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Class Title: Fire Lieutenant

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Responsible for providing first line supervisory leadership as assigned by the respective supervisor. The Fire Lieutenant is assigned as the officer in charge of a single fire unit or can be assigned in an administrative assignment. The operational Fire Lieutenant responds to fire, medical, hazardous material, and technical rescue emergencies and other hazardous events, which may upon review be declared acts of terrorism, to provide working supervision for the incident commander to accomplish incident command and control and manage the appropriate actions to control the emergency and care of the sick and injured. Additionally, he/she directs and leads subordinates in associated duties including training, pre-incident planning, fire safety inspection, public education, and equipment and facility maintenance. Fire Lieutenants train and precept individuals who are advancing their knowledge and skills or may be in pursuit of certifications. The Fire Lieutenant assigned in an administrative assignment will typically perform duties as a first line supervisor management role. Depending on their level of medical training the Fire Lieutenant assigned in an administration role is very likely to be called upon to perform the essential functions as outlined in the Firefighter EMT-A, Firefighter EMT-I, or Firefighter EMT-P classification specifications during times of need, significant emergency or tragic event. All Fire Lieutenants are subject to emergency recall during times of operational need. Examples of operational need include, but are not limited to, staffing shortages, weather events, multi-alarm fires, hazardous material incidents, and acts of terrorism. These events may require the Fire Lieutenant to work multiple consecutive shifts.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	VH	Responds to medical emergencies, participates in and directs the delivery of basic and advanced life support procedures in accordance with Tidewater Emergency Medical Services (TEMS) Council protocols. Supervises the transportation of sick or injured patients to medical facilities.
2	VH	Responds to fire scenes, participates and directs the application of water and/or chemical agents to control and extinguish fires and the performance of search and rescue, forcible entry, ventilation, salvage, and overhaul. Responsible for insuring that a cause and origin are determined at all fire incidents.
3	VH	Responds to hazardous materials emergencies (accidental or intentional), to participate in and or direct effective hazard control strategies.

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Physical Strength Code		ESSENTIAL FUNCTIONS
4	VH	Responds to technical rescue emergencies (accidental or intentional), to participate in and or direct and manage effective hazard control strategies. Ensures search and rescue and directs operations to affect structural and trench collapse, high angle, confined space, and water rescues.
5	H	Responds to hazardous conditions and general service calls to participate in and or direct and manage effective hazard control strategies. Provides salvage and recovery support to owners and/or occupants of damaged properties.
6	H	In reference to essential functions 1 through 5: Wears personal protective clothing and equipment including self contained breathing apparatus to perform emergency operational tasks.
7	L	Administers daily operations by scheduling personnel, assigning duties and tasks, overseeing station and equipment maintenance, directing station operations, maintaining records, ordering supplies, preparing correspondence, and preparing forms.
8	H	Develops personnel by creating, implementing and maintaining training program while providing direct instruction, evaluating, counseling, and disciplining employees, and maintaining and updating personnel records.
9	M	Performs related duties by preparing correspondences, attending meetings and committees, attending training seminars, and reviewing and evaluating new technology and information relating to fire and emergency work.
10	M	Maintains proficiency and provides supervisory guidance to subordinates in using various software applications and technological advancements in both emergency and non-emergency situations.
11	L	Monitors compliance with the FLSA and other payroll related regulations, and provides information to superiors when issues are discovered.
12	M	Completes fire, patient care, pre-incident, and post-incident, inspection, and activity reports as needed.

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CLASS REQUIREMENTS	
Formal Education / Knowledge	<p>Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained through formal higher education opportunities and or advanced study or training in fire and EMS work beyond the high school equivalency. Junior college, vocational, business, and technical or correspondence schools are likely sources.</p> <p>30 credit hours of course work in Fire Science, Emergency Medical Services, or other related field (i.e. emergency management; business administration; human resources etc.) as approved by the Fire Chief and the Director of the Department of Human Resources, are required.</p>
Experience	<p>Six (6) years combined experience as a Firefighter Recruit, Firefighter EMT-Advanced, EMT-Intermediate, or EMT-Paramedic.</p>
Certifications and Other Requirements	<p>In addition to the “Certification and Other Requirements’ section listed under the Firefighter EMT-E classification specification: Valid Driver’s License; Certificate of Completion Norfolk Fire-Rescue Professional Development Academy; Virginia Department of Fire Programs Certifications (VDFP) in Fire Officer I (Preferred). Completion of the Department of Fire Rescue Employee Development Program including “Acting Officer,” “Engine Operator,” and “Ladder Operator” manuals (must complete prior to participation in the testing process for promotion to the rank of Fire Lieutenant). Current certification as a Virginia Department of Health, Office of Emergency Medical Services, Emergency Medical Technician (EMT)-Advanced, Emergency Medical Technician (EMT)-Intermediate, or Emergency Medical Technician (EMT)-Paramedic with all associated requirements for each respective level or certification and current sanctioning by the City of Norfolk Operational Medical Director. Lieutenants are expected to maintain their respective Virginia Department of Health, Office of Emergency Medical Services, Emergency Medical Technician certification that they were promoted with. Successful completion of medical physical examinations and maintenance of health that establish medical fitness for duty as determined by a City of Norfolk contract occupational physician in accordance with the current edition of National Fire Protection Association (NFPA) 1582 “Standard on Comprehensive Occupational Medical Program for Fire Departments.”</p>
Reading	<p>Work requires the ability to read standard operating procedures, memos, administrative orders, records, training materials and letters.</p>

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Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division. In addition, the ability to calculate water flow problems and medicine administration calculations is required.
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CLASS REQUIREMENTS	
Writing	Work requires the ability to write memos, evaluations, letters, inspections, training material and various reports.
Managerial	Managerial responsibilities include assigning work duties, planning training, performing evaluations and managing equipment and facilities.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contact others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision-making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Investigating fire scenes, on ladders, rooftops
Sitting	F	Computer, desk work, driving
Walking	F	Station, fire scenes
Lifting	F	Firefighting tools and equipment, ladders, medical supplies
Carrying	F	Firefighting tools and equipment, ladders, medical supplies
Pushing/Pulling	F	Fire hose, ropes, doors
Reaching	F	Firefighting tools and equipment
Handling	F	Firefighting tools and equipment
Fine Dexterity	F	Computer keyboard, tying knots, starting IV
Kneeling	F	Investigating fire scenes, avoiding smoke inhalation, rescue operations
Crouching	F	Investigating fire scenes, avoiding smoke inhalation, rescue operations
Crawling	F	Investigating fire scenes, avoiding smoke inhalation, rescue operations
Bending	F	Investigating fire scenes, avoiding smoke inhalation, rescue operations
Twisting	F	Investigating fire scenes, avoiding smoke inhalation, rescue operations
Climbing	F	Ladders, stairs, rooftops
Balancing	F	Ladders, stairs, rooftops
Vision	C	Computer, desk work, driving, fire scenes
Hearing	C	Firefighters, police officers, dispatchers, doctors and nurses, citizens
Talking	F	Firefighters, police officers, dispatchers, doctors and nurses, citizens
Foot Controls	F	Driving, siren, air horn
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Ground ladders, port-a-power units, bolt cutters, water cut off tools, sledge hammers, lug wrenches, hand truck with junction box, battering ram, stokes baskets, navigation compass, water rescue boat, life throw rings, stethoscopes, glucometer, backboards, neck collars, automatic defibrillators, aerial ladders, knives, chain saws, hand saws, pinch bars, fire extinguishers, portable lights, depth finder, life vests, jet skis, sphygmomanometer, pulse oximetry, CIDs, electrocardiogram, I.V. fluids and drugs, fire hoses, nozzles, axes, ceiling hooks, pry bars, power saws, ladders, heavy fans, shovels, ropes, hydraulic extrication equipment, fire engine, ladder trucks, radios, generators, Standard Microsoft Windows and Office software, laser or inkjet printer, Virginia Fire Incident Reporting System, and communications equipment including radios, computer hardware and software, and cellular telephones.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	W	Extreme Temperatures	D
Electrical Hazards	W	Noise and Vibration	D
Fire Hazards	D	Fumes and Odors	D
Explosives	M	Wetness/Humidity	W
Communicable Diseases	D	Darkness or Poor Lighting	D
Physical Danger or Abuse	D		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	X

- (1)
- (2) Fire scenes

PROTECTIVE EQUIPMENT REQUIRED:

Turn out gear, self-contained breathing apparatus, gloves, SCBA, helmet, safety glasses, safety shoes, hazmat suit.

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

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(3)