



# GENERAL DIRECTIVE

Grand Traverse Metro Emergency Services Authority

Directive Number: <b>104.12</b>	Effective Date: 02/01/2024
	Revision Dates: See below
	Reviewed Date: 01/30/2024
Section: <b>Organizational Information</b>	
Subject: <b>JOB DESCRIPTION – FIRE LIEUTENANT</b>	
By Order of Fire Chief Patrick J. Parker	

## I. Scope

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

## II. General

Under the direction of the Shift Supervisor, supervises the activities of assigned firefighters; participates in and supervises training functions; directs the work of fire crews at the scene of a fire as directed by Incident Command (IC); completes 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, special operations incidents, 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 IC 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.
- 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 GTMESSA Standard Operating Guidelines (SOG) and ensure that all assigned personnel review and understand GTMESSA SOG.
- J. Make sure that assigned personnel have the resources needed to complete their jobs.
- K. Complete personnel management related documents such as monthly firefighter evaluations.
- L. Conduct formal and informal counseling sessions with subordinates 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 firefighters.
- 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. Firefighting tactics and strategies.
- B. Emergency care practices and procedures, including EMS incident management practices.
- C. Initial special operations incident management.
- D. National Incident Management System (NIMS).
- E. Principles of supervision.
- F. GTMESA SOG.

### **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 department 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 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**

While performing the duties of this job, the Lieutenant is regularly required to stand, sometimes for long periods of time. The Lieutenant frequently is required to walk; use hands to finger, handle, or feel, such as in the use of various medical equipment; reach with the hands and arms, such as in handling hoses and other firefighting equipment, sometimes for prolonged periods of time; climb or balance on stairs and ladders; stoop, kneel, crouch, or crawl while fighting fires and/or assisting in search and rescues; talk or hear; and taste or smell. The Lieutenant is occasionally required to sit while completing reports or while driving fire apparatus. The Lieutenant must regularly lift and/or move up to 50 pounds (various firefighting gear and equipment, frequently lift and/or move up to 100 pounds (hoses and ladders), and occasionally lift and/or move more than 100 pounds (injured or sick people, or items creating obstacles). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

In addition, Lieutenant must be physically able to wear a self---contained breathing apparatus (SCBA) in accordance with all applicable OSHA/NIOSH rules and regulations; as well as applicable GTMESA guidelines.

### **EXPERIENCE AND POSITION REQUIREMENTS**

Firefighter must be employed with GTMESA as a full-time firefighter to apply. Minimum of five years of firefighter experience with GTMESA. Subject to a six-month probationary period.

#### **Training:**

Firefighter Level I & II (MFFTC)

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

A. Maintain Northwest Regional Medical Control (NRMCA) level of function.

1. Michigan EMT-B License (minimum NRMCA level of function)

Instructor I (acquired within one year of assignment).

Fire Officer I and II (acquired within one year of assignment).

Blue Card Incident Command.

GTMESA Lieutenant Task Book (completed prior to promotion).

### **WORKING CONDITIONS**

Periodic exposure to extreme working conditions.

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

GTMESA reserves the right to revise position descriptions at any time without notice.

**SOG 104.12** Authorized by: *Chief Pat Parker*

Chief Patrick J. Parker

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