
Fire Lieutenant Job Description

1315.1 GENERAL PURPOSE

The Fire Lieutenant position is either an Officer of an emergency response company on a 56-hour work week or an Officer in the training division on a 40-hour work week. The Lieutenant performs firefighting, rescue, EMS, hazardous materials, and other emergency duties and is responsible for the supervision, training, development, planning, and response readiness of all assigned personnel. This position is non-exempt and work is performed under the supervision of a battalion chief.

1315.2 ESSENTIAL JOB FUNCTIONS

- Responds to emergencies such as but not limited to fires, emergency medical incidents, extrications, technical rescue, hazardous material spills, mutual aid and public assistance calls.
- Works two consecutive 24-hour shifts and is prepared to respond at any time.
- Coordinates initial actions of resources on scene, taking command of the incident or passing command to superior officers as appropriate.
- Plans, schedules, organizes, assigns and reviews the work of sworn staff.
- Oversees the care and operation of all assigned fire apparatus, fire stations, and fire equipment and facilities under their command.
- Performs the full range of Firefighter and Engineer duties.
- Operates, drives, positions and spots vehicles and apparatus in a safe, proficient and professional manner in emergency and non-emergency situations.
- Manages company planning activities that assure the completion of Company training, fire equipment inspection and maintenance, and public education programs.
- Implements training and drill scenarios that assure the response capability and readiness of personnel and volunteers assigned to the station.
- Responsible for the general efficiency, conduct, effective performance and safety of all assigned personnel, as well as a professional and safe work environment; ensures all personnel conduct themselves in a manner consistent with policies and recognized standards.
- Coordinates Fire Operations Division programs within the first-in district such as area familiarization, public relations, map/hydrant updates, community relations with businesses operating in the first-in district, target inspections and pre-fire planning.
- Coordinates and implements project/program management efforts.
- Writes and records information such as daily logs, training records, NFIRS, personnel reviews, etc.
- Coordinates activities with the Training Battalion Chief, other Company Officers, and supervisory personnel.

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- Maintains effective community relations with the business members of the community, reinforces the organizational values of the Loveland Fire Rescue Authority (Authority) relative to our customers, and extends our services to the public at every opportunity.
- Maintains health and fitness standards meeting all Authority physical capability testing requirements on an annual basis, and prior to resuming full firefighting duties from extended injury or illness.
- Monitors alarm assignments from Dispatch to all stations/companies to confirm the appropriate allocation of resources consistent with policies; assists Dispatch with immediate interpretations of alarm policies to make necessary determinations for response; makes the necessary adjustments to provide for adequate resource availability.
- Confirms that all personnel protective equipment is in proper condition, maintained consistent with Authority standards, and properly worn when firefighters are involved in emergency operations.
- Coordinates training activities with the Training Battalion, Battalion Chief, and the Company Officers on shift to ensure shift operations are effective and efficient; implements and participates in training and drill scenarios that ensure the response capability/readiness of all assigned personnel.
- Coordinates and performs area familiarization efforts, public relations, map/hydrant updates, fire inspections, and pre-fire planning activities.
- Coordinates with Vehicle Maintenance, Vendors, and Battalion Chief, the scheduling, repair, and maintenance of all fire apparatus and equipment. Confirms and coordinates the temporary assignment of all reserve apparatus and the proper condition/readiness of apparatus and equipment assigned to each station.
- When a local declaration of emergency or disaster is declared and/or the Emergency Operations Center (EOC) is activated, all Authority employees may be required to work as a Disaster Service Worker.
- Participate in professional development opportunities and department training exercises.

TRAINING LIEUTENANT

- Responds to fires, rescues and hazardous material incidents to assume command and/or operate in a subordinate tactical role in the control of the emergency.
- Confirms that Authority members meet minimum training standards and levels of certification as stated in position job descriptions. Examples include but are not limited to driving and operating fire apparatus and equipment, firefighting skills and drills, hazardous materials operations, EMS, and special operations.
- Responsible for the general efficiency, conduct, effective job performance and safety of all personnel during training exercises. Confirms that vehicles are driven and operated safely, and that all personal protective equipment is in proper condition, maintained consistent with Authority standards, and worn when firefighters are confronted with an emergency operation.

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- Utilizes Authority records management and the Colorado Division of Fire Prevention and Control's records management systems to track and manage certifications, deploy training assignments and develop training reports.
- Works with other local training officers and college administrators to develop training programs to provide basic and continuing education for Authority members.
- Functions as the lead, co-lead or member of the Front Range Fire Consortium (FRFC) Academy Instructional Cadre based on the needs of Authority and the FRFC.
- Responsible for the maintenance of the Authority Training Center. Coordinates with Facilities Maintenance regarding facilities problems or issues that may need repair or service.
- Participates as a team member in the design and implementation of special programs or projects such as new facilities, training props/modules, new firefighting apparatus and equipment.
- Supervises firefighters and Fire Officers on training evolutions and emergency incidents. Has a functional role in the development of firefighters, Fire Instructors, and Fire Officers.
- Coordinates with the Station 7 officers regarding training for the volunteer firefighters.
- Functions as a member of the Front Range Fire Consortium Academy instructional Cadre.

1315.3 OTHER JOB FUNCTIONS

- Serves as project/program team member or coordinator as assigned.

1315.4 SUPERVISORY DUTIES

Responsible for the supervision all assigned personnel.

1315.5 JOB QUALIFICATIONS

Knowledge, skills and abilities:

- Solid knowledge of fire behavior, chemistry of fire and fire dynamics.
- Solid knowledge of Emergency Medical Services; knowledge of current emergency medical care principles and techniques.
- Knowledge of building design, construction loading and reaction to fire and collapse potential.
- Ability to learn fire suppression operations and the use of emergency equipment.
- Ability to operate fire suppression and emergency equipment.
- Ability to drive and operate fire apparatus in a safe, controlled manner in emergency and non-emergency environments, to include off-road driving; knowledge of applicable laws, codes, and regulations related to driving and operating these apparatus.

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- Fire protection and detection system design, operation and maintenance requirements.
- Short- and long-range planning principles.
- Incident command, strategic and tactical considerations essential to the safe and effective deployment of fire companies at the scene of aircraft, structure, wildland, hazardous material, transportation, extrication/rescue, and disaster incidents or operations.
- Apparatus design and operation, emergency scene deployment, and maintenance standards, principles of hydraulics.
- Ability to provide supervisory leadership to crew, as well as management and motivational skills essential to effective and efficient development and utilization of human resources.
- Emergency Operations and General Operations procedures as well as the operational procedures contained within all applicable policies.
- Communication techniques and equipment; general operational familiarity with radio systems, computer assisted dispatch systems, as well as records management systems.
- Instructional techniques associated with the development of course outlines, job analysis, lesson plans, student/fire company assignment sheets, evaluation techniques/instruments, and the ability to teach associated skills to firefighting personnel and general public.
- Progressive fire and rescue practices and standards being utilized in the fire and rescue services at the state and national level.
- Intermediate skill level using Microsoft Office Suite.
- Intermediate computer skills including word processing, data management systems and specific and customized software applications (i.e. records management and data analysis systems).
- Effective time management skills.
- Work independently without direct supervision.
- Ability to safely operate in personal protective equipment and clothing in extremely hazardous environments.
- Ability to effectively communicate and follow verbal and written instructions in the English language.
- Excellent communication skills, including the ability to write reports related to incident response.
- Intermediate skill level with problem-solving; including equipment and apparatus troubleshooting.
- Establish and maintain effective working relationships with internal and external stakeholders.

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- Ability to arrive on time to each scheduled shift.
- Ability to act effectively in emergency and stressful situations.
- Capacity to operate with self-contained breathing apparatus in confined spaces, independent of other members, without claustrophobic tendencies.
- Ability to perform strenuous or peak physical activities during emergency, training or station maintenance activities for prolonged periods of time under extreme conditions such as heights, intense heat, cold, or smoke.
- Ability to learn and apply standard firefighting, emergency aid, hazardous materials, and fire prevention techniques.

Core Expectations:

Response, Readiness Relationships, Resources, Positional Leadership

Education:

- Associates in the Fire Protection discipline or related field preferred.

Experience:

- Five (5) years of continuous career firefighter service;
 - Including two (2) years of current and continuous service as a full time paid Engineer/Driver Operator or higher

License/Certification Requirements:

Required:

- Successful completion of the Authority Officer Academy upon promotion/hire date or within the last 36 months
- Valid Driver's license with a safe driving record
- IFSAC/Pro Board Hazardous Materials Operations level certification*
- IFSAC/Pro Board Fire Instructor I certification*
- IFSAC/Pro Board Fire Officer I certification*
- Hazardous Zone Management Blue Card certification or successful completion of Blue Card 50 hour On-Line Training Program
- Current State of Colorado EMT-B; OR current NREMT *AND* State of Colorado EMT-B by end of Authority Officer Academy
- Current Healthcare Provider CPR certification
- NWCG S131, L180, S215, S290
- NIMS ICS 100/200/700/800
- Ice Rescue Technician certification within 12 months of hire date

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- Completion of an Emergency Vehicle Operations Course (VFIS or equivalent) within 12 months of hire date
- Completion of NWCG Engine Boss (ENGB: S230/S231) task book within 36 months of promotion/hire date (*required by December 31, 2027 for incumbents*).

**Colorado, DFPC, IFSAC/Pro Board accredited certification within 3 years of hire date*

Preferred:

- L-280
- ICT-5
- G-191 (EOC/ICS interface)
- Fire Officer (FO) Designation

Training Assignment:

- 12 months current and continuous service as an Authority Lieutenant
- Preferred: Live Burn Instructor, State Proctor Fire Instructor II, Incident Safety Officer, Drone Pilot training

1315.6 PHYSICAL REQUIREMENTS*

Must be able to:

- Wear and operate SCBA, mask, and other protective equipment in hazardous and confined spaces independent of other members
- Wear a variety of uniforms, vests, and equipment weighing up to 45 lbs.
- Drive and get into and out of apparatus and vehicles repeatedly
- Push manually with an average force of 73.3 lbs.
- Pull manually with an average force of 96 lbs.
- Climb through small openings and crawl or maneuver in confined spaces
- Work in hazardous work areas and medical/trauma situations which may involve exposure to bodily fluids and hazardous materials
- Rapidly go from stationary to exertion
- Work holidays, weekends, and overtime as needed

Strength – Very Heavy

Movement

- Occasionally – standing, climbing, balancing, crawling, fine finger manipulation, squatting, kneeling, stooping, trunk bending, backward bending.
- Frequently – sitting; walking; uneven terrain; climbing; forward, horizontal, and overhead reaching; forceful gripping; trunk twisting; cervical flexion, extension, rotation, and lateral flexion.

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- Constantly – overhead reaching

Auditory – Not Limited

- Talking and hearing.

Vision – Required

- Near acuity, far acuity, depth perception, adjustment, color vision, field of vision.

Environmental Conditions and Physical Surroundings – Exposure

- Occasional – exposure to weather, extreme cold, wet and/or humid, vibration, hazards, confined/restricted working environment, platform for movement.
- Frequent – extreme heat/fire, noise, atmospheric conditions.

Equipment Utilized

- Office equipment, basic hand tools, firefighting equipment and vehicles, heavy equipment.

Hazards

- Rare – proximity to moving, mechanical parts; exposure to electrical shock; working with explosives.
- Occasional – Working in high, exposed places; exposure to radiant energy; exposure to caustic chemicals; exposure to bloodborne pathogens; exposure to infectious diseases.
- Frequent – exposure to dust, fumes, gases or airborne particles; working in road ways or construction zones.

Computer Use – Frequent

Driving – Occasional

** Definitions of LFRA physical requirements*

This job description has been written to provide an accurate reflection of the current job and to include the general nature of work performed. It is not designed to contain a comprehensive detailed inventory of all duties, responsibilities, and qualifications required of the employees assigned to the job. Management reserves the right to revise the job or require other or different tasks be performed when circumstances change.