# **Fire Lieutenant**

**General Statement of Duties**

Performs difficult public safety and supervisory responsibilities in the services in the fire station on an assigned shift.

**Distinguishing Features of the Class**

An employee in this class supervises and participates in the operations of fire suppression, education, prevention, fire safety inspections, water rescue, and other emergency response on an assigned 48-hour shift. The employee supervises staff and the maintenance of station apparatus, equipment, and facilities, and completes fire reports. Other duties include testing hydrants, fire pre-planning and in-service training of firefighters. Work requires that the employee stay abreast of state-of-the-art fire, hazardous materials, and rescue procedures, techniques, and equipment and requires the employee to incorporate the necessary changes into in-serving training. Considerable independent, judgement, and ability to make effective decisions under pressure are required in all aspects of work, particularly in directing firefighters in incident response. The employee is subject to the hazards associated with incident response work including working in inside and outside environments, working heights, in extreme hot and cold temperatures, loud noise, vibration, respirators, and working in close quarters. Employees are also subject to the final OSHA standards on bloodborne pathogens. Work is performed under general supervision and is evaluated through observation, conferences, and written reports concerning the quality and effectiveness of incident response.

**Duties and Responsibilities**

**Essential Duties and Tasks**

* Supervises fire personnel assigned to station on the shift ensuring effective utilization of staff, and maintenance of equipment and facilities; inspects personnel, station and equipment for proper appearance and condition.
* Responds to and directs incidence response operations as required for major alarms including firefighting operations, operation of fire apparatus and other equipment as required; responds and participates in remediation activities of chemical spills, hazardous materials, and other related incidents; responds to emergency medical incidents and provides first responder level services; assists with vehicular extrication and light rescue duties; takes command as necessary in incident response.
* Drive apparatus to incident scene; properly places apparatus to establish water supply or other needs; ensures proper operation and pressure of hoses; issues equipment and monitors radio traffic for necessary response; returns fire apparatus and related equipment to service after incident response.
* Prepares reports on incidents and response; prepares and maintain records of pre-incident plans; enters incident reports into computer.
* Ensures equipment is maintained in good operating condition; ensures trucks and emergency response vehicles are equipped with all necessary supplies and materials assigns, supervises, and participates in routine maintenance tasks related to equipment, stations, and grounds; oversees and participates in hose, pumper and hydrant testing and maintenance.
* Preforms employee training, orientation, mentoring, team building, performance coaching and evaluation and participates in the hiring process.
* Coordinates and/or participates in fire prevention and education programming; provides tours and information to the public, attends community events.
* Performs special assignments such as coordinating hose testing, medical equipment inventory management, pre-incident plan updates, or other assignments.
* Participates in identifying needs for budget preparation.
* Leads and participates in special Macon County or Town of Highlands events and activities as required.

**Additional Job Duties**

Performs related duties as required.

**Recruitment and Selection Guidelines**

**Knowledge, Skills, and Abilities**

* Thorough knowledge of modern methods of combating fires, incident response, and of the use and maintenance of related fire apparatus and equipment.
* Thorough knowledge of the methods, techniques and practices of emergency medical response and water rescue.
* Thorough knowledge of departmental rules and regulations.
* Thorough knowledge of the physical layout of the Highlands Fire District and related facilities.
* Working knowledge of the application of information technology to work of the position.
* Working knowledge of modern and effective supervisory principles and practices including motivation, communications, safety, leadership, team building, mentoring, and performance coaching and evaluation.
* Skill in collaborative conflict resolution, teamwork, and customer service excellence.
* Skill operation and use of fire apparatus and equipment and ability to make sound judgements in emergencies.
* Ability to effectively plan, prepare, and conduct in-service training on firefighting, rescue, incident response, and equipment operations for public safety personnel.
* Ability to implement various departmental programs successfully such as fire education, staff in-service training, fire prevention, or other assigned responsibilities.
* Ability to provide leadership and inspire calm control while supervising emergency incident scenes.
* Ability to communicate effectively in oral and written form.
* Ability to maintain effective working relationships with supervisors, employees, coworkers, Town officials and members of the public.

**Physical Requirements**

* Must be able to physically perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, lifting, grasping, feeling, talking, and hearing.
* Must be able to perform very heavy work exerting in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
* Must possess visual acuity to size up the color, volume, and extent of fire involvement at fire scenes, to operate heavy fire apparatus in emergency situations, and to prepare records and reports.

**Education and Experience**

* Graduation from high school or GED required.
* Level I and II Firefighter Certification with 3 years’ experience.
* Emergency Medical responder certification required.

**Special Requirements**

* Possession of a valid Non-Commercial class B North Carolina (or state of residency equivalent) driver’s license or the ability to obtain with twelve (12) months of hire.
* Within one (1) year of employment complete the following courses and obtain certification:
  + ICS Certifications:
    - ICS-100: Introduction to the Incident Command System
    - ICS-200: ICS for Single Resources and Initial Action Incidents
    - ICS-300: Intermediate ICS for Expanding Incidents
    - ICS-400: Advanced ICS for Command and General Staff
  + NIMS Certification:
    - IS-700: National Incident Management System, An Introduction
    - IS-703: NIMS Resource Management
    - IS-800: National Response Framework, An Introduction

**Starting Salary**

$17.60/hr. - $48,500.00/annually.

Highlands 2023