JOB DESCRIPTION

JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Fire Lieutenant</th>
<th>Civil Service:</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Fire</td>
<td>Bargaining Unit:</td>
<td>Fire</td>
</tr>
<tr>
<td>Reports to Position:</td>
<td>Fire Chief</td>
<td>Pay Grade:</td>
<td>Fire Contract</td>
</tr>
<tr>
<td>Location:</td>
<td>Station 1 or 2</td>
<td>Overtime Status:</td>
<td>Paid Overtime</td>
</tr>
<tr>
<td>Effect. Date:</td>
<td>8/4/05</td>
<td>FLSA Status:</td>
<td>Exempt</td>
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</tbody>
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JOB SUMMARY

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):

This is a supervisory position within the municipal fire department. A Fire Lieutenant’s duties include firefighting, command of a fire company or assigned shifts, and fire prevention. When on duty, the Fire Lieutenant is responsible for the maintenance of the fire station, including apparatus and equipment. At an emergency scene, the Fire Lieutenant is responsible for the supervision of all firefighting personnel, the safety of the firefighters, and the effective and efficient extinguishment of the fire until relieved of command by a higher-ranking officer. Fire Lieutenants work closely with the shift Captains, assisting them with the responsibilities of a single divisional emphasis and fill the Captain’s position in their absence. Required work is often strenuous and performed under hazardous conditions.

ESSENTIAL JOB DUTIES/WORK PERFORMED

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

- Responds to fire alarms and other emergency incidents taking command when indicated by operational guidelines. As the incident commander, the Lieutenant will make strategic decisions supported by tactical objectives initially designed to stabilize the incident, and once stabilized, bring it to a conclusion.
- Determines routes to be taken when responding to a fire alarm.
- Supervises and participates in the maintenance and cleaning of quarters, fire equipment, apparatus, and the fire station.
- Instructs subordinates and participates in firefighting drills, emergency response operations and the use and maintenance of available equipment.
- Inspects and supervises personnel to assure that uniforms and safety equipment are in good condition, worn properly and comply with departmental guidelines.
- Trains and supervises subordinates to maintain discipline and assure compliance with organizational rules and regulations, guidelines and policies.
- Supervises and participates in code enforcement activities conducted for business establishments, churches, schools, residences and other assigned buildings.
- Develops and updates pre-plans for target hazards.
- Assists the Captain in the preparation of detailed reports concerning inventory, maintenance, training, shift activities, inspections, public education, fire and medical incidents and pre-plans. Prepares the monthly divisional report in the absence of the Captain.
- Performs related work as required.

REQUIRED KNOWLEDGE AND SKILLS

List key dimensions (measurements for success) for this position:

- Possess an extensive knowledge of the principles and practices of modern fire-fighting and rescue operations.
- Knowledge of the operations and maintenance of the various types of apparatus and equipment used by the fire department, along with the ability to supervise the effective use of such equipment and apparatus.
- Knowledge of the city's geography, including the location of streets, major buildings, and water supply sources.
- Ability to react quickly and calmly in emergencies and to direct the work of subordinates during emergency
situations.

- Ability to plan, direct, coordinate and control the activities of subordinates.
- Knowledge of fire department policies, guidelines, rules and regulations, including fire prevention methods.
- Extensive knowledge of fire training practices, principles and techniques.
- Knowledge of rescue techniques and knowledge of emergency medical care procedures and skill in their application.
- Ability to establish and maintain effective working relationships with employees, other city departments, other emergency response agencies and the general public.
- Ability to foster and maintain the respect of subordinates.

**ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES**

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

- Ability to read, speak, write and understand English to effectively communicate with citizens and employees by telephone, two-way radio, in written form or face-to-face.
- Ability to hear speech and other sounds effectively to allow for the taking of directions from dispatchers and command officers and to avoid injury from accident.
- Possess full physical agility and bipedal mobility to effectuate rescue of individuals, movement of unconscious persons and carrying of heavy equipment and hose lines.
- Ability to work long hours outdoors, occasionally under adverse weather conditions.
- Possess mental functions free from significant aberration which are essential for rational decision making in firefighting operations and application of emergency medical procedures or technical rescue activities.
- Shall not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.
- Specific examples or essential functions are as follows: Driving fire apparatus and other emergency vehicles; dragging and carrying various lengths and sizes of fire hose; directing streams of water through nozzles; carrying, raising and climbing ladders; carrying equipment up and down ladders; using forcible entry tools such as saws, axes, bars, etc. to open holes in walls, roofs and floors; wearing breathing apparatus while performing interior search and rescue operations, usually in heavy heat and smoke conditions; tying a variety of fire service knots for raising and lowering equipment and/or rescue trapped or unconscious persons; extending hose lines by making and/or breaking hose couplings; carrying unconscious persons down ladders; performing salvage operations such as throwing salvage covers, sweeping water and removing debris; sending and receiving radio transmissions; giving and receiving instructions; administering first aid and CPR; operating cardiac defibrillators; cleaning and washing equipment, hose and fire vehicles; repairing vehicles and equipment; cleaning and washing floors and walls in fire stations; shoveling snow from fire station’s driveways and sidewalks; working out to remain physically fit; speaking to civic groups, students and assembled citizens; attending conferences and training sessions; using complex equipment in accordance with specifications; remaining calm in difficult and dangerous situations; exercising judgment consistent with a person of sound normal mental health with an absence of organic or psychological dysfunction.

**QUALIFICATIONS**

List the minimum requirements to be considered for this position:

- High school diploma.
- Five years’ experience as a full-time firefighter, with a minimum three years full-time firefighter experience on the Marion Fire Department.
- Accredited fire science courses desirable.
- Must have valid Iowa driver’s license.

**WORKING CONDITIONS**

List working conditions for this position:

- Firefighters work under extremely dangerous conditions
- Works in a physically and mentally stressful environment
- Shifts may vary including the need work some overtime upon demand of workload
## REQUIRED BACKGROUND CHECKS

List working conditions for this position:

- Sex Offender Registry
- Criminal Background Check
- Drug Screening
- Driving Record
- Pre-Employment Physical