively controlling and correcting the situation until relieved of command by a superior officer. Employees of this class may be assigned to duty as an assistant director of the fire college, or as the Fire Information Officer, which involve the application of special abilities and knowledge developed through experience and training. An employee of this class drills and instructs subordinates, and receives instructions and supervision from superior officers.

ESSENTIAL FUNCTIONS: (The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment for the position. Examples of work performed are not to be used for allocation purposes.)

Gathers information and develops work plans under the supervision of a commanding officer for station/company establishing drill requirements, inspecting schedules and assigning work tasks.

FIRE LIEUTENANT (Cont.)

Responds to fire alarms; determines route to be taken by fire company and approach that units will take in responding; analyzes information about the fire scene (e.g., extent of fire, seat of fire exposures, size of building, suppression equipment and personnel in building, etc.) and makes decisions as to best methods of extinguishing fire, and saving lives and property; directs work until relieved of command by superior officer.

Determines priorities of rescue activities, such as to apply first aid vs. extrication, who receives treatment or rescue attempt first, etc., where multiple victims are involved.

Supervises operations at fire, including laying of hoses, directing water streams, determining pressure of streams, placing ladders, ventilating buildings, rescuing and treating persons, placing of salvage covers, and clean-up operations; communicates finding of patients to responding EMS units regarding nature and urgency of situation until relieved of command by a superior officer.

Ensures that inspections of apparatus, equipment and tools are completed, to determine need for maintenance or repair work, and supervises the cleaning or repair of these items, as well as living quarters, as such; assures recording and maintenance of daily station attendance record, apparatus reference book, and station reference book.

Supervises fire company in residential and commercial inspections; educates property owners as to fire prevention practices; schedules and conducts training drills for station personnel; conducts fire drills in school and other facilities to ensure that they correctly respond and that safety equipment functions appropriately.

Inspects, disciplines, instructs and drills personnel in fire-fighting techniques, departmental procedures and related subjects; observes and assesses the performance of subordinates in order to complete their annual performance appraisal ratings; counsels subordinates when there is a performance or personnel problem; recommends appropriate disciplinary actions that are consistent with any violations; maintains personnel records.

Answers questions asked verbally by visitors to the fire station concerning directions and help needed as a public service.

Performs other related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS: (The knowledge, abilities and skills identified in this class specification represent those needed to perform the duties of the class. Additional knowledge, abilities and skills may be applicable for individual positions in the employing departments.)

Thorough knowledge of modern firefighting, fire prevention and rescue principles, practices and methods.

Thorough knowledge of the operations and maintenance of the various types of apparatus and equipment used in fire-fighting and rescue activities, and of the principles of hydraulics as applied to firefighting.

Thorough knowledge of fire department policies, general orders, rules and regulations, methods and procedures.

Thorough knowledge of Emergency Medical Care procedures, equipment, treatment and transportation policies.

FIRE LIEUTENANT (Cont.)

Thorough knowledge of the geography of the City of Miami, and the location of water supply and major fire hazards in an assigned area.

Considerable knowledge of the rules, regulations, policies and procedures involved in supervising sworn and civilian employees.

Considerable knowledge of the principles and practices involved in instructing and training others.

Ability to supervise the effective use of firefighting, rescue and maintenance equipment and apparatus.
Ability to lead workers effectively, maintain discipline, accept lines of authority, promote harmony and cooperate with other officers and workers.

Ability to prepare and maintain accurate records and reports.

DESIRABLE BASIC TRAINING AND EXPERIENCE:

Graduation from high school or vocational school and thorough (4 – 7 years) experience as a Firefighter; and completion of department courses in fire administration and supervision. EMT certification and Paramedic certification.

TOOLS AND EQUIPMENT:

Firefighting and emergency services apparatus, equipment, machines and tools; passenger automobile; hand-held radio and/or other communications devices; telephone.

PHYSICAL DEMANDS: (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee is frequently required to walk, sit, talk, see, hear, feel or operate objects, operate and travel by automobile or truck. Occasionally, there is a need to reach and perform moderate (15-50 lbs.) lifting, to retrieve and use tools and equipment, and assist others in extinguishing fires or carrying and treating victims.

WORK ENVIRONMENT: (The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in an office environment, but on occasion, duties will be performed in outside weather conditions, such as at an inspection, or in adverse conditions, such as at a fire or rescue scene.