



## ASPEN FIRE PROTECTION DISTRICT

### Job Description

<b>Position:</b>	Lieutenant
<b>Staff Member Type:</b>	Career
<b>Reports to:</b>	Captain
<b>Department:</b>	Operations
<b>FLSA Status:</b>	Non-Exempt
<b>Supervisory:</b>	Yes

#### **GENERAL STATEMENT:**

A Lieutenant under the organizational direction of the Deputy Chief of Operations performs professional and administrative work, provides supervision and directs activities of shift personnel to accomplish Fire District goals as a company officer under the direction of the Captain. The Lieutenant does related work as required, is a member of the Officer corps and fosters healthy communication with career and volunteer firefighters and officers. As a member of a shift provides fire suppression, hazardous material response, rescue operations, and emergency medical services while providing leadership and supervision on these scenes. A Lieutenant may be assigned the operational and administrative responsibilities of managing the entire shift operation. All work performed shall be in accordance with all District, County, State and Federal laws, protocols, administrative procedures, rules, and regulations.

#### **ESSENTIAL MEDICAL STATUS & PHYSICAL SKILLS:**

- Implements department goals and objectives, establishes work priorities, schedules, and coordinate work to be accomplished per shift. Responsible for reviewing, preparing, and approving daily log, emergency call reports, injury reports, and related personnel reports
- Supervises and directs the activities of assigned personnel; makes recommendations regarding discipline, termination or advancement of employees; ensures that personnel follow Fire District rules and regulations
- Guides, trains, and develops employees in the accomplishment of their duties and professional growth; writes and conducts evaluations
- Creates and delivers a variety of training evolutions and practical work exercises for colleagues; coordinates all training activities with the training division
- Plan, coordinate, assign, direct, and participate in fire suppression, emergency medical service, hazardous materials response, rescue, fire prevention, and inspection activities; ensures that all assigned activities are carried out effectively efficiently and according to department guideline and policies; and to perform a variety of duties relative to assigned areas of responsibility
- Conducts demonstrations, tours and public education on fire safety, fire prevention, CPR, fire extinguishers, first aid, and other subjects to the public

- Responds to general complaints, requests for information, and guidance, cooperates with surrounding communities in firefighting and rescue efforts
- Directs and participates in fire station buildings and grounds maintenance, directs the cleaning of quarters, equipment, and apparatus
- Oversees the maintenance and repair of fire suppression equipment and facilities including trucks and support equipment
- Responsible for monitoring ongoing employee performance, developing employees KSA's, and completing evaluations for members in lower ranks
- Conducts formal and informal coaching and/or counseling sessions with subordinates in order to correct work deficiencies, improve performance, and foster career development including effective shift training program
- Ensures all members are trained in proper procedures, policy and protocol to use during incidents
- At the scene incident, work with crew and officers to effectively accomplish specific assignments safely
- Mediates or reconciles differences between or among crew members, other members of the Fire District and/or the general public
- Manages, supervises, coordinates and participates in special projects for the Fire District as assigned
- Attends meetings, including monthly officer meetings, and as required
- Performs other duties as assigned

**KNOWLEDGE, SKILLS & ABILITIES:**

- Demonstrate strong leadership skills and be a mentor and an example for subordinate personnel
- Knowledge of operational characteristics, services, and activities of a fire suppression and prevention program
- Knowledge of modern and complex principles and practices of firefighting and emergency response activities
- Knowledge of and ability to work with volunteer responders and officers in a productive manner
- Knowledge of methods and techniques of basic life support and rescue
- Knowledge of Hazardous materials and chemical spill response techniques
- Knowledge of geography and street layout of the Fire District and surrounding area
- Knowledge of operations, maintenance, and repair of various fire apparatus and equipment
- Knowledge of principles of supervision, training, and performance evaluation
- Knowledge of pertinent Federal, State, and Local laws, codes and regulations
- Ability to oversee and participate in firefighting and emergency response activities
- Ability to supervise, direct, and coordinate the work of assigned personnel
- Ability to interpret and explain fire suppression policies and procedures
- Ability to render emergency medical care as necessary
- Ability to analyze emergency situations and develop appropriate courses of action
- Ability to inspect, maintain, and repair fire apparatus, equipment, station building, and grounds
- Ability to respond to requests and inquiries from the general public

- Ability to prepare and present public information and educational programs
- Ability to work varied shifts, on weekends, or during holidays
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to establish and maintain effective working relationships with those contacted in the course of work
- Skilled in report writing, driving, and use of computer, telephone, cell phone, two-way radios and copy machines
- Possesses leadership and communication skills to effectively work with other employees, management and the public
- Skilled in firefighting, EMT, fire inspection, fire scene command, and public relations

#### **EQUIPMENT, ENVIRONMENT, MENTAL AND PHYSICAL ACTIVITIES:**

- Driving: Must be able to operate vehicles in the normal course of duties
- Office equipment: Copier, fax, calculator, printer, scanner, phone, cell phone
- Computer equipment: Personal computer, laptop computer, tablet, Microsoft Office, and other software used in the profession and department
- Other equipment: Fire Fighting and medical equipment, tools; Radios and pagers; Fire District vehicles, apparatus and equipment
- Language skills: Reads, interprets, and analyzes technical documents, codes and regulations, and professional journals; writes reports, business correspondence, procedures, and proposals; presents information and responds to questions individually and in small or large groups
- Mathematical skills: Performs mathematical calculations utilizing basic mathematical calculations and formulas
- Reasoning ability: Applies the principles of logic, scientific and medical thinking, and fire science judgment to a wide range of intellectual and practical problems using multiple, complex abstract and concrete variables in order to collect data, establish facts, and draw valid conclusions
- Physical activities: Sits for several hours at a time; may walk, stand, bend, stoop, reach, climb, carry and lift for short to long periods of time
- Lifting: May lift/carry and push/pull up to 100 pounds and occasionally lift or move up to 180 pounds
- Vision and hearing: Must be able to read paper and electronic documents. Must be able to differentiate colors and shades of color, use peripheral vision and depth perception; must be able to see at night and/or in dark spaces. Must be able to hear sufficiently to converse with others and participate in meetings with large and small groups
- Exposure to environmental conditions: May be exposed to heat, cold, noise, smoke, water, odors, fumes, traffic, vibrations, grease/oil, and dust/dirt

#### **MINIMUM QUALIFICATIONS:**

- Be at least 21 years old
- High school diploma or GED
- Possess and maintain a valid Colorado Driver's License with satisfactory driving record or ability to obtain within 30 days of employment

- Ability to successfully pass a background check commensurate with the position of public trust associated with firefighters and the fire service
- Valid Colorado Emergency Medical Technician (EMT) or National Registry EMT certification and ability to obtain Colorado licensure within (2) month of hire
- Valid BLS for Healthcare Provider card or equivalent
- Minimum of (5) years of firefighting and or EMS service with increasing responsibility in fire suppression, emergency medical response and/or fire prevention
- Ability to complete Aspen Fire Officers Task Book within 12 months of hire
- Ability to obtain Colorado, IFSAC or ProBoard Fire Officer I within one year of hire
- Valid Colorado, IFSAC or ProBoard Firefighter II certification
- Valid Colorado, IFSAC or ProBoard Fire Instructor I certification
- Valid Colorado, IFSAC or ProBoard Hazardous Materials Operations certification
- NWCG FF2 certification
- ICS 100, ICS 200 and NIMS 700 & 800 certifications

#### **PREFERRED QUALIFICATIONS:**

- Associates degree or higher
- Valid Colorado, IFSAC or ProBoard Driver Operator certifications
- Valid Colorado, IFSAC or ProBoard Fire Officer I certification (or higher)
- NWCG FF1 certification (or higher)
- ICS 300 (or higher)

Any equivalent combination of experience, training, or education which provides the knowledge, skills, and abilities necessary for this position may be considered.

#### **HOURS AND WORK SCHEDULE**

This is a non-exempt position that includes work during daytime, evening, and nighttime hours, weekends and holidays, as well as participation in a rotating “48/96” schedule.

#### **NOTE:**

Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristic. The list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

The District reserves the right to change, update and/or amend this job description as the needs of the organization change.

#### **ACKNOWLEDGEMENT:**

I have read, understand and agree to comply with the contents of this job description and understand that employment with the Aspen Fire Protection District is terminable at will of either the employee or the Fire District, at any time, without notice, without cause and/or without any specific disciplinary procedures.

Print Name: \_\_\_\_\_

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Employee Signature

Date