City of Dunedin, Florida
Class Description

JOB TITLE: Fire Lieutenant
Fire Department

GENERAL STATEMENT OF JOB

Under direction, supervises and participates in fire suppression, emergency medical assistance and other emergency response activities on assigned shift, ensuring proper and prompt response in order to protect the lives and property of those in need of assistance. Participates in fire prevention and education programming. Maintains records and prepares reports of fire and EMS calls as required. Reports to the District Chief.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Supervises subordinate fire personnel during assigned shift; supervisory duties include scheduling; instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; and recommending employee transfers, promotions and disciplinary action.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Responds to emergency incidents -- including fires, hazardous material incidents, rescue operations, public evacuations, auto accidents, marine operations, EMS operations and other emergency situations -- and assumes command until relieved by senior officer, ensuring prompt response with appropriate equipment and manpower.

Sets up landing zones for emergency response aircraft.

Follows established procedures for the handling, removal and disposal of hazardous materials in the event of a spill, leak, explosion or other emergency situation.

Participates in the training of firefighters and instruction of personnel in the proper use of fire apparatus and other equipment; maintains training records.

Operates a fire engine and motor vehicle, and utilizes all fire suppression equipment, hand and power tools, first aid / CPR supplies, extrication tools, medical supplies, and various office machines including a computer, typewriter, two-way radio, etc.

Participates in fire prevention and education activities within the community.

Participates in disaster preparedness, response, mitigation and recovery planning and implementation.

Requisitions and maintains inventory of necessary equipment and supplies.

Assists with pre-fire plan development; assists with fire investigations and conducts critiques of emergency responses as requested.

Supervises and/or participates in vehicle, equipment, facility and grounds inspections, cleaning and maintenance. Conducts equipment safety inspections and testing as required; tests fire hydrants.

Completes and submits reports regarding department activities; enters data from reports into computer. Receives, reviews and evaluates reports from subordinate personnel regarding departmental activities.

Receives and responds to inquiries and complaints from the public.

Keeps abreast of new technology, methods and regulations for fire prevention and suppression operations; attends meetings, conferences and continuing education classes as required and/or appropriate.

Participates in physical conditioning activities as required.

Remains on call 24 hours per day for emergencies.

ADDITIONAL JOB FUNCTIONS

Performs general office duties as required, including attending meetings,

compiling data for reports, entering computer data, preparing reports and correspondence, distributing supplies, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent with five years of experience and training in fire service programs and management.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Must possess and maintain the following certifications: Florida Firefighter II, Florida EMT or Paramedic, Florida Fire Officer I (if completed prior to 11/18/2013) or Florida Fire Officer II.

Must have successfully completed the City of Dunedin Fire Department Fire Engine Driver program.

Must have successfully completed the City of Dunedin Fire Department Acting Lieutenant program.

Must possess a valid Florida driver's license.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Fire Lieutenant. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge in the areas of fire science, hydraulics, electrical, fire codes and ordinances, emergency medical services, etc. Knows how to determine and ensure safety at the scene of emergencies. Is capable of rescuing persons trapped in buildings and autos. Has knowledge of various hazardous materials and the proper procedures for handling and/or disposing of such materials. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Is able to show a high level of discretion and flexibility in daily operations. Is able

to make sound, educated decisions. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Has the ability to speak and understand the English language.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce and/or assess data and/or information using established criteria. Includes exercising discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels. Has the ability to plan and coordinate the most effective use of personnel, facilities and resources to achieve department goals. Is able to effectively supervise and evaluate the work of subordinates. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

Equipment, Machinery, Tools and Materials Utilization: Has knowledge of modern office practices and technology, including computers. Requires the ability to use, operate and/or handle office equipment such as a telephone, calculator, computer, etc.; and to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments. Has the ability to perform inspections and maintenance of fire extinguishers, fire hoses, fire suppression systems and fire detection systems. Is capable of performing emergency medical treatment at the first responder level. Knows how to utilize various pieces of fire-fighting, medical and rescue equipment and tools in a safe and efficient manner.

Verbal Aptitude: Requires the ability to use a variety of reference, descriptive and/or advisory data and information.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to use basic geometric and algebraic principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence

systems, such as motivation, incentive and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution. Is able to conduct effective employee training, including explanations and written instructions in order to ensure that standards and regulations are understood and implemented.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving high risk to the organization and community. Has the ability to use independent judgment and discretion in critical situations such as response to natural and man-made emergency/disaster situations. Is able to work under stressful or dangerous conditions, often involving considerable personal risk or risk to others. Is able to react quickly and calmly in emergency situations. Is able to perform according to standards despite working long hours and intense, exhausting schedules. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities.

ADA COMPLIANCE

Physical Ability: Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderately heavy weight (20-50 pounds), and occasionally heavier objects and materials (up to 100 pounds). Office tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry and/or the use of office equipment or supplies.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks require exposure to fire hazards, adverse weather conditions, extreme temperatures, wetness/humidity, dirt/dust/pollen, strong odors, fumes, noise extremes, machinery hazards, vibrations, electric currents, traffic hazards, toxic/poisonous agents, violence, disease/pathogens.

Fire Lieutenant, Fire Department

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Jeffrey S Parks
Fire Chief

12/20/18
Date