



**City of Winder**  
**Job Description: Fire Lieutenant**  
**Department: Fire**

Rev 4/14

**EEO Function:**  
**EEO Category:** Service Workers  
**Status:** Non-Exempt  
**Pay Type:** Hourly  
**Position Number:** 5264

**Pay Grade: FD-34**

**I. Chain of Command/ Reports To**

Shift Captain and/or through the Chain of Command to the Fire Chief.

**II. Job Summary**

Lieutenants are responsible for managing the daily operation and maintenance of a fire station and the personnel, apparatus, and equipment assigned to that Station. A Lieutenant serves as a company officer, supervising a crew of firefighters and Driver/Engineers assigned to a specific fire stations on a specific shift. Performs duties, both in emergency and non-emergency situations, related to fire protection, rescues, emergency medical services, hazardous materials response, and emergency management delivery.

**III. Essential Duties and Functions**

**Supervisory/Management of Employees**

- In the absence of the Fire Captain, supervise and leads shift personnel during daily activity including station maintenance, training, responding to emergencies as officer in charge, and directing firefighting, rescue, hazardous material, or medical calls until relieved by Chief or ranking officer.
- Performs a wide variety of administrative tasks including but not limited to: training, motivating, and evaluating assigned personnel; working with employees to correct deficiencies; and conducts/enforces disciplinary procedures.
- Provides leadership to employees; schedules and directs work of technical, clerical, skilled and semi-skilled workers; trains new employees as needed; resolves work quality or personnel conflicts within the department.
- Ensures that employees assigned, are following city policy.
- Assists with the implementation of training and safety programs for assigned employees.
- Manages, monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures and reviews and recommends appropriate service and staffing levels.
- Reviews incident reports for completeness and accuracy.
- Oversees the keeping of accurate records of work accomplished including hours, materials, and equipment used.
- Delegates work assignments, projects, and programs; monitors work flow; and reviews and evaluates work products, methods, and procedures.

- Responds to citizen complaints or inquiries by phone, in person, by written correspondence or email.
- Responds to and resolves difficult and sensitive inquiries.
- Ensures that the fire stations, equipment and grounds are maintained in a clean and orderly condition.
- Ensures that personnel are properly equipped and safely on apparatus before responding to an alarm.
- Ensure that the apparatus is driven safely and that proper warning systems are used.
- Ensures that department property is inspected and needed repairs are identified.

## **Operations**

- Follow and promote Policy & Procedures of the City of Winder.
- Informs and advises the Fire Chief through the chain of command on all department issues affecting the City; provides advice, support, and information to other employees and supervisors as needed.
- Provides assistance to the Fire Captain or ranking officers.
- Drives fire apparatus to emergency and non-emergency calls, per standard operating procedures, in a safe and timely manner.
- Studies maps and maintain knowledge of locations of roadways, routes, traffic patterns, properties, buildings and facilities in assigned fire district.
- Performs operational readiness reviews/inspections on the fire apparatus, equipment, and tools.
- Responds to fire alarms and participates in fire extinguishment, rescue, and fire investigation using firefighting tools and equipment such as axes, prybars, pike poles, power saws, ladders, portable extinguishers, and emergency radios.
- Responds to incidents involving toxic/hazardous waste materials, assesses risk, clears area of non-essential personnel, uses required personal protection gear, contains spills, controls run-off and ignition sources.
- Responds to medical emergencies; provides basic and intermediate life support to the sick and injured (per level of training obtained); completes written reports on the condition of patients and emergency medical aid given.
- Responds to emergency calls for specialized service such as, confined spaces rescue, extrication and technical rescues that include high angle, below grade, swift water, trench and collapse rescues.
- Performs vehicle rescue.
- Stabilizes damaged structural components and redirects or cleans up water in order to minimize damage.
- Performs pump operations to include connects or hooks up apparatus to fire hydrant and operates pumps to supply water in appropriate pressure and volume, using couplings, hoses, spanner wrenches, and other tools.
- Inspects equipment and apparatus and notifies supervisor of any defects.
- Participates in pre-fire plans/analysis and reviews structural hazards.
- Determines proper nozzle and nozzle setting.
- Operate radio and other communication equipment.
- Completes all training necessary to fulfill State and City requirements/certifications.
- Checks, cleans, and maintains a fire department facility which includes the performance of routine housekeeping and grounds maintenance.

- Works with neighborhood and community associations for specific neighborhood programs and improvements.
- Assists with tours of assigned facility, demonstrate fire equipment and apparatus, and participate in other educational programs for various groups and general public pertaining to a variety of life safety topics.
- Interacts with social service related areas of emergency response by assisting victims and relatives of victims of traumatic events.
- Participate in special City events as required.
- Work with other departments as assigned.
- Maintains uniforms and other assigned equipment in functional and presentable condition.
- Performs related duties as assigned

#### **IV. Knowledge, Skills, and Ability:**

- Knowledge of City Charter and Ordinances pertaining to the Fire Department.
- Knowledge of the principles, practices, methods and equipment employed in modern fire-fighting as needed to determine department needs, to direct and oversee department operations or to evaluate the department's effectiveness.
- Knowledge of federal, state, and local regulatory requirements relating to emergency operations.
- Knowledge of fire safety regulations.
- Knowledge of City of Winder and Barrow County's geography, including location of streets, principal buildings, fire hydrants, and fire alarm boxes.
- Knowledge of emergency medicine techniques and their application as demonstrated through first responder certification.
- Advance knowledge of Microsoft Word and Excel.
- Ability to assess emergency conditions.
- Ability to act as an effective team member at all emergency incidents involving fire protection and emergency management functions.
- Ability to perform first aid and resuscitation techniques.
- Ability to work a twenty-four (24) hour shift as needed.
- Ability to interact effectively with a variety of individuals and groups with varying educational, ethnic, and socio-economic backgrounds.
- Ability to work in a confined area.
- Ability to perform duties in extreme temperatures and conditions.
- Ability to study street and occupancy locations in assigned district; study building plans and fire prevention systems in buildings in assigned district.
- Ability to estimate material and equipment types and quantities needed to complete assignments.
- Ability to interpret and apply applicable federal, state and local policies, laws and regulations.
- Ability to operate a variety of office equipment (i.e. phones, fax, printers, computer, etc.).
- Ability to work routinely under highly stressful conditions including life threatening situations.
- Ability to promote a positive work environment.
- Ability to maintain a neat and orderly workspace.

- Ability to work independently.
- Ability to maintain confidentiality.
- Ability to wear protective gear.
- Ability to pass drug testing as noted in policy.
- Ability to pass an annual physical ability test.
- Ability to communicate in English.
- Ability to follow the chain of command.
- Skill in understanding and following oral and/or written instructions.
- Skills in effectively operating fire-fighting and life safety equipment and tools.
- Skills in effectively operating a motor vehicle on City/County/State streets.
- Skill in establishing and maintaining effective working relationships with City employees and the public.

## **V. Licenses and Certifications Required**

- Valid Georgia Non-Commercial Driver's License (Class F) and able to maintain a good driving record.
- Must be able to meet current requirements set forth by the National Fire Protection Association, and the Georgia Fire-fighter Standards and Training Act.
- Arson detection for first responders or fire science: fire investigations training.
- Principles of building construction (Combustible and non-combustible) training.
- Hazardous materials first responder operations or fire science: hazardous materials training.
- Strategy and tactics for initial company operations of fire science: FF tactics and strategy training.
- NPQ Fire Officer 1
- NIMS 100, 200, 300, 700, & 800
- NPQ FF2
- NFIRS 5.0
- EMT Certification.
- Two (2) elective training classes as authorized by the Fire Chief.

## **VI. Qualifications**

- High School diploma or GED.
- Minimum of 21 years of age.
- Five (5) years of fire department experience in a similar size or larger agency including a minimum of two (2) year with the Winder Fire Department.
- One (1) year minimum as a Driver/Engineer or equivalent.
- Must meet the requirements of applicable Georgia Laws for holding the position for a Fire Fighter.
- Must meet all fitness requirements of the fire department.
- No felony convictions.
- Must be a citizen of the United States.
- Must pass a detailed background investigation.
- Work evenings, weekends and/or holidays as required.

## **VII. Physical Requirements**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl; and smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must be able to perform physical labor, including having sufficient strength to lift and carry tools and materials weighing up to 165 pounds.

**Vision:** Visual range with or without correction to 20/20 in one eye and at least 20/30 in the other eye with no color deficiencies.

**Hearing:** Hear in the normal audio range with or without correction. Able to hear in-person; as well as, distinguish radio and telephone conversations, recognize differences or changes in sound patterns and loudness or pitch.

**Attendance:** Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, departments and the public.

## **VIII. Working Conditions:**

Performance of essential functions may require exposure to adverse environmental conditions, such as fire, smoke, fumes, dirt, dust, pollen, odors, and is occasionally exposed to wet and/or humid conditions, extreme cold, extreme heat, around loud siren noise, and moving vehicles. This position may require working around chemicals, blood and other potential hazardous exposures. Incumbents may also be subjected to physical and verbal threats and other stressful situations while performing duties.

Conditions include living and working in a fire station in 24-hour shifts. This work environment includes many of the same amenities of a residence, including kitchens, showers, beds, etc.

This position is designated as an emergency position that requires the employee to work under all types of emergency conditions. Some examples of emergencies include inclement weather, natural disasters, utility failure, public safety concerns, forced evacuations or as determined by the City Administrator.

All department personnel are subject to involuntary transfers at the discretion of the Fire Chief. Transfers and shift assignments are based on the needs of the department.

**IX. Supervisory Controls/Responsibility:**

Under general supervision of the Captain supervises staff and civilian personnel.

*The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.*