

**CITY OF AUBURN HILLS
FIRE DEPARTMENT
PERSONNEL GUIDELINE**

SUBJECT: Position Description Lieutenant (Paid Call)	NUMBER: #120
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EFFECTIVE DATE: August 1, 2003	REEVALUATION DATE: August 1, 2004
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AMENDS: April 1, 1995	DISTRIBUTION: All Personnel	NUMBER OF PAGES: 5
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I PURPOSE

To establish the duties and responsibilities for the position of Paid-Call Lieutenant for the City of Auburn Hills Fire Department as defined by the accompanying position description.

II GUIDELINE

In the capacity of Lieutenant, the individual will assume the authority and responsibility of command due persons of the rank. At incident scenes, the individual will work under the supervision of the highest ranking command officer. In the absence of higher command, the individual will work in conjunction with other Lieutenants or will assume command as the highest ranking officer.

POSITION DESCRIPTION

Class Title:	Fire Lieutenant	Job Code Number: 23390.05
Department: Fire	Fire	Grade Number: None
Division:	Suppression	Union: No
Date:	8/1/03	Location: Public Safety Bldg.

GENERAL PURPOSE

Protects life and property by supervising and performing firefighting, emergency aid, hazardous materials, and fire prevention duties. Maintains fire equipment, apparatus, and facilities.

SUPERVISION REQUIRED:

Works under the general supervision of the Fire Captain

SUPERVISION EXERCISED

Exercises supervision over firefighter/EMT's and other temporary or seasonal employees as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs and supervises firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment and extinguishment tasks.

Performs and supervises emergency aid activities including administering first aid and providing other assistance as required.

Participates in fire drills, attends classes in firefighting, emergency medical, hazardous materials, and related subjects.

Instructs classes in assigned subject areas.

Receives and relays fire calls and alarms. Operates radio and other communication equipment.

Participates in the inspection of buildings, hydrants, and other structures in fire prevention programs.

Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.

Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency aid activities.

Presents programs to the community on safety, medical, and fire prevention topics.

Performs salvage operations such as throwing salvage covers,

sweeping water, and removing debris.

PERIPHERAL DUTIES

Performs the duties of subordinate personnel as needed.

Attends conferences and meetings to keep abreast of current trends; represents the department in a variety of local, county, state, and other meetings.

Coordinates activities with other supervisors or other City Departments and exchanges information with officers in other departments.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. High school diploma or GED equivalent;
- B. Five (5) years experience as a firefighter/EMT.
- C. Completion of the Michigan FFTC Firefighter II, Fire Officer I, Hazardous Materials Operations, Michigan Dept. of Public Health Emergency Medical Technician, Automatic External Defibrillator, and American Heart Association CPR.

Necessary Knowledge, Skills and Abilities:

- A. Considerable knowledge of modern fire prevention, suppression, hazardous materials, and emergency medical principles, procedures, techniques and equipment; Considerable knowledge of building, electrical, mechanical and fire codes; Considerable knowledge of inspection techniques;
- B. Skill in the operation of the tools and equipment listed below;
- C. Ability to train and supervise subordinate personnel in the duties of their position; Ability to apply standard firefighting, emergency medical aid, hazardous materials, and fire prevention techniques; Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke; Ability to act effectively in emergency and stressful situations; Ability to follow verbal and written instructions; Ability to communicate effectively orally and in writing; Ability to establish effective working relationships with employees, other agencies, and the general public; Ability to meet special requirements.

SPECIAL REQUIREMENTS

- A. Must be 18 years or older; at time of employment.
- B. Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State;
- C. No felony convictions or disqualifying criminal histories within the past seven years;

- D. Ability to read and write the English language;
- E. Ability to meet Departmental physical standards.

TOOLS AND EQUIPMENT USED

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

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.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application; review of education and experience; written examination (optional); Oral examination by the Civil Service Commission or its designee; interview by appointing authority.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.