



Lieutenant

Reports to: Battalion Chief

Department: Operations

Employment Status: At Will Full-Time

FLSA Status: Non-Exempt

Supervisory: Yes

General Purpose Statement

The Lieutenant performs professional and administrative work; provides Advanced Life Support EMS; provides supervision and directs activities of shift personnel to accomplish Authority goals as the company officer under the direction of a Deputy Chief, does related work as required; may act as shift supervisor when directed; regularly, will operate under the direction of and in conjunction with a shift supervisor/on-call officer; is a member of the officer corps and fosters healthy communication with other career and volunteer officers; as a member of a shift provides fire suppression, hazardous material response, rescue operations, and emergency medical services.

Essential Duties and Responsibilities

- 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; insures that personnel follow Authority 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 appropriate Division Chief
- 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
- Performs other duties as assigned

Knowledge, Skills and Abilities

- Can 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 Town 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 radio, copy machine, fax machine, and calculator
- 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

Revised 11-2017, 10-2018, 12-2018, 11-2019, 3-2020



Minimum Qualifications

An Associate's degree in fire science, fire administration, business, or public administration or an equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities may be considered. A minimum of five years of increasingly responsible fire suppression emergency medical response and fire prevention experience, two years with Authority preferred.

Must possess the following:

1. Valid Colorado Emergency Medical Technician certification or higher, or National Registry of Emergency Medical Technicians certification
2. Valid Colorado Driver's License, within 30 days of employment
3. Valid Colorado Fire Fighter II
4. Colorado Hazmat Operations Certification, or higher
5. ICS 100, 200, 300 and NIMS 700 & 800 certification
6. 21 years of age

****If you do not have Colorado certifications, must be able to obtain Colorado certifications within one year of hire. Must be able to obtain Colorado Fire Officer I and ICS 300 Certification, within one year of hire.**

The employee is required to maintain either their EMT, EMT – Intermediate, or Paramedic certification, whichever certification the employee has at time of hiring or obtains during employment with the Authority. Maintaining the certification allows the employee to respond to calls and provide patient care should the need arise, which is an essential function of the position.

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; Authority 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

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- Reasoning ability: Applies the principles of logic, scientific 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

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 on-call 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.

Unless the employee has an executed written contract with the Authority, employment with the Authority is terminable at will of either the employee or the Authority, at any time, without notice, cause or any specific disciplinary procedures.