

FIRE LIEUTENANT

DEPARTMENT : **FIRE RESCUE**
SALARY :
FLSA : **NON-EXEMPT**
CIVIL SERVICE : **INCLUDED**
BARGAINING UNIT : **INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS #66**

GENERAL STATEMENT OF DUTIES

Professional, technical and supervisory position responsible for providing direct supervision and command of fire fighting personnel at an assigned fire station and on an assigned shift. Duties include but are not limited to the following: responds to fire alarms and other emergency calls and directs all fire fighting and life saving operations; assists subordinates at the scene of a fire and at the fire station; establishes and maintains reports from fire scenes, personnel absences and activities, fire station journals and requisition forms for supplies; inspects public buildings, businesses, hospitals, convalescent homes, schools and places of public gathering for the purpose of detecting fire hazards or conditions dangerous to life and property; presents fire prevention talks to school children and other groups; conducts State rental housing inspections; prepares and conducts in-service training courses; other duties as assigned. The work is performed under the general direction of a Shift Commander but considerable leeway is granted for the exercise of independent judgement and initiative. Assumes duties of Shift Captain/Commander as needed.

EXAMPLES OF ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES (Illustrative Only)

These functions are considered essential for successful performance in this job classification and are derived from the performance objectives stated in Medical Protocol for Fire Fighters, Municipal Fire and Police Retirement System of Iowa and NFPA 1001, Standard on Fire Fighter Professional Qualifications:

A Fire Lieutenant candidate shall maintain a sufficient physical and mental fitness level to perform the following functions with safety and competency:

1. Safely drive fire fighting/other emergency vehicles.
2. Visually assess the emergency or fire scene and/or condition of patient(s) and request additional assistance when necessary.
3. Properly use and monitor fire fighting equipment and tools.
4. Perform rescue, clean up and salvage activities.

5. Verbally communicate with others in person, by telephone or via two-way radio.
 6. Understand, follow and give orders.
 7. Provide emergency medical services at least at the EMT-B level or as required by department.
 8. Properly maintain and utilize required personal and/or chemical protective equipment including SCBA and encapsulated suit.
 9. Utilize Incident Command System.
 10. Assist in on-site control including traffic control, providing assistance to bystanders and calming distraught persons.
 11. Prepare accurate reports.
 12. Function as a supervisor, member of the team and as an individual.
 13. Free/lift/move patient(s) in a safe manner and prepare patient(s) for transport.
- Using universal precautions, correctly

perform emergency medical services and properly utilize medical equipment and supplies.

Transport patient(s) and belongings to a medical facility, monitor patient(s), provide needed care in route and report patient(s) condition and treatment provided to medical staff. Remain available to assist medical staff when requested.

14. Maintain Haz-Mat certification at least at operations level.

Be prepared and respond to releases and potential releases of hazardous materials for the purpose of controlling the release including assessing the emergency scene and identifying the area and extent of exposure and implementing an emergency response plan.

Use field survey instruments and equipment, performing classification, identification and verification of hazardous materials including visually identifying hazardous materials by color-coding system. Use chemical reference materials including books, charts or computer.

Perform, assist or oversee hazardous materials control operations and assist with mitigation of Haz-Mat incident including implementing appropriate decontamination procedures.

15. Inspect residential and commercial buildings for fire hazards and report violations for follow up.

16. Attend and participate in ongoing training drills and utilize training materials to learn, know and be able to demonstrate proficiency in:

- a. drills and evolutions.
- b. safe use of all equipment, tools and supplies.
- c. role of the fire fighter at fires, response to emergency medical calls and hazardous exposure situations.
- d. knowledge of components of fire and its behavior.
- e. fire department rules and regulations.

- f. location of streets, direct routes, water mains and hydrants in response area.

17. Report and prepare for duty on time presenting a neat and clean appearance and dressed in uniform. Remain on duty for twenty-four (24) hour periods, interacting with coworkers in confined area.

18. Inspect, service, inventory, maintain and perform scheduled operational tests on all equipment and tools.

19. Communicate clearly and professionally with coworkers, supervisors and the public.

20. Prepare trucks and equipment for next emergency response.

21. It is not feasible to rate the frequency of physical demands for emergency situations due to the varied nature of tasks and environmental conditions a Fire Lieutenant may encounter. The majority of critical functions are not performed consistently in the course of a typical shift. Critical tasks are usually performed under emergency situations lasting from a few minutes to several hours and requiring intense physical and mental exertion. The responsibility to protect the public and to prevent or reduce the possibility of injury to fire personnel requires that each of the physical demands would be rated as frequent or constant. These include the following:

- a. Standing and walking.
- b. Bending.
- c. Stooping and squatting.
- d. Crawling and kneeling.
- e. Climbing stairs and ladders.
- f. Reaching above, at and below shoulder level.
- g. Pushing/pulling up to one hundred (100) pounds.
- h. Lifting and carrying up to one hundred (100) pounds.
- i. Twisting torso, hands, neck, waist.
- j. Hand and wrist motions such as simple and firm grasping and radial and ulnar deviation.
- k. Visual effort twenty (20) inches or less up to twenty (20) feet or more in reduced visibility.

- l. Color vision, peripheral vision and depth perception.
- m. Hearing and speaking in loud and confused situations.

These physical demands would be rated as occasional:

- a. Pushing/pulling over one hundred (100) pounds.
- b. Lifting over one hundred (100) pounds.
- c. Carrying over one hundred (100) pounds.

22. Mental and emotional demands include the ability to:

- a. Perform tasks with intense concentration for extended periods of time.
- b. Remain calm.
- c. Present self in non-threatening and courteous manner to the public in emergency situations.
- d. Work as a member of the team while functioning as an individual.
- e. Understand, follow and give orders.

23. Must be able to tolerate environmental conditions including the following:

- a. Extreme fluctuations in temperature. Must perform physically demanding tasks in extreme heat (over 400 degrees Fahrenheit) with humidity up to 100% while wearing personal protective equipment that impairs the body's cooling system.
- b. Must perform duties in sub zero weather and contend with wind chill factors.
- c. Must often work in wet, muddy or icy areas.
- d. Must frequently work on slippery or uneven surfaces such as rooftops, ladders and icy ground surfaces.
- e. Must perform work on or about moving machinery or equipment or in the vicinity of vehicles in motion (i.e. emergency vehicles, power tools, cutting torches, etc.).
- f. Face exposure to infectious agents such as Hepatitis A, B or C, HIV, meningitis or TB.

- g. Face exposure to hazardous substances such as asbestos, hydrogen cyanide, hydrochloric acid, other acids, carbon monoxide, organic solvents, gasoline, etc., either through inhalation or skin contact.
- h. Exposure to noise levels over ninety (90) decibels (i.e. when riding in emergency vehicles).
- i. Functioning under poor/no visibility.
- j. Exposure to sharp objects.
- k. Exposure to vibration when riding in emergency vehicles or operating power tools.
- l. Perform work in confined spaces or cramped body positions (i.e. attics, cars, under houses, closets, etc.).
- m. Perform work, balance self and equipment or people from heights while working on ladders.
- n. Possibility of burn injuries from heat, fire, chemicals and electricity.
- o. Exposed to smoke and dust.
- p. Exposed to oil and grease, especially during maintenance and repair of fire fighting equipment.
- q. Exposed to uninsulated or unshielded electrical equipment.
- r. Exposed to radiation hazards.
- s. Exposed to a variety of stresses:
 - critical decision making in life threatening situations.
 - performance of complex tasks during life threatening situations.
 - dealing with critically injured/ill people and their families/friends.
 - tight time frames.
 - tasks requiring long periods of intense concentration.
 - unpleasant or traumatic situations (i.e. critically injured people, death, mass casualty incidents, injury to self or coworkers, etc.).
 - work twenty-four (24) hour shifts during which sleep may be interrupted or prevented.
 - work in unknown situations.
 - must be constantly prepared to respond to emergency situations without warning.
- t. Wear personal protective equipment weighing 50-70 pounds, depending

- upon situation.
 - u. Exposed to all weather elements (i.e. sun, heat, rain, sleet, snow, ice, etc.).
 - v. Exposed to noxious odors.
24. Investigate complaints of fire hazards, dangers or violations and accurately document violation/findings.
 25. Provide education programs to the public and conduct fire station tours.
 26. Know the cause of fire and its behavior.
 27. Attend work regularly at the designated place and time.
 28. Work independently and with others with minimum supervision.
 29. Perform all work duties and activities in accordance with City policies, procedures and City, OSHA, NFPA and Fire Rescue safety rules and regulations.
 30. Perform all other related duties as assigned.

MARGINAL FUNCTIONS

These functions are part of the job, but may be reasonably accommodated:

1. Maintain neat, clean and safe working/living environment including:
 - a. maintain exterior of fire station.
 - b. perform kitchen chores.
 - c. store equipment and supplies.
2. Clean and maintain equipment.
3. Read and study fire department training materials and literature other than during training and drill periods to maintain proficiency.

REQUIRED KNOWLEDGE & ABILITIES, ACCEPTABLE EXPERIENCE & TRAINING

1. High school graduate/GED supplemented by approved training in fire department administration, operations, inspections and prevention.
2. Presently employed with WFR with at least

five (5) years of service with WFR by deadline date for submission of resume.

3. Must obtain Fire Officer I certification within three (3) years of promotion (IFSAC or Pro Board).

Beginning next testing cycle, Fire Officer I will be a requirement in order to be eligible to apply.

4. Must maintain EMS Certification at current level (paramedics must maintain department required EMT level).
5. Must maintain Haz-Mat Certification at least at operations level.
6. Possess and maintain a Class D Iowa Driver's License and good driving record based on City of Waterloo driver performance criteria. Disciplinary action or continuing employment status may be reviewed for the following: four or more moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation within the previous five years; two or more at-fault accidents within a three-year period while driving on City business. Driving record will be reviewed at least annually.
7. Knowledge of modern principles and techniques of fire prevention, including inspection methods, fire hazards and methods of eliminating hazardous conditions.
8. Knowledge of community services, education and injury prevention programs.
9. Knowledge of State and City laws and ordinances regarding fire prevention.
10. Knowledge of principles and materials of building construction maintenance.
11. Working knowledge of modern fire fighting, EMS, rescue and hazardous materials principles, practices and methods.

12. Knowledge of the operation and maintenance of various types of related apparatus and equipment with the ability to supervise the effective use of such equipment and apparatus.
13. Knowledge of relevant OSHA and NFPA standards and regulations.
14. Knowledge of principles and practices involved in instructing and training fire fighters together with the ability to apply them to specific training problems.
15. Thorough knowledge of rules and regulations of the Fire Rescue Department.
16. Knowledge of the location of City streets, principal buildings and fire hydrants.
17. Ability to react quickly and calmly in emergencies and to direct the work of fire fighting personnel in emergency situations.
18. Ability to communicate clearly and concisely, orally and in writing.
19. Ability to make presentations before civic and community groups and school children.
20. Ability to supervise fire personnel, maintain discipline, accept lines of authority and promote effective working relationships with supervisors, coworkers, public officials and the public.

21. Ability to maintain records and prepare reports.
22. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.
23. Must comply with the City of Waterloo Residency Policy for Critical Employees (must live within ten-mile, twenty-mile or thirty mile radius of City Hall depending on hire date as per policy effective 9/1/06).
24. Must participate in Civil Service examination procedures that will include written exam, oral interview, administrative exercise and promotional employee performance evaluation.

WORK SCHEDULE

May be assigned to work twenty-four (24) hour shift schedule or forty (40) hour Monday-Friday schedule depending on job duties and staffing needs. May be required to report when off duty for operations where additional staff is needed to effectively control a fire or rescue operation or to fill in for an unscheduled absence.