

# Caroline County Government Position Description

## Fire-Rescue Lieutenant Department of Fire-Rescue & Emergency Management

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*The duties listed in this position description represent those where the majority of the time is spent or those that are important or critical to the function. However, additional related duties may be assigned. For successful job performance, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Knowledge, Skills and Abilities, Working Conditions, and Physical Demands, Dexterity and Sensory Requirements are representative of those that are needed or encountered when performing the essential functions of this job.*

### **GENERAL DESCRIPTION OF RESPONSIBILITIES**

Lieutenants are subject to rotation through any assignment for which they are properly credentialed, including temporary and backfill field positions or administrative staff assignments with responsibility for managing, coordinating and overseeing major departmental functions such as operations, recruitment and education programs, and logistics, as described below. In the Captain's absence, Lieutenants may be assigned to serve as Acting Captain. Specific duties may vary from one assignment to another and some assignments may emphasize one or several groups of duties/responsibilities more than others. However, regardless of assignment, Lieutenants must always meet the qualifications and be able to perform the essential functions stated below, in addition to the essential functions for emergency scene activities stated in the position description for Firefighter-EMT.

Work is normally performed under general supervision involving the performance of complex duties within established policy guidelines. Lieutenants are normally responsible for a set of assignments and are expected to set priorities, complete assignments, and meet goals.

Lieutenants are subject to contact, emergency recall and flexible scheduling, including 24-hour shifts or day shift work, as required. Lieutenants are subject to work in any division of the department on any work schedule associated with assigned duties.

### **ORGANIZATION/SUPERVISION**

Lieutenants normally report to a Captain and can be assigned to any division of the Department of Fire-Rescue and Emergency Management. Supervision is exercised over subordinate fire, rescue, or administrative support personnel as assigned.

### **DUTIES/RESPONSIBILITIES**

#### **Essential Functions**

- Provides daily supervision of career operational (field) staff including coordination of operational aspects of system.
- Oversees/supervises station maintenance and housekeeping activities. Ensures apparatus, protective gear, and equipment are inspected and maintained appropriately.
- Supervises the crew and station apparatus dispatched to emergency scenes, including fires, medical emergencies, motor vehicle accidents, and hazardous material incidents.

- When responding to an incident, serves as incident commander unless relieved by a superior officer, or may assist the incident commander. Works under unusual pressure to quickly gather as many pertinent factors as possible, depending on the type of incident, including observations, reports from others, number/location/status of victims to be rescued, size/behavior of fire, fuel type, resources, environmental factors, building construction, and other potential hazards in order to quickly apply professional judgment to determine the strategy and tactics needed and to direct/coordinate personnel in accomplishing the incident objective(s).
- While serving or assisting as incident commander, is responsible for the supervision, performance, and safety of assigned personnel on the scene. Continuously maintains communication with incident personnel regarding progress and conditions and stays alert for prolonged periods of time to any changes or escalating factors that require prompt identification and possible modification in strategy and tactics.
- Provides verbal and non-verbal commands/directions to assigned personnel and those at the incident scene. Operates radiotelephone equipment and maintains communication with appropriate personnel.
- Responds to EMS related emergencies; oversees medical services including identifying persons requiring immediate care, providing advanced, pre-hospital medical services and transporting victims for further medical care.
- Continually monitors employee performance and strives to enhance the performance of personnel under his/her supervision. Performs routine and special performance evaluations of field staff; provides feedback regarding accomplishments and areas needing improvement.
- Performs all essential functions associated with the position of Firefighter-EMT (See position description for essential functions.)
- Responsible for serving as company officer and managing the daily operations and maintenance of a fire and rescue station, including assigned personnel (full-time, part-time career and/or volunteer), apparatus, and equipment. Supervises the crew and station apparatus that are dispatched to emergency scenes, including fires, medical emergencies, motor vehicle accidents, and hazardous material incidents. Regularly assists with or personally performs emergency scene operations activities. Supervises, oversees, and ensures timely completion of projects assigned to station personnel.
- Performs support services coordinating the inventory of supplies and equipment for the Department. Maintains inventory and manages product research, specifications, purchases, returns and exchanges. Regularly assists with or personally performs emergency scene operations activities.

### **Other Duties**

- Assists with conducting fire prevention inspections and planning for fire and other emergency operations.
- Assists the Captain with various duties such as scheduling personnel and in-house training, including identifying training needs, developing materials, and making presentations on a variety of fire and emergency medical services related topics.

- Compiles information and writes a variety of reports on topics such as personnel performance, violation of rules and regulations, fire/emergency incidents, and operations issues; makes appropriate recommendations.
- Maintains records including but not limited to equipment service records and other associated materials for EMS licensure and any other licensure that may arise for the station for which the Lieutenant is assigned.
- Keeps the Captain informed of pertinent issues relating to the management of his/her assigned function. Resolves conflicts between subordinates; provides guidance and coaching as necessary.
- Conducts quality assurance (Q.A.) program for field providers in order to improve and maintain the quality of EMS care; conducts Q.A. investigations as necessary to determine if protocols were followed appropriately. Discusses actions and findings with appropriate persons, ensuring appropriate patient confidentiality; compiles and completes appropriate reports.
- Performs public safety services work relating to fire suppression, fire prevention, or EMS functions.
- Provides Fire and EMS training to County staff and employees to meet specific department requirements.
- Works closely with other ranking officers to assist with and coordinate operations.
- Attends meetings with volunteers and career staff during and after normal working hours and disseminates information to staff as needed.
- Stays abreast of County and department policy changes and current issues of interest to the Fire and EMS community including, but not limited to changes in laws, patient care, and other topics of concern. Attends training programs on fire and emergency medical services related topics and techniques both at the assigned station and other locations to maintain and enhance skills and abilities; reviews and studies current literature; maintains all appropriate certifications.
- Fosters a harmonious work environment and effective working relationships among assigned personnel. Models and ensures appropriate workplace behavior.
- Supports the mission of the department; regularly communicates with the Captain and staff regarding the most proficient and prudent delivery of services and use of available resources.
- Monitors supplies and materials and oversees or approves ordering of replenishment. Assists in the procurement, standardization, and maintenance of equipment and facilities.

#### **MINIMUM KNOWLEDGE, SKILLS AND ABILITIES**

- **Fire Suppression and Emergency Medical Services** – Thorough knowledge of the principles, practices and methods of modern Fire and EMS functions and operations. General knowledge of the operation and maintenance of various Fire and EMS apparatus and equipment.
- **Leadership/Supervision** - General knowledge of modern supervisory/personnel management principles, practices and techniques. Ability to demonstrate strong leadership and supervisory skills. Ability to demonstrate strong leadership and supervisory skills. Ability to plan, organize, assign, instruct, and coordinate the work of others.

- **Policies/Procedures/Laws** – General knowledge of County and department policies and procedures and applicable ordinances and State laws relating to Fire and EMS. Ability to interpret and apply extensive understanding of operating policies and procedures to solve complex problems.
- **Communication** – Ability to communicate information and ideas clearly, concisely, and effectively, both orally and in writing. Ability to understand, follow, and carryout verbal, non-verbal, and written instructions. Ability to read, comprehend and apply information contained in a variety of written materials such as professional literature, laws and regulations, technical manuals and maps. Ability to accurately and effectively write complex reports and other documents relating to both Fire and EMS, using appropriate grammar, spelling, and sentence structure. Ability to maintain accurate records. Ability to appropriately maintain high-level confidential and sensitive information.
- **Interpersonal Skills** – Ability to establish and maintain effective working relationships with fellow employees, County officials, volunteers, outside agencies, and the general public with an emphasis on developing strong positive relationships.
- **Mathematical** – Ability to use mathematics involving the practical application of fractions, percentages, ratios, proportions, geometric construction, algebraic solutions of equations and inequalities.
- **Training** – Ability to effectively develop, deliver and evaluate training. Ability to participate in training and comprehend and apply new concepts and job-related skills.
- **Physical Demands** - Physical strength and ability to perform the essential functions of the position. (See “Working Conditions” and “Physical Demands, Dexterity and Sensory Requirements” stated below.)
- **Safety** - Ability to perform job safely in accordance with departmental safety procedures and to wear SCBA and fire protective ensemble while performing firefighting tasks, and other personal protective equipment as required for maintaining a safe environment when caring for patients. Ability to drive safely under emergency conditions.
- **Maintenance** - Ability to make minor repairs to apparatus and equipment.
- **Reasoning/Critical Thinking/Decision Making** - Ability to continuously provide attention to details. Ability to exercise sound judgment in emergency and other situations and to stay mentally alert for prolonged periods of time under unusual pressure. Ability to collect data, solve abstract problems, and perform work involving the application of principles of logical thinking. Ability to apply the principles and practices of a wide range of administrative or technical methods and make sound decisions in the solution of administrative or technical problems.
- **Coordination of Work** - Ability to organize own work, set priorities and meet deadlines.
- **Office Systems** - Ability to operate modern office equipment including computer equipment and software programs, and to enter information into a computer with sufficient speed and accuracy to perform the work.

## **EDUCATION, EXPERIENCE AND TRAINING**

Must have one-year Full-time experience as a Fighter-Fire/EMT with Caroline County Fire-Rescue and an additional 3 years of other fire service or EMS service experience.

At all times must possess a valid, Virginia driver’s license and have an acceptable driving record. Must currently hold and maintain certification or equivalent in the following:

- Basic Cardiac Life Support (Health Care Provider CPR)
- Emergency Vehicle Operation Course (EVOC) Class III
- Virginia Emergency Medical Technician – Basic (EMT-B) or higher
  - *Some reduction of base salary*
- Virginia Department of Fire Programs Firefighter II
- Virginia Department of Fire Programs Hazardous Materials Operations
- Basic Pump Operator or Driver Pump Operator
- Rural Water Supply

- Incident Command System (ICS) 100, 200, 700, 800

The following must be attained and maintained within 1 year in assigned job:

- Virginia Department of Fire Programs Instructor I or EMS Education Coordinator
- Incident Safety Officer

The following must be attained and maintained within 2 years in assigned job:

- Virginia Department of Fire Programs Officer I

**ADDITIONAL REQUIREMENTS**

After an offer of employment has been made but prior to appointment, individuals must successfully complete a medical examination, drug screening, and background investigation. Additional medical examinations may be administered to employees periodically, in accordance with policy.

Medical examinations are consistent with position requirements. They are designed to reveal any medical condition that might put the person at increased risk to self or others as a result of certain exposures or activities, and to exhibit freedom from any physical, emotional or mental condition which adversely affects the performance of essential job duties with reasonable accommodation.

**OTHER CONDITIONS**

- Fair Labor Standards Act (FLSA) Non-Exempt
- Essential Employee
- 12-Month probationary employee

**WORKING CONDITIONS**

The following working conditions are frequently encountered:

Office setting	Communicable diseases
Field setting	Blood, bloodborne pathogens & other body fluids
Driving	Time pressures
Extreme temperatures	Unpredictable work during a shift
Adverse weather	Stressful emergency situations
Wet/humid conditions	Frequent change of tasks
Bright light	Fast pace of work
Darkness or dim/poor light	Responding to calls day and night
Allergens	Overtime
High background noise	Physical danger and abuse
Vibration	Working while fatigued
Slippery, steep, or uneven surfaces	Tedious or exacting work
Traumatic and other disagreeable situations	Noisy/distracting environment
Traffic/road hazards	Possibility of safety risks
Subject to dehydration	Working independently
Hunger or irregular meals	Working closely with others as part of a team
Limited or disrupted sleep	Performing multiple tasks simultaneously
Wearing self-contained breathing apparatus and personal protective gear while performing emergency operations.	

The following working conditions are occasionally encountered:

Hazardous materials	Smoke, burning materials and airborne particles
Fumes/gasses/noxious odors	Mechanical, chemical, and electrical hazards
Falling objects	Explosives
Animals/wildlife/insects/snakes/ticks	Moving machinery
Confined spaces	Work in high or precarious places

### **PHYSICAL DEMANDS/DEXTERITY AND SENSORY REQUIREMENTS**

The following demands/requirements are frequently performed. (Required job activities are only examples of the type of activities for which the demand is needed and are not all inclusive.)

<b><u>DEMAND/ REQUIREMENT</u></b>	<b><u>REQUIRED JOB ACTIVITY</u></b>
Standing	Required for most duties in the station and everyday fire, rescue, and EMS operations. Examples include inspecting, cleaning and maintaining vehicles, apparatus and equipment; observing conditions and determining strategy/tactics on an emergency scene; listening/talking to others; giving directions/instructions; and patient assessment/care.
Walking	Required for most duties in the station and everyday fire, rescue, and EMS operations. Examples include inspecting and cleaning vehicles/apparatus/equipment; moving equipment; and moving to and from various locations at incident scenes and in the station.
Sitting	Required for driving vehicles to/from scene, performing administrative work such as writing reports, maintaining records, and reading correspondence and other publications.
Bending/Stooping/ Kneeling/Crouching	Required for many fire, rescue and EMS operations such as patient care and transportation; some fire suppression activities such as to gain access to victims, areas or materials during search and rescue, hooking up hoselines, moving equipment and supplies; and daily maintenance around the station.
Carrying	Required in the station and for many fire, rescue and EMS operations, such as carrying medical equipment, stretchers, patients or victims, power or hand tools and equipment, ladders, and hoselines.
Gripping	Required for many fire, rescue, and EMS operations such as lifting stretchers, using a variety of power and hand tools and equipment; hoselines, gripping a steering wheel.
Pushing/Pulling/ Prying and Exerting Force	Required for everyday fire, rescue, and EMS operations such as gaining access in buildings and vehicles by using an axe or other tools, or forcing doors/windows; moving obstructions; using tools and equipment to ventilate areas; moving victims/patients, rolling/unrolling hose; or clearing areas or moving building contents during salvage and overhaul operations.
Twisting/Turning	Required to treat victims/patients at scene and in ambulance; to gain access to victims; to perform search and rescue; hose deployment; forcible entry; to clean and inspect vehicles.
Dragging	Required to move victims or obstructions during search and rescue, to drag hoselines to appropriate position, to clear areas of debris or move building contents during salvage and overhaul operations.
Climbing	Climbing is required for steps, ladders, and embankments, and to access vehicles/apparatus for maintenance or to access equipment.
Quick Movements	Required for everyday fire, rescue, and EMS operations; there are many urgent situations where personnel must be aware of surroundings and move/react quickly to changing situations, such as for victim rescue, patient care, fire containment, and to retreat from hazards.
Stretching, Reaching, and	Required to gain access to equipment on apparatus; to access ceilings, attics or windows; load hose; pick up equipment; for extrications and

Working Above Shoulders	rescues; moving patients; working from ladders; and daily maintenance in the station.
Lifting	Lifting is required for hand/power tools, hoses, ladders and other equipment, and victims/patients. Regularly lifts 10 - 50 pounds in full turnout gear that weighs approximately 50 pounds. Many times, lifting is required while climbing stairs or walking to carry victims, hose, hand tools, etc. Occasionally, up to a maximum of 200 pounds may be lifted, but usually, the weight may be dragged or the 2-person lifting technique may be used.
Touching/Feeling	Used for numerous EMS and fire operations such as feeling for heat behind a wall/door or floor, performing search and rescue to locate victims, or checking victim/patient conditions.
Dexterity in the use of fingers/hands	Required for most fire, rescue, and EMS duties, such as putting on turnout gear, holding/using tools and equipment; patient care, maintenance around the station; and using the computer.
Writing (handwriting/use of computer)	Required for preparing/completing incident or patient reports and memos, maintaining records, and participating in training and independent study.
Seeing/Reading (distances, up-close/small print; peripheral and night vision; and color, depth and texture perception)	Required for many fire suppression, EMS and rescue activities, such as visualization for walking, driving, recognizing hazards, assessing patients' medical signs and symptoms, administering appropriate treatment such as reading medication levels, reports, patient history/medical records, maps, signs/placards, apparatus gauges/control panels, memos, written policies or directives, training materials and independent study; sizing-up the fireground, or in identifying/accessing/rescuing victims.
Hearing	Required for almost all responsibilities such as driving, radio and telephone communications, patient care (such as listening to breathing); to communicate with patients, hospital staff, co-workers, and the public; to understand commands and to exchange information at the emergency scene.
Speaking	Needed for everyday fire, rescue, and EMS operations, such as radio/telephone communications; communicating with patients, hospital staff, co-workers and the public; exchanging information or giving directions/instructions at the emergency scene and in the station.
Sense of Smell	Required to detect smoke and the presence of various hazardous materials; needed for patient care to identify the presence of certain conditions.
Use of foot controls	Needed for driving and operating apparatus/equipment.
Wearing special gear/protective devices	Requires SCBA (self-contained breathing apparatus) and turnout gear (approximately 50 pounds combined--includes mask, tank, coat, boots, pants, hood, gloves and helmet) on calls for everyday fire suppression-related calls while exerting energy without benefit of warm-up (see exertion of energy below) and while lifting tools/equipment/victims and performing most other demands and requirements above. Surgical gloves are required for patient care.
Exertion of Energy	Frequently, <u>excessive</u> exertion is required without benefit of warm-up upon arrival at the emergency scene. (Excessive exertion includes excessive changes in heart rate, breathing rate and overall feeling of fatigue.) On average, these periods usually last from 15 minutes to 45 minutes. After the emergency scene is somewhat under control there may be periods of <u>moderate</u> exertion (with some excessive exertion possibly being involved) lasting another 10 - 30 minutes.

The following demands/requirements are occasionally performed.

Running	Required to retreat from hazardous conditions in emergency situations.
Crawling	Required to access victims/patients; for extrication operations; to crawl through attics or crawlspaces, or under obstacles, hazards, or heat/smoke layer; and to inspect vehicles, apparatus and equipment.
Jumping	Required to jump a ditch or other barrier to access/retreat from a situation.

*Lieutenant*