



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Fire Lieutenant/EMS	DEPARTMENT: Fire Department
IMMEDIATE SUPERVISOR: Fire Captain	GRADE/RANK: 17
	FLSA/ESSENTIAL STATUS: Non-Exempt-Essential

GENERAL DEFINITION AND PURPOSE OF WORK:

Manages and supervises firefighters on assigned shift in fire suppression, prevention, emergency medical services and general hazard mitigation. Works with other fire service agencies, emergency medical service agencies, and non-uniformed employees of the fire department and employees of other city departments in order to provide coordination of services and safety education to public.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Coordinates and supervises all fire suppression activity, hazardous materials incident, emergency medical service incident and daily fire station activities, which includes personnel training, supervision and participation in equipment, apparatus and station maintenance;
- Writes and maintains records, reports and job-related files;
- Participates in fire station maintenance and grounds maintenance of the fire station;
- Supervises and provides direction on pre-incident planning and preparation and fire inspection work;

- Drives and operates emergency vehicles of the fire department in certain situations both during emergency calls and non-emergency activities;
- Ensures that all apparatus and equipment is clean and ready for service;
- Performs associated duties of a firefighter as required;
- Provides initial incident command functions and acts as fire captain in their absence;
- Enforcing federal and state safety regulations on the emergency incident scene and in the fire station;
- Coordinates the proper assignment of equipment and manpower on emergency calls for service, in accordance with departmental guidelines;
- Handles personnel work problems, counseling personnel on performance as needed, and communicating with administration on personnel issues;
- Maintains daily shift schedules including the scheduling of shift employees according to department guidelines;
- Supervises employees including assigning daily task, monitoring performance and completing employee performance evaluations and;
- Performs other related tasks as may be required.

KNOWLEDGE, SKILLS AND ABILITIES:

Must possess the knowledge of the principles and practices of fire protection, fire suppression, fire prevention, emergency medical service care methods, supervisory principles and practices, and fire department rules, regulations, guidelines, policies, and general orders. Have the ability to establish and maintain effective working relationships, supervise others at emergency incidents, make appropriate decisions in emergency situations, and have the ability to prepare and maintain detailed reports, records and correspondence.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to a high school diploma, previous experience in the Fire Service Field, certification of State Recognized Fire Officer I or above and at least three (3) years of experience in the position of firefighter or equivalent rank.

SPECIAL REQUIREMENTS:

Must be in possession of an appropriate valid driver's license issued by the Commonwealth of Virginia with a good driving record. Must meet all Department training and certification requirements for position including State of Virginia Certification as Fire Officer I or above, Hazardous Materials Operations Certification and State Certified Emergency Medical Technician.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

Position performs difficult emergency protective service work under both emergency and non-emergency conditions. Performs works in extreme weather and under emergency conditions and frequently involves considerable personal hazard. Position works 24 hours on shift followed by 48 hours off. Individuals may be on duty for extended periods of time, which may result in limited rest and physical fatigue. Position works nights, week-ends and holidays.

Individuals will perform difficult emergency protective service work under both emergency and non-emergency conditions. Work frequently involves considerable personal risk when working under emergency conditions. Work requires the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently and up to 10 pounds of force consistently to perform duty assignments. Work requires climbing, balancing, stooping, pulling, crouching, crawling, reaching, standing, walking, pushing, lifting, grasping, feeling, smelling, and repetitive and combinations of these forces. Vocal communications are required for expressing or exchanging ideas by spoken word, written correspondence and conveying detailed or important instructions to others accurately and clearly. Good hearing is required to handle information received at both normal levels of sound and levels of extreme magnitude. Visual acuity is required for depth perception, color penetration, night vision, and peripheral vision, preparing and analyzing written information. Visual inspection involving small defects and /or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general conditions, surroundings and activities. The worker is assigned to inside and outside environmental conditions, extreme cold and heat, noise, vibration, hazards, atmospheric conditions, oils, and wearing protective breathing equipment. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment for environmental and health hazards.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Work is performed under the supervision of the Captain. Supervision is exercised over a small number of Firefighters and volunteer members.

EXAMPLES OF EXPECTED DECISION MAKING:

Firefighter daily task assignments, fire and emergency medical scene assignments and procedures.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Fire Lieutenant will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Fire Chief and Chief Human Resources Officer

Revised Date: 2019