ASHEVILLE, NORTH CAROLINA

Classification Specification

Fire Lieutenant
Job Code: 2090
FLSA: Non Exempt

Purpose of Classification:

The purpose of this classification is to supervise the day-to-day operations and staff involved in preventing, suppressing and extinguishing fires, providing emergency medical services, and other firefighting activities on an assigned shift for an assigned company or fire station.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; plans, schedules, conducts and records shift/company training and drill operations to ensure current knowledge, skills and abilities in application of fire science and emergency medical response technologies and equipment/apparatus operations;

monitors status of work in progress and inspects completed work; and consults with assigned staff to assist with complex/problem situations and provide technical expertise.

Responds as part of a unit/team to emergency scenes, natural disasters or other critical incidents including, but not limited to, fire suppression, medical emergencies, bomb threats, downed power lines, hazardous materials spills, automotive accidents, building collapses, explosions, water incidents, aircraft crashes, etc.: responds to instructions from dispatcher; and contacts appropriate related agencies as needed.

Provides strategic and tactical command in the absence of a superior officer: supervises the transport of fire services and emergency medical personnel to incidents; evaluates incident conditions and requests additional resources as needed; oversees strategic placement of equipment to best address and emergency incident or fire attack; coordinates unit's activities with other responder units; and ensures overall safety of personnel.

Supervises and participates in providing protection of life and property and responding to medical calls: suppresses, controls and extinguishes fires; performs search, rescue, extrication of victims, and forcible entries; provides basic life support treatment to patients; assists with cleanup activities; and exercises control of emergency situations until relieved by a superior officer.

Performs related administrative and supervisory tasks: ensures adherence to department policies and procedures; distributes directives and information from command staff; documents emergency calls; enters incident data and information into department systems; prepares, completes, and maintains various logs and written reports, such as fire pre-plans, inspection reports, maintenance reports, vehicle and equipment logs, etc.; tracks shift and leave schedules, timesheets, training and personnel forms, etc.; and conducts and prepares post-incident analyses.

Supervises and participates in the maintenance of company/station equipment: manages and ensures the routine maintenance of assigned equipment/apparatus according to National Fire Protection Association (NFPA) standards; and confers with maintenance staff regarding requests for service/repair orders for company/station equipment and apparatus.

Supervises and participates in routine station tasks to maintain the company's/station's state of operational readiness: inspects and tests company/station equipment and personal protection equipment, supplies and materials; oversees and participates in proper stocking and inventory of materials and supplies; and conducts and participates in ongoing training on equipment/apparatus according to established protocols.

Supervises and participates in fire prevention, pre-fire planning and other fire and life safety education activities: conducts fire safety, building safety, passenger vehicle safety, and residential and public building code violation, fall prevention, hazardous materials programs or other programs as assigned; conducts apparatus displays and skills demonstrations; conducts tours of fire station and fire trucks; and participates in community events and fundraisers.

Supervises and participates in the response to non-emergency calls, such as lift assists, assisting ambulance services with lifting and moving bariatric patients, routine welfare checks, routine vitals checks, investigating disconnected 911 calls, clearing trees from roadways, checking downed power lines, investigating potential gas or water leaks, and assisting business- and homeowners with fire alarm system issues, and providing medical stand-by at community functions and sporting events.

Operates, utilizes, and maintains various specialized firefighting equipment, power tools, hand tools, and supplies in order to complete work assignments, such as personal protective and safety equipment, extrication equipment, emergency medical equipment and supplies, fire suppression equipment and apparatus, technical rescue and hazmat equipment, and other tools and equipment.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new equipment, procedures, trends and advances in firefighting,

emergency medical treatment, fire apparatus operation, and related topics; participates in physical fitness training, training drills, and other continuing education activities; facilitates and/or attends shift meetings, training and certification classes, workshops, and seminars as appropriate; and ensures completion of required annual certification hours as a certified Firefighter.

Communicates with supervisor, subordinates, other City employees, the public, law enforcement, doctors and nurses, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, performance evaluations, training documentation, incident reports, inventory logs, staffing reports, hydrant and flow data, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet, database, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Associate degree in Fire Science or a related field required; supplemented by five years of experience in firefighting, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina Class B Commercial Driver's License (CDL), including appropriate endorsement(s). Must possess and maintain the following additional certifications or licensures: Must possess and maintain the following additional certifications or licensures: Firefighter I and II, Emergency Medical Technician - Basic, Technical Rescuer, Car Seat Technician, Incident Command System 100/200, 300, and 700/800, Fire Officer I, Fire Instructor I, Fire Inspector I, Company Officer Academy, and International Critical Incident Stress Foundation training. May be required to obtain and maintain additional certifications and licensures, as deemed necessary by command staff.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to act as lead person or crew leader, providing guidance to a work unit, coordinating activities, and reviewing work of the unit.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control

the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance:

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, water hazards, hazardous materials, toxic agents, fire, unsafe structures, heights, confined spaces, machinery, vibrations, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, disease, pathogenic substances, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.