



GENERAL DIRECTIVE

Grand Traverse Metro Emergency Services Authority

Directive Number:

104.12

Effective Date: 02/01/2010

Revision Dates: 04/20/2011 11-15-2012
06/01/2016

Section: **Organizational Information**

Subject: **JOB DESCRIPTION – FIRE LIEUTENANT**

By Order of Fire Chief Patrick J. Parker

I. Scope

Establishes the guidelines and select duties for the position of Fire Lieutenant with the Grand Traverse Metro Emergency Services Authority (GTMESSA)

II. General

Under the direction of the Station Captain, supervises the activities of fire fighters assigned to him or her; participates in and supervises training functions; shall direct the work of fire crews at the scene of a fire as directed by Chief officers or Station Captains; completes quarterly goals and objectives in a timely manner; and does other work as required.

III. Response

ESSENTIAL FUNCTION STATEMENTS – *Essential duties may include, but are not limited to, the following:*

Essential Functions:

- A. Respond to fire incidents, emergency medical incidents, hazardous materials spills, and other emergency incident calls.
- B. Direct personnel and equipment at the scene of a working fire, rescue operation or other emergency incident.
- C. Implement the Incident Command System at emergency incidents, directing personnel, and resources as needed.
- D. Conduct station or company drills and special training programs as assigned.
- E. Participate in Annually Required Training Requirements.
- F. Monitor the overall work performance and work quality of assigned personnel (daily routine work and emergency responses).
- G. Evaluate the readiness of personnel and equipment.
- H. Ensure that assigned personnel carry out their assignments.
- I. Adhere to the GTMESSA Standard Operating Guidelines and ensure that all assigned personnel review and understand the Standard Operating Guidelines.
- J. Make sure that assigned personnel have the resources needed to complete their jobs.
- K. Complete personnel management related documents such as fire fighter evaluations.

- L. Conduct formal and informal counseling sessions with subordinates in order to correct work deficiencies, maintain discipline, and to develop goals for improvement.
- M. Conduct formal performance appraisals of subordinates.
- N. Investigate allegations of personnel misconduct, public complaints, internal complaints, and morale problems with assigned fire fighters.
- O. Perform fire prevention work in the community such as safety and educational presentations when assigned.
- P. Participate in the development of pre-fire plans for special target hazards.
- Q. Conduct preliminary investigations into the cause and origin of fires, assisting other personnel where needed (Fire Investigator or Fire Marshal).
- R. Make formal presentations to the department, to the public, or other agency officials.
- S. Research and investigate issues for special staff assignments.
- T. Write special reports as part of staff assignments and projects.
- U. Ensure required fire reports are completed in a timely manner.

QUALIFICATIONS

Knowledge of:

- A. Fire fighting tactics and strategies.
- B. Emergency care practices and procedures, including EMS incident management practices.
- C. Hazardous materials incidents management.
 - 1. Regular Full Time: Requires minimum of Technician Level
 - 2. Regular Part Time: Requires minimum of Operations Level
- D. National Incident Management System (NIMS).
- E. Principles of supervision.
- F. Grand Traverse Metro Emergency Services Authority Standard Operating Guidelines.

Ability to:

- A. Implement, evaluate, and modify tactical plans during an emergency incident.
- B. Effectively assign or delegate work to subordinates, including emergency incident assignments and routine station activities.
- C. Evaluate the results of assigned work and responsibilities, and provide constructive feedback to subordinates.
- D. Recognize performance problems and training needs in subordinate personnel.
- E. Function as a positive role model and lead by example.
- F. Give appropriate fire-ground and emergency scene commands.
- G. Effectively utilize computers, software, and communications systems in all aspects of the job.
- H. Maintain accurate written records and schedules of personnel, resources and station operations.
- I. Effectively present classroom and skills-based training to firefighters.
- J. Exercise appropriate judgment in routine supervisory situations and emergency incidents.
- K. Use common sense to reach logical decisions.
- L. Identify possible root causes of problems. Develop effective solutions and propose appropriate recommendations.

- M. Set priorities, coordinate and schedule tasks in a logical manner so as to maximize staff and material resources, and meet goals and timelines.
- N. Make proper assignments of personnel and appropriate use of resources.
- O. Think clearly and remain in control during stressful circumstances and emergency operations.
- P. Remain open to new ideas, approaches or techniques.

Physical Requirements

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following in full turn out gear including face-mask and SCBA weighing 55 pounds:

- A. Frequently lift/carry a variety of fire equipment weighing up to 60 pounds and occasionally move injured persons
- B. Climb and balance on ladders
- C. Stoop, kneel, crouch and crawl
- D. Reach and handle tools and equipment

EXPERIENCE AND POSITION REQUIREMENTS

Minimum of five years of firefighter experience

Training:

Firefighter Level I & II (MFFTC)

Haz Mat Level (MFFTC)

- A. Regular Full Time: Requires Technician Level
- B. Regular Part Time: Requires Operations Level

Medical License (a valid license must be maintained throughout employment with GTMESA).

- A. Maintain Northwest Regional Medical Control (NRMCA) level of function
 - 1. Regular Full Time Employee: Michigan EMT-B License (minimum NRMCA level of function)
 - 2. Regular Part Time Employee: Michigan EMT-B License (minimum NRMCA level of function)

FO I & II acquired within one year of assignment

Possession of an unrestricted Michigan driver license

Special Requirement:

Positions in this class shall be subject to pre-employment drug and alcohol testing. This position will also be subject to a thorough background check.

Personnel will participate in the GTMESA random drug/alcohol testing program.

WORKING CONDITIONS

Environmental Conditions:

Periodic exposure to extreme working conditions

This position may require work on weekends, holidays, 24-hour shift cycles, call back and standby duty.

Physical Conditions:

Job functions may require maintaining physical condition necessary for sitting, standing, walking, climbing ladders, and kneeling for prolonged periods of time; as well as handling and reaching. It also requires operating motorized vehicles.

The Grand Traverse Metro Emergency Services Authority reserves the right to revise position descriptions at any time without notice.

SOG 104.12 Authorized by: *Chief Pat Parker*
Chief Patrick J. Parker