

ORGANIZATIONAL MANUAL



VOLUNTEER LIEUTENANT

Non-Compensated, Non-Represented

Section P
PERSONNEL
Procedure P-6V

Position Summary:

Performs duties, positions, or functions at incident scenes assigned to them by the Incident Commander. In the absence of the Fire Chief, the Assistant Chief, Deputy Chief, or a Captain, Lieutenants may perform duties at incident scenes as the Incident Commander. Lieutenants may remain in the position of Incident Commander at the discretion of the highest-ranking officer on scene. Lieutenants assist in emergency medical, motor vehicle accidents, and hazardous materials and fire suppression activities, providing supervision to those personnel assigned.

Supervision Received:

The Lieutenant will always follow the chain of command, except for certain protected activities described in the personnel policies and reports to the Assistant Chief or Deputy Chief. In the absence of the Deputy Chief, the Lieutenant will report directly to the Fire Chief.

Will complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

Supervision Exercised:

The Lieutenant will:

- Supervise the operations and safety of any crew tasked or assigned to them by the Duty Officer/Incident Commander within the District or at an incident scene.
- Serve in a supervisory capacity for personnel at all levels below Lieutenant.
- Lead by example (i.e. attention to duty, completing reports in a timely manner, attendance at drills, teamwork, positive attitude, participation in volunteer firefighter activities, etc.) and must be self-motivated and willing to function as an integral part of Philomath Fire & Rescue's emergency services team.
- Be a role model and reflect the organization's policies, procedures, mission, and vision to all internal and external constituents.
- Oversee the performance of apparatus checks and other projects around the District.

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- Assist with the training of personnel at regular and specialized training sessions.
- Provide communication, direction, guidance, and always coaching to others.

The Lieutenant is the first step in the chain of command for Firefighters. As such, they should attempt to resolve minor issues at the lowest possible level. Lieutenant will advise the Deputy Chief or Assistant Chief (volunteers) on all personnel issues brought to their attention, actions taken, or recommended actions that need to be taken. The Lieutenant should not attempt to resolve issues when they are major, or they are personally involved. These issues shall be referred to the Deputy Chief or Volunteer Assistant Chief.

Essential Job Duties:

The list of essential duties is not intended to be exhaustive; additional related duties, as necessary, may be required. In general, this position will:

- Perform all requirements of a Firefighter (Procedure P-9) or Volunteer Firefighter (Procedure P-9V).
- Act as a resource for other personnel on training techniques, hazardous material mitigation, and fire suppression principles, practices, and methods.
- Determine initial actions to be taken at fire and other emergency incident scenes and deploy personnel and apparatus as required.
- Direct response routes to be used by responding units and determine the need for additional resources at incident scenes.
- Direct the operation of apparatus, equipment, and personnel assigned to them.
- Assume command of emergency incidents when a Firefighter is in command.
- Complete accident forms, incident reports and any other forms as necessary.
- Assist with training of personnel at regular and specialized training sessions.
- Be self-motivated and willing to function as an integral part of Philomath Fire & Rescue emergency services team.
- Exhibit leadership qualities and develop respectful working relationships with members of the District as well as the community.
- Effectively lead personnel during emergency incidents as well as during daily operations and trainings.
- Clearly transmit orders and other information to personnel.
- Supervise the exercise of safety and use of personal protective equipment at emergency scenes.
- Assist the Staff Captain by conducting business inspections and pre-fire surveys.
- Respond to Automatic or Mutual Aid outside the boundaries of the District.
- Other duties as assigned by the Deputy Chief, Fire Chief or designee.

Contact with Others:

Lieutenants will:

1. Work with the general public, fire protection agencies, local, State, Federal, and regulatory officials / agencies at the direction of the Fire Chief.
2. At all times reflect a professional image of Philomath Fire & Rescue.

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3. Lead by example (i.e. completing reports in a timely manner, participation in volunteer firefighter activities, attendance at drills, teamwork, positive behaviors, etc.).

Knowledge, Skills, and Abilities:

The position of Lieutenant requires the following knowledge, skills, and abilities:

- Thorough knowledge of the Fire District policies and guidelines governing the operation of the District.
- Working knowledge of hazardous materials control and containment procedures, structural fire suppression strategy and tactics, and wildland firefighting strategy and tactics.
- Ability to assist with training programs including teaching others the skills needed to perform specific tasks.
- Exhibit leadership qualities and possess the ability to inspire personnel to follow their lead.
- Possess the ability to analyze emergency conditions and make decisive, effective, and sound course of action.
- Thorough knowledge of the fire suppression resources of the District and surrounding fire service agencies.
- Physical stamina is necessary to perform duties at the emergency scene over prolonged periods of time, in various weather conditions, in potentially hazardous environments.
- Self-motivated and able to collaborate as part of an emergency services team.

Required Certifications:

- Minimum of four (4) years' experience in fire suppression
- Valid insurable driver license with driving record that meets Philomath Fire & Rescue standards (or able to attain one within 30 days of appointment.)
- NFPA Firefighter II
- EMS Certification
- NWCG Firefighter Type I
- NFPA Pumper Operator
- NFPA Aerial Operator
- Incident Safety Officer
- NFPA Instructor I
- Haz Mat Incident Commander
- Traffic Incident Management Responder training
- Have successfully passed the Lieutenant examination with a minimum score of 70% in each section.

Any combination of experience and training that provides the required skills, knowledge, and abilities may be substituted for the above at the discretion of the Deputy Chief or Fire Chief with input from the Officers.

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Preferred Certifications:

- NFPA Mobile Water Supply
- NFPA Fire Officer I
- NWCG Engine Boss
- NREMT or OHA AEMT Certification or higher
- Fire Inspections for the Company Officer
- One (1) year with Philomath Fire & Rescue

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 accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical. Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires operation of heavy machinery including large fire apparatus.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladders. Specific vision abilities required of this position include the ability to adjust focus and read street and road signs while driving.

Mental/Cognitive Demands:

Work involves multiple tasks that change frequently and requires sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Work Environment:

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Availability of the volunteer and the needs of the District will determine hours worked.

Occasionally, this position may be required to attend meetings, seminars, and District functions, including overnight travel and out-of-area stays, at the discretion of the Fire Chief.

Selection Guidelines:

The selection process for this position will consist of a formal application, review of certifications and experience, contact with references, appropriate skills testing, and interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

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