

## FIRE FIGHTER/MEDIC LIEUTENANT

### NATURE AND VARIETY OF WORK

This is first line supervisory administrative fire fighting and advanced technical life support work. At this level, incumbents supervise, coordinate, train and monitor the activities of the fire/EMS units as they respond to the scene of emergencies to administer fire fighting and/or emergency medical services. Incumbent may liaise between major functional areas of the department, and may deliver public service prevention programs. An extensive degree of independent judgment and action is demonstrated in the performance of this work within the scope of departmental policies and procedures and within a rank structure hierarchy. Work is evaluated based upon adherence to established departmental policies, rules, and regulations in the course of providing fire/EMS services, and the efficiency and effectiveness of emergency medical care activities and operation of the unit to which assigned.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate positions.

Collects and analyzes statistical data on divisional activities.

Investigates public complaints concerning the conduct of fire/EMS personnel under direct supervision.

Reviews, writes and evaluates reports and log books.

Makes presentations to schools and other public groups on fire/EMS prevention programs and techniques.

Conducts staffing analysis, prioritizes workloads and makes manpower adjustments as required.

Maintains physical strength and agility requirements and general medical standards as specified.

Maintains all State and County certifications required for working title.

Conducts, participates in and supervises the continuing education program for Fire/EMS personnel.

Supervises/performs routine maintenance both on the equipment/apparatus and the fire house and refers major jobs for repairs.

Maintains equipment and supply inventories and submits requisitions for re-supply.

Schedules staff and equipment for training activities within guidelines established by the County Fire/EMS Training Coordinator.

Participates with Volunteer Fire Chief and County administrative personnel in a continuing evaluation of personnel and equipment utilization.

Studies and develops revised procedures for the fulfillment of routine administrative activities, offers appropriate information to interested persons and groups; drafts correspondence.

Uses available technology and software programs to perform technical and administrative duties and responsibilities.

Conducts and participates in pre-plan inspections, familiarization tours of buildings and locations and updates area maps.

Prepares and performs supervision of building inspections (nursing homes, schools and hotels) in terms of codes and smoke detector violations.

Leads and participates in responding to emergency situations; drives, operates and uses various types emergency equipment at the emergency scene.

Assists as needed with patient care and/or serves as Triage Officer on major incidents.

Reviews various types of reports and prepares summaries of reports.

Communicates effectively, expresses ideas, opinions, and analyze clearly concisely, both orally and in writing.

Establishes and maintain effective working relationships with fellow employees, volunteers and the public.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Advanced knowledge of fire and /or EMS techniques, principles, practices and procedures.

Advanced knowledge and familiarization with contemporary policies and procedures affecting firefighters and/or paramedics. (i.e., general orders, standard operating procedures, etc.).

Knowledge of different types of building constructions and other related fire/EMS hazards.

Knowledge of fire/EMS chemistry, physics and/or general fire science.

Good supervision, management and organizational skills.

Ability to keep accurate records and prepare narrative reports.

Ability to communicate effectively with people of varying backgrounds.

Ability to provide quality supervision and work under pressure on short notices.

Ability to deal with subordinates, the general public, peers and co-workers in general with tact and diplomacy.

Ability to perform intermediate and/or advance life support.

Ability to remain calm and make effective decisions under stressful and emergency situations.

Ability to establish and maintain effective working relationships with the general public, elected officials, supervisors and subordinates.

Ability to express ideas, opinions and analysis clearly and concisely both verbally and in written form.

Ability to meet and maintain physical strength and agility requirements and general medical standards as specified.

Thorough knowledge of required emergency medical procedures and practices.

Thorough knowledge of emergency medical equipment and motor vehicle preventive maintenance techniques.

Ability to provide leadership to subordinate personnel.

Ability to accurately read maps.

Ability to learn to effectively operate technology associated with the operation and delivery of emergency services.

Ability to express ideas, opinions and analysis clearly and concisely both verbally and in written form.

Ability to maintain all certifications required for working title.

Ability to meet and maintain physical strength and agility requirements and general medical standards as specified.

### MINIMUM QUALIFICATIONS

| <b>Anticipated Exam Date</b> | <b>Anticipated Period for Certificate of Eligibles</b> | <b>Minimum Qualifications To Take the Test</b>  |
|------------------------------|--|---|
| Fall 2008                    | 1/01/09 – 12/31/10                                     | <ul style="list-style-type: none"> <li>➤ PGFD Career Recruit School for Fire Fighters</li> <li>➤ Time In Service of four (4) years as of 1/01/09</li> <li>➤ Classified as a Y03 as of the written examination date</li> <li>➤ National Certification Fire Officer II</li> <li>➤ 15 college credits to include * <ul style="list-style-type: none"> <li>English Composition I or equivalent</li> <li>Introduction to Mathematics or Applied Business Mathematics or equivalent coursework</li> </ul> </li> </ul>                                   |
| Fall 2010                    | 1/01/11 – 12/31/12                                     | <ul style="list-style-type: none"> <li>➤ PGFD Career Recruit School for Fire Fighters</li> <li>➤ Time In Service of four (4) years as of 1/01/11</li> <li>➤ Classified as a Y03 as of 9/01/10</li> <li>➤ National Certification Fire Officer II</li> <li>➤ 15 college credits to include * <ul style="list-style-type: none"> <li>English Composition I or equivalent</li> <li>Introduction to Mathematics or Applied Business Mathematics or equivalent</li> <li>Public Speaking or Business Communications or equivalent</li> </ul> </li> </ul> |
| Fall 2012                    | 1/01/13 – 12/31/14                                     | <ul style="list-style-type: none"> <li>➤ PGFD Career Recruit School for Fire Fighters</li> <li>➤ Time In Service of four (4) years as of 1/01/13</li> <li>➤ Classified as a Y03 as of 9/01/12</li> <li>➤ National Certification Fire Officer II</li> <li>➤ 15 college credits to include * <ul style="list-style-type: none"> <li>English Composition I or equivalent</li> <li>Introduction to Mathematics or Applied Business Mathematics or equivalent</li> <li>Public Speaking or Business Communications or equivalent</li> </ul> </li> </ul> |

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| Fall 2014 | 1/01/15 –<br>12/31/16 | <ul style="list-style-type: none"> <li>➤ PGFD Career Recruit School for Fire Fighters</li> <li>➤ Time In Service of four (4) years as of 1/01/15</li> <li>➤ Classified as a Y03 as of 9/01/14</li> <li>➤ National Certification Fire Officer II</li> <li>➤ 15 college credits to include * <ul style="list-style-type: none"> <li>English Composition I or equivalent</li> <li>Introduction to Mathematics or Applied Business Mathematics or equivalent</li> <li>Public Speaking or Business Communications or equivalent</li> </ul> </li> </ul> |
| Fall 2016 | 1/01/17 –<br>12/31/18 | <ul style="list-style-type: none"> <li>➤ PGFD Career Recruit School for Fire Fighters</li> <li>➤ Time In Service of four (4) years as of 1/01/17</li> <li>➤ Classified as a Y03 as of 9/01/16</li> <li>➤ National Certification Fire Officer II</li> <li>➤ 15 college credits to include* <ul style="list-style-type: none"> <li>English Composition I or equivalent</li> <li>Introduction to Mathematics or Applied Business Mathematics or equivalent</li> <li>Public Speaking or Business Communications or equivalent</li> </ul> </li> </ul>  |