



Chester Fire Department

Job Description

Lieutenant, Fire Suppression

DEFINITION

Under general direction from the Fire Chief, the Lieutenant is a working supervisor who commands a volunteer firefighting company in the performance of emergency and non-emergency tasks. Emergency tasks include those associated with receipt of an alarm, arrival at the scene, size-up, search and rescue, fire extinguishing, ventilation, salvage, overhaul, and emergency medical care. In the absence of a chief officer, a Lieutenant directs and ensures the efficiency of multi-unit operations. Non-emergency tasks include those associated with compliance with departmental policy, completing and maintaining unit records and reports, training, assigned projects, personnel scheduling, and community relations. A Lieutenant may also be required to perform other duties as assigned.

SUPERVISION EXERCISED

Direct supervision of a crew of volunteer and/or reserve firefighters.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

1. In preparing for tour of duty: Reviews logbook and other written communications to determine what activities were conducted on prior shifts/tour in order to determine if schedules and policies are being followed and/or if something needs to be discussed with others; Monitors communication systems for information to determine status of emergency activities in the area; Checks department data management systems and calendars for the day at beginning of shift; Communicates with the communications center when going out of service or there is a change in staffing status; Verbally informs volunteer and reserve firefighters about changes in practices, policy, procedures, daily activities, or other information; Plans daily schedule of station duties in the firehouse; Monitors email and dispatch radio in station throughout the shift/day; etc. Makes notifications to Fire Chief when changes are made.
2. In performing tasks from receipt of alarm to arrival at scene: Listens to dispatch describing alarm in order to determine the nature of the alarm; Informs communications center via radio, when unit is responding to the incident; Puts on Personal Protective Equipment (PPE) in response to alarm; Observes volunteer and/or reserve firefighters, on receipt of alarm, to verify that they have donned protective clothing and seat-belted themselves into vehicle to prepare for

departure; Listens to radio while responding to scene to learn of conditions on scene and to plan what positions and actions should be taken by his or her crew and apparatus; Announces to the crew (verbally or using visual signals) information relevant to the company's response so that the crew is better prepared to handle the incident, while enroute to scene; Plans actions and options while enroute to incident so as to be ready to size up the situation and to take action on arrival; Reports to communications center via radio that unit is at scene; Attends to visual cues while approaching emergency in order to prepare response to or action at scene; Instructs driver to position apparatus so that there is access to the fire and/or to water supply, and so as not to interfere with later-arriving equipment; Instructs driver to position truck for use of hand and aerial ladders, paying special attention to overhead obstructions, such as trees or power lines, in positioning the vehicle; Notifies communications center of problems encountered (e.g., accident or breakdown) on way to scene; Upon arrival at emergency incidents, gives initial radio report to the communications center. Receives and carries out orders from Incident Commander; Understands oral instructions or oral information from superiors, subordinates, and peers at emergency incidents; etc.

3. In performing tasks related to incident size-up, tactics and incident command: Sizes up fire by observing extent and location of smoke and flames, noting wind, type and contents of building or object that is on fire, and exposure potential of adjacent structures or wildland to determine additional support personnel and/or equipment needed at emergency site; Informs communications center of conditions of fire and need for additional resources; Asks questions, observes behavior of occupants, and evaluates characteristics of smoke, fire, and heat to determine probable seat of fire; Assesses conditions inside facility, such as condition of building, characteristics of smoke, heat, and fire, paths of extension, and means of egress, in order to ensure safety for companies working inside; Assesses scene to determine if the area is unsafe and if actions such as area evacuation, traffic re-routing, and crowd control procedures should be taken; Assesses the extent of the fire and emergency, and the resources available, to determine whether other agencies are needed; Assesses time of day, wind conditions, crowd situation, and other such factors to determine degree of hazard and its potential extension; Instructs crew on how and where to enter fire scene; Instructs crew on what equipment to bring; Ensures driver has an adequate water supply, based on an evaluation of fire characteristics, type of building, and input available from witnesses or communications center; Directs driver regarding hydrant and hose connections to make; Directs crew where to lay and deploy hoses to extinguish fire or protect exposures; Instructs crew on amount, size, and placement of hoses needed; Directs crew to turn off utility shut-off valves, when necessary; Directs crew to charge hose when it is in the proper position; Directs crew regarding where to direct water and when to advance hoses to extinguish fire; Instructs crew on size of ladders needed, and where to position ladders; Directs driver on what actions to take after aerial is put up; Directs crew to assist others in their tasks such as putting up ladders, opening up walls, extinguishing fire, or pulling leads; Orders or checks for proper placement of company rig and equipment to ensure that they can address emergency; Questions citizens on scene about special circumstances (e.g., unusual color of smoke) to determine action to be taken; As Incident Commander, directs officers and crews on what actions they should take to address the situation; Informs Incident Commander

when electricity and gas need to be turned off to maintain safety of fire scene; Exchanges information with other responding units and resources in order to direct and coordinate the activities of the units; Receives information via radio from personnel inside the building in order to direct activity of other responding companies and to assess safety conditions within the building; Communicates verbally with members of the fire unit to keep them informed of activities that might affect them next in the sequence of firefighting activities; Monitors physical condition of personnel (e.g., fatigue, steadiness) in order to determine if or when replacement personnel are needed; Offers support to subordinates and peers at the scene of emergency incidents; etc.

4. In performing search and rescue activities: Evaluates conditions to determine if they are safe for firefighters to proceed with rescue (e.g., conditions of fire); Evaluates nature of fire and degree of spread to determine if victims should be relocated to a safe area or evacuated; Determines priority in rescue of victims when multiple victims are involved; Gathers information from various sources at emergency scene (e.g., communications center or witnesses) regarding location of victims and special circumstances; Evaluates the conditions of victims and determines the type of help needed; Communicates via radio with other personnel on scene in order to coordinate efforts to rescue victims; Requests through Incident Commander or Communications Center additional assistance; Directs firefighters in how to rescue victims, what equipment to use, and where to use the equipment; Directs firefighters on how to affect a forced entry, what equipment to use, and where to use the equipment; Assists firefighters in carrying out rescue activities; etc.
5. In performing ventilation, salvage, and overhaul activities: Confers with Incident Commander regarding proposed ventilation tactics; Evaluates condition and type of roof to determine whether roof is safe to support the weight of the firefighters and their equipment; Evaluates conditions of fire, smoke, heat, wind, etc., and type of dwelling, to determine where, when, and how building should be ventilated to retard the spread of fire and to avoid a backdraft; Directs crew to ladder building (truck, aerial) to gain access to upper floors and roof for purposes of ventilation; Directs crew which specific tools and equipment to use and where to ventilate; Directs crew where to open walls, pull ceilings, and other such actions to check for fire extension; Directs crew to pull down ceilings or to open walls to facilitate inspection to locate remaining fire or hot spots; Directs crew to remove furniture, appliances, material, etc., to outside to eliminate possibility of rekindle; Visually inspects premises closely to determine if fire has been extinguished and that it will not rekindle.
6. In performing EMS activities: Responds to a wide variety of EMS incidents; Carries out first aid at emergency situations including resuscitation and CPR; Carries out the appropriate safety precautions at EMS incidents in order to prevent exposure to body fluids and infectious diseases; Observes that volunteer and/or reserve firefighters are wearing appropriate protective equipment when administering aid; Ensures that proper medical equipment is brought to site of medical emergency; Gathers information as to the condition of a patient in order to provide as much information as possible for the use of paramedics; Analyzes scene to determine what safety procedures need to be implemented to protect the crew; Administers appropriate treatment such as neck braces, oxygen, and

Cardio Pulmonary Resuscitation (CPR) in order to help patient; Questions patient and/or bystanders to gather information to determine nature and extent of medical emergency and treatment needed (e.g., level of consciousness, current medical history); Calls and follows up with the Fire Chief, when a contagious disease was suspected at scene of emergency, to ensure that all required paperwork and documentation is complete and crew and others are safe; Attends all medical related classes as ordered by the Department; Uses defibrillator in emergency medical situations; etc.

7. In performing tasks related to conducting investigations into cause of fire: Looks for unusual circumstances at scene to identify possible cause of fire; Preserves suspicious area, and preserves evidence for use by arson investigators; Directs crew on who can and cannot enter the building to ensure safety of crew and preservation of evidence; Informs the Incident Commander about suspicious aspects of fire, such as if there was an unusual odor, more than one fire in different areas, or broken doors; etc. Requests Investigator from Communications Center when appropriate.
8. In performing activities related to determining and enforcing department policy: Submits written policies that he or she has formulated to the Fire Chief for approval; Enforces department policies; Recommends policy for special situations that are not covered in department rules and regulations with the approval of the Fire Chief; Answers questions orally to clarify or provide an interpretation regarding department policies, general orders or memorandums; Assigns special cleaning and equipment maintenance duties in preparation for inspection; etc.
9. In performing activities related to monitoring, evaluating, and counseling subordinates: Observes volunteer and/or reserve firefighters to ensure that they comply with daily schedules; Provides verbal information to clarify department policy and procedures; Helps firefighters overcome difficulties or deficiencies with regard to their work; Offers support to subordinates and peers during training and at the scene of emergency incidents; Assesses the performance of subordinates and completes their performance appraisal ratings; Determines whether the performance of subordinates warrants citation for merit or disciplinary action; Provides feedback to crew in firefighting incidents in order to improve performance; Counsels subordinates when there is a performance standards or personnel problem; Monitors the behavior of subordinates for incidences of harassing or discriminatory behavior (e.g., racism, sexism) so that the behavior can be deterred; Counsels subordinates about incidents of discriminatory behavior in order to ensure that they do not happen in the future; Maintains an awareness of, and sensitivity to, work behaviors that are not appropriate for a male/female work environment; Notifies the Fire Chief of potential discriminatory behavior in the station; Refers interpersonal problems such as conflicts to the Fire Chief; Refers unresolved grievances, such as daily assignments or interpersonal conflict to the Fire Chief; Documents a formal counseling session with volunteer and/or reserve firefighters to indicate what issue was discussed and actions taken or recommended; Monitors behaviors of volunteer and/or reserve firefighters for signs to identify personal problems (stress, substance abuse) that may interfere with performing the job; Visually inspects crew for appropriate attire to determine

compliance with department regulations; Conducts drills with firefighters to assess their performance, to provide feedback, and to observe their progress.

10. In performing activities related to information gathering, report writing, and record keeping: Completes reports on volunteer and reserve firefighters' performance; Reads posted information in data management systems in order to make decisions about personnel and equipment needs; Reads general orders, memorandums and email messages to learn about changes in practice, policy, procedure, or other information; Checks calendar and data management systems to understand and determine personnel needs; Ensures that scheduling software is correct and submits to the Fire Chief for approval; Records and maintains records for inventory regarding lost, damaged, or stolen equipment; Verifies that departmental forms are completed properly; Records and maintains records for equipment and supplies used in order to determine when materials need to be ordered; Records daily record of company operations to indicate emergency runs, training drills, and other activities in logbook; Writes in department logbook to indicate location of fire, time, incident number, who responded, what equipment used, and how extinguished; Sets up the year's logbook to indicate schedules and activities that need to be carried out; Completes National Fire Incident Reporting System (NFIRS) forms (Emergency Reporting) with required information such as what happened, where did it occur, what equipment was used, and who was involved; Completes NFIRS forms to include such information as materials involved, source of ignition, degree of damage, etc., according to the code supplied by the state fire marshal and fire insurance companies; Utilizes standardized forms, personnel injury reports, equipment reports, fire prevention reports, etc. and submits to Fire Chief for approval; Prepares and updates Emergency Duty Recall Roster.
11. In performing activities related to ensuring compliance with Departmental policy: Interprets and explains administrative directives to volunteer and reserve firefighters; Meets with the Fire Chief regularly to exchange information regarding the activities of the department; Meets with the Fire Chief to obtain an explanation of any new policies that affect the department, etc.
12. In performing activities related to training: Demonstrates equipment and procedures during drills in order to provide training for volunteer and reserve firefighters; Trains volunteer and reserve firefighters in proper inspection procedures for tools, equipment, and/or apparatus; Participates as a member of a team in training drills; Demonstrates to subordinates how work tasks should be done; Shares his or her firefighting experience with subordinates and peers; During training drills, explains to the crew the importance of the information to be covered in order to motivate them; Asks subordinates questions during training drills to ensure that they understand; Trains volunteer and reserve firefighters concerning the policies and procedures of the firefighting unit; Reads equipment maintenance manuals and operating instructions to maintain proficiency and to instruct volunteer and reserve firefighters; Schedules and sets up special drills for crew when there are new pieces of equipment, specialized equipment, or for cross-training; Offers support to subordinates and peers during training; etc.
13. In performing activities related to assigned projects: Monitors assigned projects and associated tasks, reports monthly to the Fire Chief on status of projects

assigned. Makes recommendations for purchases in related project area. Documents inconsistencies and reports project needs to keep them moving forward. Maintains a written inventory in data systems for equipment related to assigned projects. Issues and collects equipment related to assigned project.

14. In performing activities related to personnel scheduling: monitors, updates and makes changes in personnel scheduling system. Ensures personnel are assigned to upcoming shifts and attempt to fill any upcoming open shifts. Notifies the Fire Chief when there are open shifts upcoming in the schedule that cannot be filled.
15. In performing activities related to community relations: Inform members of fire unit about pre-approved visitors to the house so that everyone is aware of the presence of others; Provides ladder service/entry to law enforcement when wellness checks have been called in; etc.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the streets, and traffic laws and patterns in the Chester area; the Department's rules, regulations, policies, procedures, and practices; training principles and bulletins; Department general orders and memorandums; the general principles of fire science; the uses, capabilities, and limitations of firefighting equipment.

Ability or Skill to: supervise effectively at fire and other emergency situations; perform search and rescue; effectively administer first aid; conduct investigations; enforce department policy; train, monitor, evaluate, and counsel volunteer and reserve firefighters; gather information, write reports, and maintain records; ensure compliance with Department policy; effectively relate to the community; and effectively work with subordinates, peers, and superiors.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Firefighter I & II certification
Emergency Medical Technician or Paramedic certification
State Fire Marshal Company Officer certification (preferred)
State Fire Marshal Training Fire and Emergency Services Instructor (preferred)

NOTES

Must maintain a Class C Driver's License with Firefighter endorsement

CLASSIFICATION: Lieutenant

ESTABLISHED: 02/2024

BOARD APPROVED: