

## Job Description

### Human Resource Use Only

**Position Number: 10174**

**Step/Grade Contractual**

**Effective Date: 10/2013**

**Revision Date: 09.2021**

### POSITION IDENTIFICATION

**Position Title:** Lieutenant  
**Division:** Fire Rescue  
**Status:** Full-Time, Union, Salary, Non-Exempt  
**Normal Workweek:** 24-hour shifts

### SUPERVISORY RELATIONSHIPS

**Reports to:** Fire Chief, Assistant Chief of Fire Rescue, Officer in Charge,  
**Directly Supervises:** Firefighter/Paramedic's, Motor Pump Operators

### POSITION PURPOSE

The person filling this position performs firefighting, emergency medical services, and other emergency response duties, as well as other tasks relevant to the fire department mission. This person supervises and manages the operations of his/her company and other companies assigned to him/her. In addition, this person will assist in the supervision and management of other on-duty companies and, if so assigned, serves as an Officer in Charge. This person will perform company training as outlined by Fire Administration.

### ESSENTIAL DUTIES

- Participates in all aspects of fire suppression and emergency medical service activities.
- Supervises the firefighting and emergency medical services situations; supervises and conducts training sessions; provides performance evaluation for designated firefighters.
- Supervises preventive maintenance on fire vehicles and on all fire department equipment; provides pre-fire planning advice to local homeowners and businesses; provides general fire information to the public.
- Provides regular training to crew and shift.
- Supervises and performs basic maintenance activities related to upkeep of stations and grounds
- Keeps a daily record of platoon's activities; completes reports daily on each fire or medical emergency.
- Serve as Officer in Charge as assigned.
- Maintains of discipline (documented verbal and written) within the assigned companies.
- Inspects properties for compliance with fire codes.
- Responds to situations requiring various types of rescue operations, and may function as an Incident Safety Officer (ISO)
- Effectively communicates with patients and physicians in emergency medical care situations
- Operates various large and small hand and machine-operated tools.
- Inspects and maintains departmental equipment.
- Inspect and maintain apparatus and equipment
- Provides informal training in apparatus operation to subordinates.
- Answers department phones effectively and professionally. Preparation and review of company reports; preparation of administrative reports.

- Trains, and evaluates the performance of, companies and their personnel; provision of counseling and recommendation of corrective measures to bring levels of performance to departmental standards.
- Oversees employee compliance with safety regulations, policies and procedures, and when directed, provide safety training to employees.

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#### **OTHER DUTIES**

- Other related duties as assigned by a chief officer
- Investigation of fire origin and cause

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#### **MINIMUM POSITION QUALIFICATIONS**

<b>Education:</b>	Associate Degree in Fire Science or related field required. Bachelor's Degree preferred. Preference may be given to applicants with a Bachelor's Degree.
<b>Experience:</b>	Six to eight years of progressively responsible experience in a full-service municipal, county, or state agency performing fire service responsibilities. Pass promotional exam within required period per contract.
<b>Certifications/Licenses:</b>	REQUIRED: Paramedic Wisconsin certification <u>or</u> eligibility for certification as a paramedic in the State of Wisconsin; Valid Wisconsin Driver's License; Current WI Firefighter I & II Certification; Fire Officer I Certification; NIMS ICS at 700 or 800 and Level 100 and Level 200, preferably Fire Instructor I Certification.
<b>Other Requirements:</b>	Prior experience supervising others.

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#### **KNOWLEDGE, SKILLS, & ABILITIES**

- Knowledge of all aspects of fire control operations and emergency medical care; considerable knowledge of pre-fire planning methods and techniques; considerable knowledge of proper equipment maintenance and station maintenance.
- Thorough working knowledge of National Incident Management System (NIMS) and the Incident Command System (ICS).
- Skill in all aspects of fire control operation, fire equipment, and station maintenance.
- Effective verbal and written communications with the public and co-workers.
- Ability to conduct citizen groups on tours of fire stations and explain basic function of various pieces of equipment.
- Knowledge of hazardous materials response and control techniques.
- Ability to effectively train firefighters; ability to create effective working relationships with employees; ability to communicate effectively both verbally and in writing.
- Working knowledge and proficiency in the operation of computer equipment such as Microsoft Word, Microsoft Excel, and Image Trend.
- Ability to use SCBA, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, personal computer, phone, personal protective gear.
- Knowledge of equipment listed on State of Wisconsin required equipment list for EMT's and paramedics, including but not limited to defibrillators medical suction equipment, cardiac monitors, intubation equipment, IV and medication administration equipment.
- Critical, time-sensitive, complex problem solving during physical exertion in stressful hazardous environments with constant distractions.

## **BACKGROUND CHECK**

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Condition of employment

## **PHYSICAL DEMANDS**

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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. While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to manipulate, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must be able to move objects between 20-50 pounds short distances (20 feet or more), perform duties requiring pulling of 40 pounds or more such as removing hose from apparatus, pulling ceilings, starting power equipment, and opening doors on the apparatus, as well as frequently lift objects weighing 50 to 100 lbs. Climbing six or more flights of stairs while wearing protective equipment weighing at least 50 pounds or more and carrying equipment/tools weighing an additional 20-40 pounds. Searching, finding and rescue-dragging or carrying victims up to 200 pounds to safety in hazardous conditions and low visibility. Climbing ladders (stationary and aerial), operating from heights, walking or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards.

## **WORK ENVIRONMENT**

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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 outdoor weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils. 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, except during certain firefighting or EMT/Paramedic activities when noise levels may be loud. The employee will be required to work 48 hour and up to 72-hour continuous shifts. During this time the employee may experience several interruptions of sleep, meals and/or other activities. The employee will be expected to perform essential job functions despite the potential for fatigue resultant from extended shift work.

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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.