

# City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Fire Lieutenant		
<b>Job Code:</b>	1030	<b>Job Family:</b>	Fire
<b>Pay Grade</b>	Y03	<b>Date Reviewed:</b>	09/30/15
<b>FLSA Status</b>	Non Exempt	<b>Date Revised:</b>	

## GENERAL SUMMARY

Under the direction of a Fire Captain, Battalion Chief, or any ranking officer, has direct command over a fire company or work unit on an assigned shift or in a staff/support position.

## ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Reads, interprets, implements and enforces State, City and Fort Worth Fire Department policies, procedures, codes, rules and regulations.
2. Directs, assigns and manages personnel and physical resources under their supervision.
3. Responds to complaints from the public/citizens or other City of Fort Worth employees.
4. Prepares required incident related reports and various other fire department reports.
5. May act in a higher capacity as Captain and will be expected to perform all the required and related duties for that rank.
6. Evaluates assigned personnel under direct supervision.
7. Operate a computer utilizing various software packages and electronic mail.
8. Performs other related duties as required.
9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

### **Fire Lieutenant - Operations:**

1. Responds to various types of emergency and non-emergency incidents. Makes decisions as to firefighting/rescue methods to be employed, needs for additional assistance, and safely directs firefighting and related life and property protection measures until relieved by a superior officer.

2. Supervises the laying of hoses, raising and placing of ladders, direction of water streams, ventilation of buildings, rescue of persons, placing of salvage covers, and cleanup operations. Also supervises the coordination and implementation of procedures conducted by subordinates at other types of emergencies.
3. Assists in determining origin and sources of ignition of fires.
4. Supervises return to the station and the cleaning and inspection of company equipment after a fire or other emergency call.
5. Prepares accurate reports and records concerning station personnel, incidents, activities and equipment.
6. Conduct inspections, investigations, and safety education programs.
7. May act in higher capacity as Fire Captain and will be expected to perform all required and related duties for that rank.
8. Responds to complaints from the public/citizens or other City of Fort Worth employees.
9. Evaluates assigned personnel under direct supervision.
10. Reads, interprets, implements and enforces State, City and Fort Worth Fire Department policies, procedures, rules and regulations.
11. When necessary, and under the direction of a ranking officer, exercise judicious authority and assertiveness at the scene of incidents to secure and preserve life safety, achieve incident stabilization and ensure property conservation.
12. Meets minimum physical fitness requirements to work in fire suppression.

**Fire Lieutenant – Staff:**

1. Coordinates the operation of their assigned staff position in other Fire Department Divisions and/or Units.
2. Performs the duties of their assigned staff position in accordance with, and in support of the Fire Department's Mission Statement.
3. Assists the Training Division with the administration of training sessions relevant to their assigned staff position.
4. May act in a higher capacity as Fire Captain and will be expected to perform all required and related duties for that rank.

**Other Job Functions:**

1. May operate a motor vehicle.
2. Conduct periodic inspections of their assigned district to become familiar with its physical layout and the location of fire hydrants, streets and major buildings.
3. Evaluated assigned personnel under direct supervision.

4. Perform other related duties as assigned.
5. Conduct fire safety assessments of buildings within their assigned areas of responsibility.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Principles and practices of fire prevention.
  - Fire Dispatch.
  - Fire Safety Education.
  - Fire and Arson Investigation.
  - Bomb scene management and bomb/ Improvised Explosive Device (IED) disposal.
  - Hazardous materials response.
  - Emergency Scene mitigation.
  - Incident Command and fire suppression.
  - Uses and maintenance of firefighting equipment and apparatus.
  - Departmental rules and regulations.
  - Geography of the city.
  - Fire hazards and firefighting resources.
  - Supervisory practices and procedures.
- **Skill in:**
  - Application of first aid and resuscitation techniques.
- **Ability to:**
  - Plans, supervises and coordinate the work of others.
  - Prepares clear and comprehensive reports of firefighting activities.
  - Establishes and maintain effective working/living relationships with the public and other employees.

## **MINIMUM JOB REQUIREMENTS**

High School graduate or G.E.D. Two years' experience as a Fire Engineer for the City of Fort Worth.

## **OTHER REQUIREMENTS**

Valid Texas Driver's License Class "C" or equivalent and an acceptable driving record; must attend and pass training at Fort Worth Fire Training Academy; must pass Civil Service examination for Fire Lieutenant.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Inside/outside working conditions exposed to all extremes of the environment; exposed to toxic and non-toxic odors, fumes, dusts, mists, gases, extreme heat, and other hazards of fire fighting. Typing and filing.

## **PHYSICAL DEMANDS**

*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 the essential functions.*

Lifting objects in excess of 100 lbs. with frequent lifting and/or carrying of objects weighing 50 lbs. or more; able to maintain body equilibrium when climbing and walking on slippery surfaces.