City of Manchester

Job Description

JOB TITLE: Fire Lieutenant

EFFECTIVE: September 15, 2015

DEPARTMENT: Fire

FLSA STATUS: Non-Exempt

REPORTS TO: Fire Chief

Approved by: BOMA

Approved Date: September 15, 2015

**SUMMARY**

Fire Lieutenants are under the general supervision of the Fire Captain. All personnel assigned to the Fire Dept. are under the Manchester Fire Rescue chain of command (Chief-Captain-Lt-Driver-Firefighter) Work is performed in assisting with planning, organizing, and directing overall activities of the Fire Shift and commanding a piece of fire apparatus and associated fire crew (driver/operator, firefighters)**.**

**EXAMPLES OF RESPONSIBILITY**

* Commands a Fire apparatus and assumes command of the shift in the

absence of the Fire Captain.

* Assists shift Captain in planning and scheduling work to meet department objectives.
* Evaluates crew, seeks opportunities for employee development, and addresses performance issues when necessary.
* Ensures that assigned apparatus and equipment on hand are in operable condition and supervises

the maintenance of equipment and facilities.

* Responds to alarms, motor vehicle accidents, hazardous materials incidents, fires, and non-fire related emergencies directs work of his/her fire crew (Driver/Operators and Firefighters) in rescue operations, forcible entries, ventilation, deployment of attack lines, hydrant hook up, laying of supply lines, supporting sprinkler systems/standpipes, placing ladders, directing water streams and other operations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* If first to arrive on scene establishes command of an emergency scene until relieved by a more senior officer.
* Assists with performing administrative functions for his/her shift, including assisting the Captain with administrative duties.

• Plans and schedules daily work assignments for his crew and coordinates this with the on-duty

Captain to meet department objectives.

* Assist Captains in the inspection of the fire station, building, grounds, and facilities. Assist crew in daily vehicle equipment checkouts, and ensure equipment such as ladders, Self-Contained Breathing Apparatus, and hoses to ensure compliance with department maintenance standards.
* Accomplish reports (NFIRS) for incident calls, listing location, type, probable cause, estimated damage, and disposition. Forwards appropriate reports to administrative staff.
* Responsible for ensuring daily, monthly, semi-annual, and annual training requirements are met by personnel on his crew. Works closely with the Captain to ensure training is up to date.
* Participate in the development and implementation of goals, objectives, policies, and priorities for assigned department services; provide input/suggestions within departmental policy, appropriate service, and staffing levels.

• Ensures daily that vehicles and equipment on hand are in operable condition and work with his

crew to ensure that maintenance of equipment and facilities is accomplished and defects are

reported to the Captain;

• Responds to fire, non-fire emergencies, hazardous materials incidents, and other emergency/non-emergency situations directs work of his/her crew (Driver/Operator, Firefighters) in firefighting operations, hazardous materials operations, rescue operations, laying hose lines, placing ladders, directing water streams and other operations.

• Leads crew in periodic inspections (preplanning) of commercial and industrial occupancies to

ensure familiarity with hazards, conditions, water supplies, and response routes.

• Performs other related work as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

* Knowledge of fire operations techniques and State and City codes and regulations concerning fire fighting and prevention.
* Ability to operate a variety of fire fighting equipment and apparatus and

knowledge of their capabilities and limitations.

* Ability to plan and direct the activities of subordinates.

• Knowledge of the geographic layout of the City of Manchester, fire hydrant locations and

capabilities and knowledge of surrounding Mutual Aid areas;

* Ability to react quickly and calmly in emergencies and determine proper

course of action.

* Ability to record and deliver information to supervisors, to explain procedures

and policies and to follow verbal and written instructions, guidelines and

objectives.

* Willingness to perform under hazardous conditions.
* Knowledge and ability to work with computers and software programs that are

relevant to the position.

* Ability to establish and maintain an effective working relationship with

associates, representatives of other agencies, and the general public.

* Knowledge of Department procedures/Guidelines, City rules, regulations and procedures.
* Valid Tennessee Drivers License

**EDUCATION, TRAINING AND EXPERIENCE QUALIFICATIONS**

* Must have a High School Diploma or General Education Degree (GED). High School Diploma preferred. A college degree or college course is preferable.
* Must possess and maintain a valid Tennessee Driver’s license.
* Minimum of five (5) years of firefighting experience, and 1-year minimum service with Manchester Fire-Rescue.
* Certified Firefighter I and II, Pumper Operations Level I and II is a minimum requirement, prefer to have Tennessee Fire Commission/Academy Fire Officer I, Fire Instructor I is desirable or have IFSAC equivalent.

**ADA REQUIREMENTS:**

**Physical Requirements –** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical demand requirements are at levels for those of active work. Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces; bending, kneeling, stooping, reaching above shoulder level and working in confined spaces; lifting or

carrying weights of twenty to fifty pounds and occasionally very heavy items of one hundred pounds or over; may require the dexterity to operate machinery or equipment. Tasks require that work be performed in adverse environmental conditions.

**Sensory Requirements** - Tasks require visual perception and discrimination including

color and depth. Tasks require perception and discrimination of odor, sound and

texture.

**FLSA CLASS**

Non Exempt