

Human Resource Use OnlyPosition Number: **10174**Step/Grade **Contractual**Effective Date: **10/2013**Revision Date: **09.2021****Job Description****POSITION IDENTIFICATION**

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

SUPERVISORY RELATIONSHIPS

Reports to: ~~Company Officer in charge~~ **Fire Captain Chief, Assistant Chief of Fire Rescue, Administration, Officer in Charge, and/or Company Officer**
 Directly Supervises: ~~Supervises other firefighters/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 **Acting Captain Officer in Charge or Company Officer**. This person will perform company training as outlined by ~~the Deputy Chief of Training~~ **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 maintenance to stations and grounds.**
- Keeps a daily record of platoon's activities; completes reports daily on each fire or medical emergency.
- Serve as ~~an~~ **Officer in Charge or Company Officer in the absence of a superior officer and direct personnel as required as assigned.**
- Maintains ~~discipline~~ **discipline** of discipline (documented verbal and written) within the assigned companies.
- Inspects ~~real and personal~~ **properties** for compliance with fire codes.
- Responds ~~to situations requiring various types of rescue operations, and provision of specialized rescue service, including confined space rescue, trench rescue, rope rescue, ice rescue, water rescue, and boat rescue, driving and operating emergency and non-emergency vehicles,~~ may function as an Incident Safety Officer (ISO)
- Effectively ~~communicates~~ **communication** with patients and physicians in emergency medical care situations
- Operates ~~various large and small hand and machine-operated tools (hydraulic and mechanical), including, but not limited to: hydraulic extrication tools, axes, prying tools, pike~~

poles, trench rescue shoring jacks, emergency medical care equipment, confined space rescue tripod and winches, hazardous materials spill control devices, ventilation fans, chain saws, and circular saws.

- Inspection and maintenance of departmental equipment.
- ~~Various physically demanding tasks related to firefighting, rescue, and response to requests for assistance requiring, but not limited to: lifting of heavy objects or persons, forcing entry, carrying heavy firefighting equipment, attacking fires by dragging and controlling heavy water-filled fire hoses, dragging or carrying incapacitated persons, working in full firefighting and hazardous materials protective equipment and self-contained breathing apparatus, climbing ladders while carrying equipment, overhaul of structures by pulling building components apart, working in zero-visibility in hot and smoky environments while wearing heavy and constrictive protective equipment, working in water while wearing floatation protective equipment.~~
- ~~Inspect and maintain~~ Inspection of apparatus, and equipment to ensure compliance with departmental standards.
- Preparation of vehicle inspection and maintenance records.
- ~~Provision of~~ informal training in apparatus operation to subordinates.
- ~~Participation in mandatory medical monitoring program and physical fitness program to assure ability to complete various physically demanding tasks.~~
- ~~Ability to take citizen groups on tours of fire stations and explain basic function of various pieces of equipment.~~
- ~~Knowledge of hazardous materials response and control techniques.~~
 - ~~Basic maintenance activities related to upkeep of stations and grounds, including but not limited to: cutting with walk behind power mower, painting of walls and ceilings, sweeping and mopping, washing walls, shoveling snow and using walk behind snow blower, washing windows, replacing light bulbs, polishing, stripping, and waxing floors with electric floor buffer.~~
 - ~~Effective verbal and written communications with the public and coworkers.~~
 - ~~Answers department phones effectively and professionally. Take down essential information to send appropriate department resources and or transfer calls into department voice mail.~~
 - ~~Provision of basic public education programs for adults and children, including but not limited to talks on fire reaction behavior, fire safety measures, use of fire extinguishers, and fire prevention techniques.~~
 - ~~Answering phone calls from the public and dispatching of appropriate resources to the scenes of emergency and non-emergency calls for assistance.~~
 - Preparation and review of company reports; preparation of administrative reports.
 - Trains, and E~~valuation~~ of the performance of, companies and their personnel; provision of counseling and recommendation of corrective measures to bring levels of performance to departmental standards.
 - ~~Planning, coordination, and review of activities of assigned companies with the company officers and Chief Officers.~~
 - ~~Under the direction of the Fire Administration, coordination of company activities related to inspection, code enforcement, public education, and pre-fire planning.~~
 - ~~Under the direction of the Fire Administration, coordination of company activities related to the provision of Emergency Medical Services and maintenance of required EMS training levels.~~
 - ~~Supervision of and participation in the departmental physical fitness program.~~
 - Oversees employee compliance with safety regulations, policies and procedures, and when directed, provide safety training to employees.
 - ~~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 ranging from newborns up to adults weighing over 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.~~
- ~~Critical, time-sensitive, complex problem solving during physical exertion in stressful hazardous environments with constant distractions.~~

OTHER DUTIES

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

MINIMUM POSITION QUALIFICATIONS

- Education:** Associate Degree in Fire Science or related field required. Bachelor's Degree preferred. Preference may be given to applicants with a Bachelor's Degree.
- Experience:** Five 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.
- Certifications/Licenses:** REQUIRED: Paramedic Wisconsin certification or eligibility for certification as a paramedic in the State of Wisconsin ~~if hired~~; 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.
- Other Requirements:** No other requirements Prior experience supervising others.

KNOWLEDGE, SKILLS, & ABILITIES

~~This position must possess advanced knowledge of departmental organization, MABAS policies, Standard Operating Guidelines and Rules and regulations of the department; fire suppression methods, tactics, and techniques, equipment requirements, manpower needs, etc.; National, State and local laws, codes, and ordinances pertaining to fire prevention, suppression, safety, hazardous materials, and Emergency Medical Services; geographical, water supply, street, and structural features of the City; special life and property exposures and hazards; fire investigation and/or fire scene preservation techniques; organization, staffing, and delivery of emergency medical services; principles of personnel supervision and management; modern leadership principles; hazardous materials response and control techniques; principles of apparatus operation and fire stream production; water supply and fixed fire detection and protection systems; building construction as it relates to the Fire Service. This position must possess knowledge of instructional methodology, preferably Fire Instructor I Certification; fire behavior; incident Command Systems; fire department chain of command process; characteristics of flammable liquids, gases, chemicals, and combustible materials; special rescue techniques, including ice, water, trench, confined space, and rope rescue; fire inspection and code enforcement techniques; and agencies which assist the fire department under various circumstances, e. g. Department of Natural Resources, Emergency Management, Police, Sheriff Department, Mutual Aid Departments, and EMS agencies. This position must possess the ability to complete various written or computerized reports; effectively communicate in English both~~

verbally and in writing; the ability to perform basic mathematical skills sufficient to pass mathematical portion of job-related entry-level written test with emphasis on basic algebra; and the ability to perform accurate calculations in formulas related to fire service hydraulics and medical calculations as related to current EMS protocols.

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- Considerable 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 ~~Good~~ computer skills including working knowledge of computer programs 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 all 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

Condition of employment

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.

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

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.



PHYSICAL DEMANDS

The physical demands described herein 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.

Manual Dexterity: Performance of essential functions requires a capacity to intermittently sit, stand, walk, bend, run, climb, and lift moderately heavy (25-50 pounds) objects. Performance of tasks associated with responding to fire alarms and other calls for assistance requires a capacity to lift heavy objects (50-100 pounds) unassisted and larger objects (more than 100 pounds) with assistance; a capacity to position, raise, and climb and work from ladders; a capacity to use various hand tools and powered equipment requiring a moderate to high degree of physical strength, hand-eye coordination, and manual dexterity; to pull and advance empty and water-filled firefighting hose lines of various sizes; to work in full firefighting and hazardous material protective ensembles; all under emergency conditions.

Physical Effort: Ability to meet medical standards in most current version of National Fire Protection Association Standard 1582 – Standard of Medical Requirements for Firefighters and Information for Fire Department Physicians and meet the requirements of Wisconsin SPS 330.

Working Conditions: The performance of some tasks exposes an individual to machinery and its moving parts, to toxic gases, chemicals, and other hazardous materials, and to cold, smoke and heat with temperatures varying from well below zero Fahrenheit to well above 300 degrees Fahrenheit in a fire structure; it requires the use of heavy protective clothing, helmet, self-contained breathing apparatus, respirators, goggles, and gloves. Work is often performed outdoors

~~in extreme cold or inclement weather. Some tasks require work in and around bodies of water.~~

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.