



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Fire Lieutenant	LAST UPDATED:	10/14/2015
DEPARTMENT:	Fire	JOB CLASS:	
REPORTS TO:	Fire Captain	FLSA DESIGNATION:	Non-Exempt

Summary: Supervises and performs a variety of highly technical and specialized tasks involving and/or related to fire suppression, emergency medical services, rescue, hazardous materials incidents, fire prevention, fire inspections, administration, and other special assignments as required. Supervises and controls emergency medical scenes until relieved by a higher ranking paramedic officer. Supervises emergency and non-emergency incident scenes unless relieved by a higher ranking officer. Supervises assigned Fire Department staff and volunteers.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties shown in this description and may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Responds to emergency and non-emergency calls for service
- Directly supervises and participates in fire suppression and fire station operations
- Acts as commanding fire and/or medical officer in absence of higher ranking paramedic officer (if applicable) and supervises fire and/or medical incident scenes unless relieved by a higher-ranking officer
- Administers first aid and emergency medical care to injured/ill persons consistent with the level authorized by Paramedic certification, established medical protocols, and standard operating procedures
- Secures safety of the incident scene
- Determines medical status and priority of medical treatment
- Stabilizes and immobilizes patients and prescribes a mode of transportation to emergency medical care facilities based on condition of patients
- Follows established universal health precautions in the treatment and care of patients
- Supervises and participates in the inspection, testing, cleaning and maintenance of station facilities, grounds, equipment, apparatus and hydrants as needed
- Supervises and conducts inspections of businesses to identify possible fire or life safety hazards and educates business owners in fire prevention
- Identifies and inspects hazardous areas in assigned district including inspections of high occupancy and commercial businesses as well as any warning systems, such as the Outdoor Warning Sirens, in the assigned district
- Participates in daily training exercises and instruction to increase performance
- Conducts on the job and formal training of assigned Firefighters, Paramedics and Volunteers
- Responds to requests and inquiries from the general public, other Department personnel, and other City Departments
- Interprets and explains City and Department policies and procedures to the public and Department members
- Completes administrative duties including but not limited to:
 - Maintaining inventory checks of equipment, uniforms, medical supplies, fire suppression equipment and supplies
 - Maintaining records and reports of all incident responses

- Maintaining recurring documentation such as timesheets for personnel and monthly reports
- Completes assigned special projects in area of expertise or as assigned

Other Important Duties:

- May be required to work day or shift and non-shift schedules including weekends, holidays, on-call and extended hours in emergency, disaster, or other situations influenced by heavy workloads or other staffing difficulties.
- Participates on department committees and attends staff meetings as required
- Conducts public education activities that may include, but are not limited to: Citizen's Fire Academy, children's birthday parties, block parties, station tours, fire prevention assignments and patient care.
- Assists in developing and presenting a variety of training programs related to medical care and Emergency Medical Services (EMS)
- Must learn streets and routes within the city and surrounding areas to include the location of medical facilities to ensure expeditious response times
- Attend scheduled training necessary to maintain EMS certification and minimum continuing education credit as required by the Texas Department of State Health Services and/or medical control physician
- Travels to conduct fire and life safety inspections, respond to calls for service, provide CPR and first aid instruction and to attend meetings, conferences and training
- May be assigned to a step-up for one rank above their current position or any Acting Assignment as deemed necessary by the Fire Chief
- When assigned to a step-up or acting position, performs all duties and responsibilities of the role assigned.
- Performs related duties as assigned
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of administration and supervision of assigned fire stations
- Knowledge of emergency medical services
- Knowledge of ambulance operation principles and practices
- Knowledge of fire prevention, suppression, and education methods, practices and procedures for a variety of fire, hazardous materials responses, emergency management systems and rescue operations
- Knowledge and skill associated with operating specialized communication equipment
- Proficiency in the use of computers and related hardware and software for development and maintenance of safety and health inspections, annual reviews, and other documentation
- Knowledge of safe work practices and procedures
- Knowledge of pertinent federal, state and local laws, codes and regulations
- Ability to exercise sound judgment and rational thinking under stressful and/or dangerous circumstances
- Ability to evaluate various options and alternatives and choose an appropriate and reasonable course of action
- Skill in effective oral and written communications
- Skill in implementing assigned fire station procedures and objectives
- Skill in effectively supervising and delegating duties to assigned staff
- Skill in resolving customer complaints and concerns

Required Education, Experience and Certifications:

- High school diploma or GED **and minimum** of (4) years as a certified Frisco firefighter.
- 15 hours from an accredited institute of higher learning required by June 2016.

Preference may be given to individuals who have additional education not described above including and Bachelor's level degree in Business Administration, Public Administration, Fire Science, or related degree.

- Cannot have been on a PIP in the 12 months prior to the examination.
- Cannot have been received a suspension in excess of 3 days within the last 12 months.
- Cannot have been demoted for disciplinary reasons in the past 2 years from demotion date
- Must possess the following certifications OR able to possess through Texas Commission on Fire Protection (TCFP) within 1 year from date of hire:
 1. TCFP Basic Firefighter
 2. TCFP Fire Officer I Certification
 3. TCFP Instructor II Certification
- EMT Basic or Paramedic certification through Texas Department of State Health Services (TDSHS), or eligible to obtain certification
- Current on all TDSHS requirements for either EMT-B or Paramedic certification, or eligible to obtain certification through TDSHS
- Current on all TCFP requirements for all required certifications, or eligible to obtain certifications
- Successful completion of all medical control requirements to perform as an EMT-B or Paramedic with the Frisco Fire Department.
- Must pass pre-employment drug screen, physical, physical agility, psychological evaluation, Polygraph test, criminal background and MVR check, applies to outside candidates.
- Must possess and maintain a valid Texas Class B CDL driver's license.
- Must maintain a satisfactory rating on annual performance evaluation reports

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in office and field environments
- May be subject to repetitive motion such as typing, data entry, and vision to monitor
- May be subject to exposure to extreme temperatures, extreme weather conditions, hazardous chemicals, toxic fumes, unstable buildings and structures, infectious diseases, body fluids, air and water borne pathogens
- May be subject to wearing full protective clothing and self-contained breathing apparatus for extended periods of time
- May be subject to extended periods of bending, reaching, kneeling, climbing and standing on ladders and lifts, walking over unstable surfaces and terrain, lifting and carrying up to 70 pounds unassisted, dragging up to 160 pounds unassisted, and handling and operating high pressure water hoses
- May be exposed to hostile, angry or emotional citizens, patients and business owners

Equipment and Tools Utilized

- Equipment utilized includes personal computer, copier, calculator, fax machine, mobile data computers, various specialized fire, rescue and emergency medical response equipment.

Approved By:

Signed by Mark Piland, Fire Chief

Mark Piland, Fire Chief

10/23/2015

Date



Shannon Allyn, Human Resources Generalist

10/23/2015

Date