

FIRE LIEUTENANT

(Promotional Class)

GENERAL STATEMENT OF DUTIES

This class encompasses the first level of supervisory positions in the suppression division of fire department services. Employees of this class are responsible for supervising and assisting a company of Firefighter/Operators in the performance of their duties, both at the station and at the scene of a fire or other emergency. Fire Lieutenants respond to all emergency calls, assuming command until relieved by a superior officer. Employees of this class supervise the daily maintenance of all equipment and apparatus, participate in the training of subordinate employees, and assist the Fire Captain with completion and maintenance of records and reports. The Fire Lieutenant receives general instructions from the Fire Captain and has the authority to work independently in most areas. This class ranks directly below that of Fire Captain.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists Fire Captain with the management of the operation of one fire station for one shift by overseeing and evaluating the work performance of a company of Firefighter/Operators. Inspects, supervises, instructs and drills personnel in firefighting techniques, departmental procedures, and rules and regulations. Conducts employee performance evaluations, discusses work performance with subordinates and keeps Fire Captain advised of subordinates' work performance. Resolves employee complaints and grievances. Counsels subordinates when there is a performance or personnel problems. Recommends corrective action. Reviews records of previous shift activity and issues work assignments to subordinates.

Responds to all fire alarms and determines the most direct route to the fire to be taken by the fire company making sure all laws and safety regulations are followed. Determines the positioning of apparatus at the fireground in order to initiate the most effective fire attack. Supervises and performs emergency scene operations involving fire suppression, including size-up, pumper operations, forcible entry, ventilation, salvage and overhaul, and the containment and control of hazardous materials. Supervises search and rescue and emergency medical procedures. Makes recommendations to officer in charge regarding appropriate equipment procedures. Provides for the needs of firefighters and other emergency personnel at the scene of an incident.

Assumes incident command and directs work until relieved of command by a superior officer.

Supervises and provides for the maintenance of department records, such as records of activity, payroll records, inventory records, or any other records which may be required. Writes reports, including incident reports, maintenance records, NFIRS reports, and preliminary investigation reports, and personally completes forms and records, as assigned.

Directs and assists with the regular inspection and maintenance of apparatus and equipment such as fire pump, aerial ladders, elevating platforms, and emergency medical equipment. Inspects station house, buildings, and facilities to ensure compliance with departmental maintenance standards. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Maintains inventory of supplies and equipment; orders and disburses supplies and equipment to personnel as required.

Participates in fire prevention and safety education. Performs pre-fire planning inspections by visiting businesses, schools, places of public assembly, and private properties located in an assigned area. Studies information regarding location of hydrants and standpipes, building layout, hazardous material storage, occupancy patterns, and structural information. Recommends corrections for unsafe practices and conditions. Draws preplanning maps and diagrams.

Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction, especially those suspected to be the result of carelessness or the act of an arsonist. Informs officer in charge of suspected arson. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Protects, preserves, and maintains the chain of custody of any evidence of arson. Assists arson investigation personnel. Testifies in court when required.

Participates in special community projects designed to improve public relations or the image of the fire department. Coordinates the work of the department with related agencies, such as law enforcement, State Fire Marshall's Office and mutual aid, releasing information and giving assistance when needed. Oversees and participates in tours of department facilities.

Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United

States.

After offer of promotion, but before beginning work in this class, must pass a medical examination and fitness evaluation prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator for at least five (5) years immediately preceding the closing date for application to the board.

Prior to the closing date for application to the board, must have obtained certifications as Firefighter I, Firefighter II, Fire Service Instructor I, Fire Inspector I, and Fire Officer I, according to National Fire Protection Association (NFPA) standards.

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher.

Must maintain current Louisiana State Certification and remain Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Fire Lieutenant.