

Lieutenant job Description

1223.1 SUMMARY OF POSITION

This is a first level supervisory position. Incumbents supervise a single company including day-to-day management of a fire station and the equipment assigned to that station. Duties include supervision of personnel in fire suppression, emergency medical response, fire prevention, public education, training and administrative duties.

Incumbents also perform special projects and functional responsibilities for specific activities within the fire department such as managing teams, projects, or groups.

1223.2 SUPERVISION RECEIVED

Works under the general supervision of the Battalion Chief

1223.3 SUPERVISION EXERCISED

This is a supervisory position

1223.4 ESSENTIAL POSITION DUTIES AND RESPONSIBILITIES

- Supervises firefighters in the daily activities of fire suppression, EMS and prevention, emergency response, training, documentation and administration of assigned station.
- Duties include scheduling station assignments; training; giving performance evaluations and providing feedback; developing and implementing operational policies and procedures; and equipment inspections. Performs essential job duties of firefighter, but in a leadership capacity.
- Facilitates and oversees cleanliness, maintenance, and repairs of emergency apparatus and facilities at their fire station to ensure response readiness and compliance with FRFR standards and consistency. Ensures required reports are accurate and timely.
- Performs duties associated with the rank of Lieutenant during emergency incidents, as guided by our Policies and Procedures, within the parameters of the Incident Command System (ICS) under the National Incident Management System (NIMS).
- Performs specialized tasks including investigating fire scenes as needed.
- Acts as a liaison between Firefighters and Battalion Chief by communicating FRFR information which is vital to the daily operations of the station.
- Facilitates information flow in order to avoid miscommunication.
- Maintains daily station logs and recaps at the end of the shift including completing administrative and personnel records, incident reports and vehicle maintenance recaps.

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- **Instructs various classes and courses relative to training needs specific to hazards and risks in their first-due District; as well as training necessary to address deficiencies observed in personnel competency and operational effectiveness.**
- **Attends conferences, seminars, schools, classes, meetings, and various other functions to continually develop themselves personally and professionally – and to maintain their relevance and vitality as a leader.**
- **Presents programs to the community on safety and medical concerns, fire prevention, hazardous materials and other related topics.**
- **Performs physical training exercise as needed and maintains physical fitness and readiness.**
- **Due to the nature of emergency services, it is imperative that all essential personnel be available via phone or pager during off duty hours in order for FRFR to adequately and consistently staff its various facilities and functions for not only routine work situations, but also for emergency occurrences.**
- **Performs other duties as assigned.**

1223.5 MINIMUM POSITION REQUIREMENTS

Education, Experience, Licenses, and Certifications Lieutenant (at time of promotion)

- **Five years of full-time career firefighter experience**
- **Meet all certification requirements of top-grade firefighter**
- **Maintains the following certifications**
 1. **Blue Card Incident Commander**
 2. **CDFPC- Fire Officer 1**
 3. **CDFPC Fire Instructor 1**
 4. **CDFPC Driver Operator Aerial**
 5. **ICS- 702**
 6. **ICS 703**
- **Successfully completion the following classes a. S-215**
- **Holds an Associates Degree (or above)**
- **Possess or be able to obtain a valid Colorado driver's license. Must have and maintain an acceptable driving record in accordance with FRFR's Driving Record Policy.**

****Incumbents in the position of Lieutenant before 1/1/2023 must meet these requirements by 1/1/2025. Any such LT who had not possessed or whom had dropped a DO-A certificate is not required to obtain one.**

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- **Meets the requirements of Lieutenant (above)**
- **Attains and maintains the following certifications**
- **CDFPC- Fire Officer 2**
- **ICS 300**
- **Holds a Bachelor's Degree (or above)**
- **Is qualified to act as a Battalion Chief at FRFR**

****Incumbents in the position of Lieutenant before 1/1/2023 must meet these requirements by 1/1/2029.**

1223.6 ESSENTIAL CHARACTER TRAITS

All members at Front Range Fire Rescue are expected to meet the requirements of our most current Professional Standards document. This document illustrates our mission, vision, and values as well as our desired culture. All members are expected to be honest, trustworthy, and demonstrate impeccable character. We expect all of our personnel to be comfortable with ambiguity and change, be flexible, and be courageous. Above all we are servants who seek opportunities to compassionately care for the citizens and guests of our district.

1223.7 PHYSICAL REQUIREMENTS

Continuously = 2/3 or more of the time Frequently = 1/3 – 2/3 of the time Occasionally = 1/3 of the time

The Lieutenant is expected to meet the current physical requirements of any member certified to wear an SCBA.

Continuously = 2/3 or more of the time Frequently = 1/3 – 2/3 of the time Occasionally = 1/3 of the time

The physical demands described here are representative of those that must be met by a member to successfully perform the essential function of this job.

While performing the duties of this job, the member is continuously required to sit, talk or hear, stand, walk, use hands, fingers, handle or operate tools or controls, and reach with hands and arms. The member is continuously required to climb, balance, stoop, kneel, crouch, crawl, talk, hear, taste, and smell.

The member must frequently lift and/or move up to 10 pounds, occasionally lift and/or move up to 100 pounds, and occasionally drag up to 200 pounds. Specific vision abilities required by this

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job include near vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. structures, slippery and uneven surfaces, and proximity to moving

1223.8 WORK ENVIRONMENT

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job.

Strenuous physical activity under extreme adverse conditions will be required frequently.

Work will be required in all weather conditions and in extreme temperatures below twenty (20) degrees Fahrenheit and in excess of one hundred (100) degrees Fahrenheit.

Work may be performed under dangerous, hazardous, and adverse conditions including, but not limited to, weakened structures, slippery and uneven surfaces, and proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical current, heights, and confined spaces.

Work may result in exposure to contaminated environments including, but not limited to, hazardous materials, smoke, gasses, chemicals, fumes, odors, mists, and dust.

Work may result in exposure to infectious diseases or illnesses such as, but not limited to, Hepatitis A, B, or C, HIV, tuberculosis, and small pox.

Work may result in exposure to high noise levels requiring the wearing of hearing protection.

Work demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), and depth perception and color vision.

Work requires the ability to read, write, speak, and understand the English language at a level adequate to perform the job.

Work will involve periods of high physical, mental, and/or emotional stress.