

CITY OF OBERLIN JOB DESCRIPTION
Fire Lieutenant

Title:	Lieutenant	Department:	Fire Department
Supervisor:	Fire Chief, Assistant Chief or Battalion Chief	Positions Supervised:	Firefighters in the absence of the Fire Chief, Assistant Chief or Battalion Chief
Status:	Part-Time	Civil Service Status:	Classified/Competitive
FLSA Status:	Non-Exempt	Exemption Category:	N/A
Bargaining Unit:	N/A	Pay Grade:	3
		Schedule:	On Call

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General Statement of Duties:

Work involves responsibility for placement of equipment and direction of assigned firefighting personnel at the scene of a fire emergency and for directing fire suppression, rescue, hazardous material and other related operations until relieved by a superior officer. Work involves responsibility for coordinating, training, organizing, and evaluating subordinates and directing station and equipment maintenance activities to maintain readiness of personnel and equipment and to assure effective operations during emergency conditions. Work is performed under general direction and according to general procedures outlined by departmental policies and procedures.

The Lieutenant shall function with a high degree of independence and utilize sound professional judgment, demonstrate planning and organizational skills, and establish priorities, programs and acceptable performance levels for his/her functional area. The Lieutenant shall be committed to the mission, vision and values of the City and Department and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Lieutenant shall demonstrate leadership and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility. Supervisors will be evaluated on the consistency, quality and timeliness of the performance reviews for which they are responsible.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given. An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

Minimum Qualifications:

- Three years experience as Firefighter with the City of Oberlin with no record of suspension without pay for one year immediately preceding date of appointment.
- Valid Ohio Driver's license and proof of insurability.
- Must pass, on a competitive basis, a written examination and assessment on basic firefighting and Fire Officer 1 knowledge, skills, and abilities.

Supervision:

- Works under the supervision of Fire Chief, Assistant Chief or Battalion Chief.
- Supervises all employees of the Department in the absence of the Fire Chief, Assistant Fire Chief, or Battalion Chief.

Primary Job Duties: *(Essential functions are identified by an "**")*

- Supervises all firefighting/rescue personnel during an assigned shift response; plans and schedules work assignments; evaluates performance of personnel for the purpose of making recommendations for training, promotion and other personnel actions; confers and counsels subordinates and refers complex matters to the Battalion Chief for appropriate action.*
- Responds to emergencies; utilizes the Incident Command System; makes decisions as to the tactics and methods used in resolving fire and emergency rescue situations, until relieved by a superior; supervises and participates in the deployment of hose lines, directing water streams, placing ladders, ventilating buildings, rescuing victims, and salvage/overhaul operations*.
- Participates in rescue operations and the application of emergency care; instructs and drills fire department personnel in firefighting methods, techniques, and related subjects.*
- Directs the cleaning and general maintenance of quarters, equipment, and apparatus during and after an emergency.*
- Participates in the formulation of policies, rules, and regulations related to firefighting and related emergency activities.*
- Ensures compliance with policies, procedures, rules and regulations; inspects personnel maintains discipline; reports on or recommends disciplinary action; prepares or directs preparation and maintenance of necessary records and reports.*
- Conducts building inspections-preplans; investigates causes of fires; issues orders to abate fire hazards or code violations.*
- Assists in planning for future fire service requirements; conducts research and prepares reports on topics related to fire administration and operations; makes recommendations for improvements in staffing, organization, procedures, and general operations; keeps abreast of new techniques through independent study.*
- Provides effective and efficient customer services and promotes and maintains responsive community relations.*
- Perform other related duties as assigned.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Modern firefighting, rescue and fire prevention techniques, methods and practices.
- Fire service policies, rules, regulations of the Oberlin Fire Department.
- Geography of the City, including street locations, water supply, and structural characteristics of assigned response area.
- City administrative regulations and ordinances as they apply to the Fire Department.

- Mechanical, chemical and related characteristics of a wide variety of flammable, explosive and similar materials.
- Building construction and its relationship to fire problems.
- Operation and maintenance of firefighting equipment, apparatus and tools.

Ability to:

- Train, instruct, lead and supervise fire personnel effectively.
- Establish and maintain effective working relationships with others.
- Maintain required records and prepare reports.
- Meet such physical requirements as may be established by competent authority.
- Deal effectively and tactfully with the public.
- Analyze emergency situations and to quickly take decisive and effective courses of action.
- Meet department competency standards as outlined in NFPA 1001, 1002, 1021, 1521, and Oberlin Fire Department Standard Operating Procedures.

Licenses and/or Certifications:

- Ohio certification as Firefighter 1 within one year of appointment.
- Ohio certification as an Emergency Medical Technician - Basic:
 - Hired before Pre-January 1, 1998: EMT-B optional certification maintained at discretion of the employee.
 - Hired on/after January 1, 1998: Shall maintain the EMT-Basic certification as condition of employment for career.
- Ohio certification as a Fire Safety Inspector as required by the Department.
- Ohio certification as Fire Instructor as required by the Department
- Hazardous materials first responder operational training.
- NIMS 700/800, ICS 100/200/300/400

Work Environment:

Incumbent is exposed to all manner of environmental conditions including inclement weather, extreme temperatures, dust, noise, dim lighting, and all other conditions as present in the performance of essential function. Incumbent may also experience such hazards as fumes, flames, chemicals, blood, other body fluids, and all other hazards as required in performance of essential functions. Requires the operation of various equipment, machinery, apparatus, and rescue vehicles as needed. May require working long hours and for extended periods of time between meals and breaks in some emergency situations.

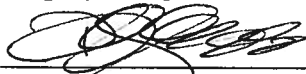
Includes regular walking, sitting, and standing; the ability to intermittently lift, carry, push, and/or pull over 150 lbs., occasionally climb ladders and stairs, crawl, bend, stretch, twist, run, balance, crouch, stoop, twist, turn, pivot, and otherwise be mobile; and all other physical activities as required in the performance of the essential functions. Ability and willingness to work in both open and confined work spaces as well as in adverse environmental conditions for extended periods of time with little or no rest.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

Work Situation Factors:

Position requires competing demands; may require occasional work beyond normal business hours.
SAFETY SENSITIVE POSITIONS ARE SUBJECT TO RANDOM DRUG AND ALCOHOL TESTING ACCORDING TO CITY POLICY.

Employee Signature/Date

 04.07.11

Human Resources Signature/Date

 4/7/11
Appointing Authority Signature/Date

 4/11/11

Supervisor Signature/Date

 4/8/11

Law Director Signature/Date

Reviewed by Civil Service Comm: 04/06/11

Reviewed by City Council: N/A