



City of Lake Oswego, Oregon

Job Description

FIRE LIEUTENANT

FLSA Status: Non-exempt
Union Representation: IAFF

Salary Grade: 211; 213
Job Code: 3046; 3048

Summary

Under general direction, the Fire Lieutenant supervises, plans and directs the activities of at least one fire company on a designated shift, at an assigned station, or at the scene of an emergency. In addition, the Lieutenant shall be responsible for the fire station, apparatus and tools. The Fire Lieutenant may be assigned one or more special areas of responsibility and may assist with administrative assignments.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. May perform all duties normally assigned to a firefighter or driver engineer.
2. Plans, assigns and directs the work assignments of personnel on the assigned shift, in the assigned station.
3. Responds to alarms and initiates size up and command as applicable under the Incident Command System.
4. Acts as single unit, division or group manager under Incident Command System.
5. Ensures assigned apparatus, equipment, and facilities are maintained to a state of readiness at all times.
6. Ensures that assigned drills and training sessions are carried out and documented as directed by the Training Office.
7. Interprets general work instructions into specific work assignments; schedules work and oversees assigned personnel to ensure accuracy, efficient, cost effective and safe completion of duties.
8. Directs and participates in fire code inspection and pre-fire plan surveys.
9. Conducts fire prevention programs as assigned utilizing all assigned personnel.
10. Maintains a positive community relationship.
11. Makes presentations to clubs, schools and other organizations/groups regarding fire related subjects.
12. Conducts employee evaluations and recommends appropriate personnel action to Battalion Chiefs. Monitors disciplinary action of designated employees and demonstrates correct behavior and reports progress.
13. Maintains appropriate records, such as run reports, station logs, and training documents.
14. Requisitions needed equipment and supplies.
15. Monitors and reports on employee safety practices.
16. Carries out orders and directives of superior officers.
17. Trains and instruct subordinates and assists in professional development.

18. Actively supports safety and loss control measures.
19. Actively promotes and supports diversity in the workplace.
20. Enforces policies, procedures and performance standards.
21. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Management theories and principles.
- Fire suppression techniques and Emergency Medical Service delivery.
- Training techniques.
- Building codes and structures.
- Fire behavior and hazardous materials.
- Emergency service equipment, e.g., communications equipment, safety vehicles and protective clothing and equipment.
- National Incident Management System.
- Personal computers and related software applications.

Skills and Abilities to:

- Use the computer for reporting and documenting.
- Achieve and maintain adequate level of physical fitness to perform the essential functions of the job.
- Establish and maintain effective, courteous, and tactful working relationships with superiors, other employees, and the general public.
- Maintain composure, think clearly, and interpret orders and directions under emergency and daily operations.
- Respond at any time day or night to an emergency scene where firefighters are exposed to a variety of hazards including but not limited to disease, chemicals, fumes, intense heat, and products of combustion.
- Communicate both orally and in writing, including understanding and following oral and written instructions. Also the ability to hear and orally respond to calls for assistance, radio communications, and all other calls as needed in all conditions which may include substantial background noises as experienced in emergency operations.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is with an Associate's or Bachelor's degree with a focus in Fire Science or related field, and five years of fire service experience; or an equivalent combination of training and experience sufficient to successfully perform the essential duties of the job such as those listed above. Experience in a public fire department is preferred.

Licensing and Other Requirements:

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

Must be certified by the State of Oregon as an Emergency Medical Technician Basic or higher.

Work is performed in the fire station while sitting, standing or walking and at emergency scenes in varying weather environments. When responding to details and emergencies, employees risk physical hazard from the fire apparatus, traffic, fire, smoke, chemicals and other hazardous materials, falling debris, unstable buildings, extreme heat, unstable patients and contagious diseases. Physical exertion is required to perform the duties and responsibilities.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Heavy Physical Work: Must be able to move objects by exerting up to (50) pounds of force occasionally and/or up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director

Date

Human Resources Director

Date

Employee

Date

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.