

# Grant County Fire Protection District 3

## POLICY AND PROCEDURE

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1. NUMBER: 4.1.30
2. SUBJECT: ***Job Description – Lieutenant Career***
3. POLICY: The Lieutenant position is established to provide a highly responsible officer to assist the Assistant Chiefs in the coordination and execution of operational, training, prevention, and public education responsibilities. This position is established to provide an emergency incident officer with supervisory responsibilities in Grant County Fire District 3.
4. SCOPE: This Policy and Procedure is applicable to the Lieutenant of Grant County Fire District 3.
5. RESPONSIBILITIES:
  - A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is adhered to.
  - B. The Lieutenant will adhere to this Policy and Procedure.
6. PROCEDURE:
  - A. Supervision Received:
    1. The Lieutenant shall take direction from the Assistant Chief of Operations/Training within the District command structure.
    2. The Lieutenant shall accept delegated command of the District in the absence of the District Fire Chief. In this capacity, the Lieutenant shall follow the District Fire Chief's position description.
    3. The Lieutenant shall be required to work without direct supervision.
  - B. Supervision Exercised: Supervises subordinate career and volunteer officers directly, and other District staff, officers or volunteers through subordinate officers.
  - C. Essential Duties and Responsibilities:
    1. Shall respond to and actively participate in the mitigation of emergency incidents.
    2. Shall attend all officers' meetings and provide input.
    3. Shall enforce all adopted safety standards for firefighters.
    4. Shall continually work to promote the positive public image of Grant County Fire District 3 and be party to no act or omission that may detract

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from a positive public image.

5. Training:
  - a. Assist with development, coordination, and implementation of the District training program.
  - b. Assist with training schedules, standards, records, and instruction delivery.
6. Fire Prevention:
  - a. Assist with fire prevention and public education activities including inspections, code compliance, outreach, and investigation support as assigned.
7. Support to Assistant Chiefs:
  - a. Shall assist the Assistant Chief of Operations/Training in coordination and follow-through of daily operations and assignments.
  - b. Shall provide support to the Assistant Chief of Prevention/Public Education as directed.
  - c. Shall maintain awareness of daily activities and organizational priorities.
  - d. Shall assist in ensuring assignments are communicated, tracked, and completed.
  - e. Shall follow up on tasks, identify delays, and communicate status updates.
  - f. Shall coordinate accountability through proper supervisory channels.
  - g. This role does not supersede the authority of Assistant Chiefs or the chain of command.
8. Shall perform vehicle and equipment maintenance duties as outlined in the District maintenance program.
9. Shall not discuss with anyone confidential matters.
10. Keep the Assistant Chief of Operations/Training fully advised of all functions and activities of the Fire District.
11. May be required to participate in the Fire District duty officer rotation.
12. Researches and prepares grant funding authorized by the District Fire Chief or his designee.

### D. Peripheral Duties:

1. Attends periodic schools, conferences, workshops and seminars as directed by the Assistant Chief to maintain a high degree of ability, knowledge and understanding of fire service methods, practices, developments and attitudes.
2. Serves as a member of various employee and Fire District committees as

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agreed upon with the Assistant Chief.

3. Shall maintain a working knowledge of the District budget.
  - a. Shall coordinate all purchases with the Assistant Chief.
  - b. Shall be the authorized representative of the District at those agreed upon county and local organizations approved by the Assistant Chief.

### E. Knowledge Ability and Skills:

1. Ability to meet and deal with the public in a courteous and professional manner and promote a positive image of Grant County Fire District 3.
2. Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State Emergency Medical Technician Certification; Considerable knowledge of applicable laws, ordinances, Grant County Fire District 3's policy and procedures and regulations. Be certified at the Fire Officer 1.
3. Skill in the operation of the listed tools and equipment used.
4. Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements listed below.
5. Demonstrate skills to provide leadership by effective supervision and delegation to assure staff and volunteers meet assigned goals and objectives.
6. Demonstrate the initiative and ability to follow through on task to timely completion.
7. Demonstrate the ability to effectively lead and supervise diverse work groups and manage resources in the delivery of services.
8. Have the ability to instill trust, consistency and fairness to volunteers and staff.
9. Possess excellent public relations, problem solving, analytical, and computer skills.

### F. Special Requirements:

1. Must be twenty-one (21) years of age or older at time of hire.

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2. Must possess, or be able to obtain by time of hire, a valid State Driver's License with certification of Emergency Vehicle Accident Prevention Program (EVAP) without record of suspension or revocation in any state.
  3. Have not been convicted of a job-related crime or released from prison within the last 10 years.
  4. Ability to read and write the English language.
  5. Ability to meet Grant District Fire District 3's physical standards.
  6. As their services are required, they shall be continually available to take command of an emergency incident.
  7. Must have excellent reasoning and critical thinking skills with an ability to generate appropriate solutions.
  8. Must be able to analyze situations and adopt a quick, effective and reasonable course of action, especially under conditions which may at times be psychologically and emotional stressful.
  9. Must be able to communicate effectively with people who are in physical or emotional distress, and deal with customers in a respectful, courteous manner.
  10. Ability to work flexible schedule as needed Sunday-Saturday to allow for early morning, evening or weekend appointments, training, or meetings.
  11. Experience managing and mentoring volunteer staffing programs.
  12. Knowledge in volunteer recruiting and retention programs.
  13. Must be able to establish and maintain good working relationships.
  14. Must reside in Grant County Fire District 3 and live within a reasonable response time of the main station within 6 months of employment.
- G. Tools and Equipment Used: Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal, standard shop maintenance tools, computer, phone.
- H. Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
1. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.
  2. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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- I. Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
1. Work is performed in shop, office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
  2. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
  3. The noise level in the work environment is usually quiet in office settings, and loud at shop and emergency scene.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**NOTHING CONTAINED IN THESE JOB DESCRIPTIONS OR ANY OTHER WRITTEN POLICY OF THE DISTRICT IS INTENDED TO BE PART OF ANY EMPLOYMENT RELATIONSHIP OR CONTRACT. THESE JOB DESCRIPTIONS FOR THIS FIRE DISTRICT OR ANY OTHER WRITTEN POLICY OF THE DISTRICT ARE MERELY STATEMENTS OF DISTRICT POLICY AND DO NOT AMOUNT TO PROMISES OF SPECIFIC TREATMENT. FURTHERMORE, THE DISTRICT RESERVES THE RIGHT TO MODIFY THE AFOREMENTIONED JOB DESCRIPTION AND DISTRICT POLICIES AT ANY TIME.**