

## **OUTLINE OF THE COMMAND JOB - FIRE LIEUTENANT**

### **Supervising Tactics at Scene of Emergency: Knowledge**

- Knows department tactics
- Understands national standards for Incident Command System (ICS)
- Has a working knowledge of building construction

### **Knows and Uses the Basic Tactical Procedures**

- Fires, hazardous materials incidents, marine response incidents, multiple casualty incidents, heavy rescue incidents, and emergency medical services (EMS) responses
- Firefighter emergencies
- Proper radio procedures

### **Supervising Tactics at Scene of Emergency: Decision-Making in the Field**

- Develops appropriate emergency scene strategy
- Implements tactics to support strategy
- Implements national standards for Incident Command System (ICS)
- As first company to a scene, makes appropriate size up and initial decisions
- As a later-arriving company, supports initial actions and makes necessary adjustments
- Gives concise clear commands
- Accountable for assigned personnel at emergency scene
- Knows limitations of personnel
- Adapts to changing situations

### **Work Unit Management**

- Personnel under this person's supervision work effectively to accomplish objectives
- Facility and equipment are properly maintained
- Organizes and schedules work to accomplish Department programs
- Takes initiative to solve problems in day-to-day operations

### **Supervision of Personnel**

- Promotes a positive attitude and leads by example
- Motivates personnel to work as a team
- Gives clear, understandable instructions, explaining objectives and expectations
- Gives feedback on performance
- Effectively deals with performance problems
- Delegates tasks while maintaining responsibility, taking into account strengths of each team member
- Consistently administers departmental policies and procedures
- Sensitive to needs of subordinates
- Expresses concerns of subordinates to upper management
- Communicates effectively with all individuals
- Demonstrates cultural competence (RSJI)

### **Emergency Medical Response**

- Maintains EMT skill level and certification
- Ensures that all appropriate safety precautions are taken on aid runs
- Takes appropriate actions on scene
- Deals effectively with patients and family members at scene of emergency

**(OVER)**

### **Writing Reports and Maintaining Records**

- Uses appropriate forms and technology platforms - knows purpose of forms
- Reports and correspondence are organized, accurate, and well written
- Reports and correspondence are prepared within required timeframe
- Keeps files and records up-to-date

### **Fire Prevention Inspections**

- Working knowledge of required inspections
- Completes inspections within required timeframes
- Able to identify hazardous processes or conditions requiring permits or correction of violation
- Can apply information found in reference materials in order to make thorough inspections of all occupancies
- Follows up and takes responsibility for quality of inspections done by Firefighters in buildings, public assemblies, or other sites
- Stays current on knowledge of code requirements and other fire prevention inspection programs

### **Dealing with Public Fire Prevention**

- Enforces code in a positive manner, explaining safety needs and consequences
- Communicates persuasively, generating positive support of fire prevention
- Promotes good public relations by conducting thorough, consistent inspections
- Handles public complaints or objections in a professional manner

### **Training**

- Conducts effective training sessions
- Adheres to Department safety standards
- Completes required training and documentation
- Able to correct weakness in performance among individuals

### **Working Within Chain of Command**

- Communicates effectively with supervisors
- Communicates effectively with subordinates
- Cooperates and communicates effectively with other officers
- Supports management requirements and objectives; does not speak negatively about policies or management
- Positively responds to changes in priorities

### **Time Management**

- Accomplishes work by setting and following efficient priorities
- Re-prioritizes work as necessary
- Plans ahead

### **Physical Fitness**

- Maintains physical fitness
- Sets good example on maintaining physical fitness

### **Commitment to the Department**

- Committed to excellence
- Demonstrates commitment to Department's mission, vision, and values