



Greater Eagle Fire Protection Position Job Description

Title: Lieutenant

Reports to: Division Chief of Operations
Manages: Firefighters: Full-Time and Part-Time / Engineers / Apprentices
Status: Non-Exempt

Position Summary:

This is a company officer level position that is responsible for mentoring, developing and managing members of their crew and to assist with the specific activities and daily operations of an assigned shift; and to provide support to the Division Chief of Operations, the Fire Chief, and the Risk Management Division as needed. This position reports directly to the Division Chief of Operations. This position is for the standard 48/96 suppression/shift schedule, though may require some over-time commitments for training, meeting attendance, performance of specific duties, and call-backs on off-duty days for emergency incidents, non-emergency incidents, and/or station coverage.

Essential Job Functions and Responsibilities:

1. Responds to fire, EMS, rescue, and other incidents as outlined by the District's established response guidelines.
2. Provides direction and guidance to assigned members in the performance of their daily shift duties. Responsible for the daily assignment of personnel to apparatus and their position/functional duties.
3. Performs task-level direction and assists his/her assigned crew at emergency and non-emergency incidents. This position may, as needed, assume a higher level of authority for these incidents by directing all operations until relieved by a higher or equal ranking officer.
4. Responsible for reviewing and/or preparing records such as fire reports, distribution of roster, shift activity reports, and apparatus/equipment checklists conducted during a tour of duty in accordance with district policies.
5. Ensures the station, grounds, apparatus, and equipment are clean, maintained and in good order during a tour of duty. Relays to other shifts if repair work needs to be performed.
6. Responsible for the enforcement and documentation, if needed, of rules, regulations, and policies and procedures of the District.
7. Responsible for maintaining the flow of communications and dissemination of information to and from members of their command and between shifts.
8. Responsible for the proper handling of routine personnel matters in accordance with the District's chain of command, as well as, state and federal labor laws.
9. Ensures performance of duties of the members in his/her assigned shift and maintains/conducts current trainings and drills to meet levels at or above those required for certification by the District, State of Colorado, or other certification levels of national agencies/organizations. Maintains crew's training records.

10. Attends Officer meetings, Operational meetings, may represent the district in offsite meetings i.e. department trainings, communications/radio, HazMat, special technical operations, and meetings that may be scheduled by the Training Officer, Division Chief of Operations, or the District Fire Chief.
11. Under the general direction of the Division Chief of Operations, the Lieutenant administers, supervises, coordinates and evaluates the activities of the personnel assigned to his/her respective shift.
12. Supervises, coordinates, and participates in assigned company inspections and pre-plans.
13. Supervises, coordinates and participates in public education programs such as station tours, grade school talks/shows, and other related public education events.
14. Maintains confidentiality regarding all incidents including but not limited to: medical scenes, fire investigations, and other information sensitive in nature.
15. Assists with the preparation of portions of the annual district budget.
16. Performs other duties as assigned by higher ranking officers.

Supervisory Responsibilities:

Under general direction of the Division Chief of Operations, directly supervises employees of his/her crew and/or members of the District. Is responsible for the specific direction, coordination, and performance of his/her assigned shift. Also directly supervises non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include: training members; planning, assigning, and developing direction of work flow; appraising members performance; rewarding and disciplining members; addressing concerns and resolving issues, and may include interviewing applicants at time of hire.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Any combination of education and experience equivalent to graduation from high school. Bachelor's degree of Science preferred. Must possess a minimum of three years firefighting/EMS line experience, with a high level of administrative experience preferred.

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Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of constituents, visitors, customers or staff of the District.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certifications:

Fire Officer I (or equivalent) - with the ability to obtain within 12 months from hire
Colorado Firefighter II and Fire Instructor I
Colorado or National Registry EMT-B
American Heart Association (BLS-HCP) CPR Card
NWCG Firefighter I
ICS 300, NIMS - 700 & 800
Blue Card Incident Commander - with the ability to obtain within 18 months from hire
Current CPAT or ability to obtain within 6 months from hire

Special Requirements:

Must be able to meet the following additional special requirements:

- Hold a valid Colorado Driver's License
- To be insured as a driver by GEFPD insurance carrier
- Be 21 years of age
- Be lawfully able to work in the United States
- Ability to speak, read, and write the English language

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and climb or balance. The employee is occasionally required to stoop, kneel, crouch, or crawl, and to taste and smell. The employee must occasionally lift and/or move up to 150 pounds, and will frequently lift/move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; toxic or caustic chemicals, radiation; extreme heat; and risk of electrical shock. The noise level in the work environment is usually moderate.

Work is frequently performed in an office, vehicle, and outdoor settings during both day and nighttime hours. Equipment used in the work environment could include but is not limited to: common office equipment, computers, telephones, radios, copier/fax/scanning hardware. Additional specialized firefighting, rescue equipment, HAZMAT equipment, and EMS equipment, and PPE/BSI as trained and qualified.

ADA Compliance Statement:

The human resource goal of the Greater Eagle Fire Protection District is to select and retain the best-qualified applicant for each available position. An applicant's or employee's disability will not remove the applicant from consideration or a current employee from his/her job if the applicant or employee is able to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, unless such accommodation will result in undue hardship to the District

EEOC Compliance Statement:

The Greater Eagle Fire Protection District is an Equal Opportunity employer that provides employment opportunities without discrimination on the basis of race, color, religion, national origin, gender, disability, age or sexual orientation. GEFPD complies with the American with Disabilities Act. If you require special accommodation in order to apply for a position, please contact the District at: 970-328-7244.

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Review, Comment and Signatures:

The above statements in this Position Job Description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This description is subject to change as the needs and requirements of the job change.

I understand that by signing this Job Description it does not create a contract of employment or guarantee of employment for any definite period of time. In addition, I understand that I have been hired at the will of the Greater Eagle Fire Protection District (GEFPD) and I am an **AT-WILL EMPLOYEE** who may be terminated at any time, with or without cause and with or without notice. I may also terminate my employment at any time.

Comments: _____

Signature of Employee Date

Signature of Supervisor and Title Date

Job Description Approved By:

Doug Cupp - Fire Chief Date