



Job Title:	Lieutenant	Department/Loc:	Fire Department
FLSA Classification:	Non-Exempt	Date Drafted:	April 9, 2024
Reports To:	Captain		

Position Summary

Under the general supervision of the Captain, performs general fire duties in the protection of life and property through a combination of acquired training and experience. Duties include, but are not limited to, fire suppression, incident investigation, Incident command, traffic regulation, fire prevention and related activities. Utilizes incident command and accountability system to establish command and develop an incident action plan, sets up apparatus and scene operations. Supervises other team members during emergent/non-emergent operation activities until relieved by a senior officer. Duties are diverse and discretionary and require judgment in the broad application of policies and procedures. Works under stressful, high-risk conditions. Reports to the Captain, Battalion Chief.

Position Responsibilities- Essential
This list of tasks is illustrative ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

The tasks listed below represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

- Provides leadership to subordinates in the department and assists in ensuring division compliance with all applicable laws, regulations, policies, procedures and standards of quality and safety.
- Assigned to a company, and may act in place of the Captain, at Battalion Chief’s discretion.
- Respond to emergency and non-emergency incidents; provide appropriate services as required including emergency rescue and fire suppression; perform search and rescue for trapped or injured persons; perform emergency medical and first aid services as needed; prepare reports regarding emergency incidents as assigned.
- Drive fire apparatus and/or operate fire apparatus on emergency calls or at incident scene.
- Operate numerous types of rescue, emergency and fire suppression equipment and apparatus as necessary; operate, inspect, repair and perform other technical tasks related to maintaining the apparatus, equipment, and facilities in the area of assignment.
- Participate in cleaning and maintaining facilities, grounds, equipment and apparatus; ensure that appropriate conditions are maintained at assigned facility; ensure that all equipment and apparatus is in a constant state of readiness for emergency calls.
- Participate in a variety of fire prevention operations, activities and programs including training, fire investigations; code enforcement and equipment operation and maintenance; participate in activities and operations in response to natural disasters, major accidents, incidents involving hazardous materials, and other emergency situations; identify, analyze and avoid hazardous and dangerous situations.
- Respond to a variety of hazardous materials incidents; to perform defensive or offensive activities which will be dependent upon levels of certification in accordance with state and federal regulations; maintain knowledge and training about hazardous materials.
- Study street and occupancy locations in assigned district; study building plans and fire prevention systems in buildings in assigned district.
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- Operates fire truck, pump and auxiliary equipment; obtains proper pressures on various fire attack hose lines; lays and connects hoses, holds nozzles and directs fog, chemical and water streams, raises and climbs ladders and uses chemical extinguishes, bars, hooks, lines and related equipment; participates in clean up and salvation operations.
- Performs emergency aid activities, including administering first aid and providing other assistance as required, within scope of practice.
- Prepares and maintains a variety of reports and records including, but not limited to, fire incident reports, officer's daily log, station maintenance reports, equipment usage reports, etc.
- Gathers information and maintains files to support preparation of routine and special reports documenting fire related activities and events; coordinates downloading of fire report data.
- Conducts fire prevention programs; conducts lectures or demonstrations on fire safety issues to the local community; promotes public safety cooperation and awareness with school and civic groups; establishes positive community relations.
- Reviews fire science literature to keep abreast of technological developments and changing administrative practices and policies; participates in fire training programs.
- Coordinates activities with other department employees or other city departments as needed, exchanges information with employees in other fire service agencies and obtains advice from supervisors or command personnel regarding policies and procedures as needed and assigned.
- Maintains contact with supervisory personnel to coordinate activities, provide mutual assistance during emergency situations and provides general information about department activities.
- Follows established and communicated safety rules and procedures and utilizes appropriate safety and personal protective equipment.
- Operates various types of office equipment, machinery and tools in the performance of duties such as a computer, printer, calculator, radio equipment, telephones, copier.
- Participates in public relations efforts as necessary to maintain a cooperative and positive relationship between the department and the community.

Position Responsibilities- Non-Essential/Other

- Performs general building maintenance as necessary.
- Performs general administrative work as required, including but not limited to, attending and conducting meetings, preparing reports and correspondence, entering and retrieving computer data, answering the telephone, copying and filing documents, sending and receiving faxes, etc.
- Performs other related duties and other duties as assigned.

Essential Skills and Experience

- Requires three or more years of progressive experience in fire suppression, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must have successfully completed requirements of subordinate positions and possess required certification(s).
- A high level of interpersonal skills necessary in order to provide effective leadership to subordinate personnel as well as to develop cooperative working relationships with employees, senior management, elected officials and vendors supplying goods or services to the jurisdiction.



- Analytical abilities necessary to make sound, logical decisions quickly and sound judgment is required to act in best interest of citizens and jurisdiction. Analytical ability to plan work schedules and evaluate work performances.

- License and certifications

Valid South Carolina Driver's license Class E or higher

IFSAC Firefighter II, or equivalent

Aerial Operations

Pump Operations

Haz-Mat Technician certification

IFSAC, or equivalent, Fire Officer I

ICS 400

Incident Safety Officer

National Registry EMT is preferred.

Management, supervisory, techniques training desirable



Mental & Physical Demands- ADA Guidelines

Physical Demands

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|-----------------|------------|------------------------|------------|
| • Sit | Frequently | • Reach Above Shoulder | Frequently |
| • Walk | Frequently | • Climb | Frequently |
| • Stand | Frequently | • Crawl | Frequently |
| • Handling | Frequently | • Squat or Kneel | Frequently |
| • Reach Outward | Frequently | • Bend | Frequently |

Lifting Requirements

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|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Occasionally |
| • 11-20 pounds | Frequently | • >100 pounds | Occasionally |
| • 21-50 pounds | Frequently | | |

Pushing and Pulling Requirements

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|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Frequently | • 41 to 100 pounds | Frequently |
| • 13 to 25 pounds | Frequently | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds | Frequently | | |

Definitions

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|--------------|----------------|---|
| • <i>N/A</i> | Not Applicable | Activity is not applicable to this occupation |
| • <i>O</i> | Occasionally | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day) |
| • <i>F</i> | Frequently | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| • <i>C</i> | Constantly | Occupation requires this activity more than 66% of the time (5.5+ hrs/day) |

ENVIRONMENTAL HAZARDS:

The job may risk exposure to bright/dim light, dusts and pollens, extreme heat and/or cold, wet or humid conditions, extreme noise levels, animals/wildlife, fumes and/or noxious odors, traffic, moving machinery, electrical shock, heights, radiation, disease/pathogens, toxic/caustic chemicals and explosives. The job may risk exposure to some unknown environmental hazards, as well.

SENSORY REQUIREMENTS:

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

The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate

Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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