

## **SHAWNEE HEIGHTS FIRE DISTRICT POSITION DESCRIPTION**

**POSITION TITLE:** Lieutenant

**REPORTS TO:** Captain

**LAST REVISED:** November 11, 2021

### **JOB SUMMARY STATEMENT:**

The position of Lieutenant with the Shawnee Heights Fire District is a line supervisor position. Responsible to coordinate the activities of an assigned team of fire personnel; to coordinate fire ground operations; to actively participate in firefighting, rescue, and EMS activities. Must have experience in incident command, training principles and practices, and personnel management.

### **DUTIES AND RESPONSIBILITIES:**

- Serves as one (1) member of a team delivering fire protection, EMS, rescue/extrication, and hazardous materials response on a full-paid or an on-call basis.
- Supervises the performance of duties and responsibilities of personnel on an assigned shift and/or team including fire suppression, emergency medical services, and hazardous material management; assigns work activities, projects and programs; monitors workflow, reviews and evaluates work products, methods and procedures.
- Required to assess conditions, lay out appropriate operational strategies, and direct the deployment of personnel and equipment resources to effectively accomplish the mission.
- Maintains thorough knowledge and skills in; hazardous materials identification, safety procedures, incident mitigation, building construction, fire fighting, ICS, EMS response and treatment, rescue/extrication response, fire origin and cause determination, and arson recognition.
- May be required to act as Incident Commander on still alarms or as first arriving company officer on any emergency response until command is assumed by a higher-ranking officer.
- Work with other management staff to maintain, revise or improve the overall operations of the department.
- Performs fire fighting duties as assigned or requested.
- Provides emergency medical treatment in various settings and conditions.
- Maintains apparatus in a clean and ready condition for emergency response at all times on assigned shift.
- Completes reports and forms, both computer generated or hand written, of personal and company activities, emergency responses, station maintenance requests, and emergency apparatus and equipment maintenance requests.
- Interprets and administers departmental policies and procedures, standard operating guidelines, and rules and regulations. May be required to administer disciplinary action.
- Oversee the care and cleaning of quarters, buildings, grounds, apparatus, and equipment.
- Conducts public relations tours of the fire station, fire apparatus, and firefighting equipment as assigned or required.
- Participates in the gathering and recording of information obtained through pre-fire planning.
- Gathers information and prepares emergency response reports as required.
- Participates in fire station duties and maintenance activities as assigned.
- Responds on alarms as outlined in District policy.
- Participates in regular scheduled drills as outlined in District policy.
- Performs other duties as required or assigned.

**EDUCATION & SPECIAL LICENSE(S)/CERTIFICATION(S):**

- High School graduation or GED equivalent (prefer graduation from a two (2) year junior college or technical school or a four (4) year college or university with an associate or bachelor's degree in Fire Science or Technology Administration).
- Must possess a valid State of Kansas non-commercial Class "B" driver's license.
- Must maintain a State of Kansas certification as an EMT.
- Must possess NIMS 100-200-700-800 certificates
- Must possess the following certifications (Pro-Board is a recognized alternate to IFSAC):
  - IFSAC Firefighter I and II
  - IFSAC Hazardous Material Operations
  - IFSAC Driver Operator Fire Apparatus
  - IFSAC Fire Officer I certificate
  - IFSAC Instructor I
- Must obtain an IFSAC Inspector I certification within twelve months of appointment.

**EXPERIENCE:**

Must have reached the rank of Engineer with the Shawnee Heights Fire District, four (4) years firefighting/EMS experience, or a combination of equivalent education and/or experience. Supervisory experience preferred.

**SKILLS:**

- Competent in oral and written communications skills
- Ability to direct and motivate a company of firefighter personnel under routine and emergency conditions toward the accomplishment of a common goal.
- Ability to interpret changing emergency operational situations and formulate a plan of attack quickly and correctly.
- Ability to effectively instruct firefighter personnel on a wide range of fire service-related topics.

**MENTAL REQUIREMENTS:**

- Knowledge of modern fire fighting, rescue/extrication, EMS, and hazardous materials principles, practices, and methods.
- Knowledge of the operation and maintenance parameters and requirements of various types of fire apparatus and equipment used in fire fighting, rescue/extrication, and EMS activities.
- Knowledge of training and instructional methodologies and their effective application.
- Ability to interpret and enforce rules and regulations, policies and procedures, and standard operating guidelines, and make sound decisions in accordance with departmental guidelines.
- Knowledge of supervisory principles and practices.
- Knowledge of the geographical layout of the district, and the location of water supply sources and target hazards.
- Ability to prepare clear and concise reports and forms.
- Working knowledge of the computer system and software applications used by the district.
- Knowledge and ability to read, interpret, and learn new concepts in science and mathematics.

**PHYSICAL REQUIREMENTS AND DESCRIPTIONS:**

- Performing fire-fighting tasks (e.g., hose line operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions while wearing personal protective ensembles and self-contained breathing apparatus (SCBA), including working in extremely hot or cold environments for prolonged time periods.
- Wearing an SCBA, which includes a demand valve-type positive-pressure face piece or HEPA filter masks, which requires the ability to tolerate increased respiratory workloads.
- Exposure to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards, and/or heated gases, despite the use of personal protective ensembles and SCBA.
- Depending on local jurisdiction, climbing six or more flights of stairs while wearing fire protective ensemble weighing at least 50 lb or more and carrying equipment/tools weighing

- an additional 20 to 40 lb.
- Wearing fire protective ensemble that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2°F.
- Searching, finding, and rescue-dragging or carrying victims ranging from newborns up to adults weighing over 200 lb to safety despite hazardous conditions and low visibility.
- Advancing water-filled hose lines up to 2½ in. in diameter from fire apparatus to occupancy [approximately 150 ft], which can involve negotiating multiple flights of stairs, ladders, and other obstacles.
- Climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards.
- Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration.
- Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens.
- Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces, that is further aggravated by fatigue, flashing lights, sirens, and other distractions.
- Ability to communicate (give and comprehend verbal orders) while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and/or fixed protection systems (sprinklers).
- Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.

**SUPERVISORY RESPONSIBILITY:**

Direct: Engineer(s) and Firefighter(s) assigned to company.

**EMPLOYEE ACKNOWLEDGEMENT/SIGNATURE:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**SUPERVISOR ACKNOWLEDGEMENT/SIGNATURE:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

**FIRE CHIEF APPROVAL:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_