

# East Lake Tarpon Special Fire Control District



## *SOG 204 Job Description-Lieutenant*

**Implementation  
Date: 11/2000**

**Revision Date(s): 05/24/2016,  
05/28/2019**

**Reviewed Date(s): 04/2/2019**

**Forms or Attachments: None**

**POSITION TITLE: Lieutenant**

**IMMEDIATE SUPERVISOR: Division Chief**

**EMPLOYMENT HOURS: Hourly Shift Work (24/48)**

**ACHIEVEMENT METHOD: Appointed by Fire Chief**

### **General Description:**

Duties involves the responsibility for the leadership and direction of firefighters engaged in fire and EMS services; oversee their appearance, conduct, discipline, and morale. Work is performed in accordance with Departmental rules, regulations, and under the general supervision of the superior officer. Work associated with this job classification requires an understanding of fire science, including; hazardous materials, fire suppression techniques, technical and special operations. Work is performed on 24 hour shifts which include holidays and weekends, and under hazardous conditions such as natural disasters and civil disorders. Work is reviewed through observations, reports submitted, and results obtained.

Lieutenant will have general working knowledge and have basic operational capabilities to operate fire apparatus pumps, maintain operating pressures and supply water to other fire apparatus. In addition, Lieutenant may serve as an apparatus driver/operator with the required training as defined in Department SOP and a current EVOC.

In addition, Lieutenant may serve as an acting Division Chief after completing their initial probationary period, successfully completing the acting Division Chief training program, and attain an accredited Associate's Degree.

Employee must maintain current levels of EMT or Paramedic certifications. (Paramedic required

for promotion as of 10/1/2023).

**Responsibilities and Essential Job Functions\*\*\*:**

- Maintain and ensure a professional, courteous, and respectful working environment with assigned personnel.
- Consistently display a professional, courteous, and respectful image to the public.
- Consistently display a professional appearance as described in District SOP.
- Respond to all incidents as required.
- Possess thorough knowledge of the Local 1158 Union Contract.
- Possess thorough knowledge of the Pinellas County 600 Series.
- Assist the Division Chief in planning and directing the activities of the shift.
- Develop reports and recommendations to the Division Chief concerning assigned personnel and activities.
- Inspect the station, equipment, and personnel for proper order.
- Complete run reports, accident reports, loss reports, etc... prior to leaving shift.
- Perform Incident Command functions as required or assigned.
- May represent the District at Municipal, County, and State meetings as assigned.
- Make sound and timely decisions and judgments taking into account all obtainable and relevant information in making decisions.
- Understand, follow, and enforce District Policies and Procedures.
- Strive to maximize communications between assigned personnel, upper management, other employees, and the general public as necessitated by the position.
- Generate enthusiasm among employees and set a motivational example; set functional goals and standards that allow work to be completed and is able to coordinate Firefighters and resources to complete tasks.
- Actively seek career development opportunities.
- Identify Firefighters' training needs and ensure development and implementation of programs and materials to meet such needs
- Assist Firefighters in developing and pursuing job related goals and provides substantive and helpful feedback to employees through the district's performance appraisal system.
- Assign work to Firefighters in accordance with their abilities and the needs of the organization
- Maintain confidential information and records in a consistent manner.
- May serve as the station commander for both emergency and non-emergency activities.
- Keep Division Chief fully informed on all matters pertaining to the department as well as its needs and requirements.
- Keep Firefighters informed of changes, memos, safety concerns, and on all matters that concern them.
- Maintain necessary records, reports on all assigned duties.
- Supervise and coordinate emergency operations as assigned to include but not limited to firefighting, disaster relief, hazardous materials control, extrication, and medical emergencies.
- Participate in pre-incident and post-incident analysis with assigned personnel.

- May conduct investigations into injuries, accidents, lost equipment, and discipline as appropriate.
- Identify conflicts quickly and effectively and resolve conflicts between subordinates with objectivity and fairness.
- Establish goals and objectives that are consistent with District strategic plan.
- Develop effective solutions to work related and organizational problems by generating unique and creative ideas and implementing them.
- Maintain discipline and a positive working environment within assigned personnel.
- Ensure compliance with assignments from other Divisions within the department.
- Ensure a safe working environment for self and coworkers, and demonstrate an awareness of safety guidelines, rules, and regulations.
- Establish work and task priorities ensuring that deadlines are met.
- May coordinate special projects essential to operations as assigned.
- May present reports, both written and oral, to superior officers and crew.
- Attend work on a continuous and regular basis.
- Adhere to local and state rules governing Basic Life Support (BLS) for EMT's, and Advanced Life Support (ALS) for Paramedics.
- Proficient in patient care using BLS procedures and equipment for EMT's, and ALS procedures and equipment for Paramedics as defined in Pinellas County MOM.
- Perform other related duties as assigned.

\*\*\*This section of the job description is not intended to be a comprehensive list of duties and responsibilities for the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

### **Minimum Qualification Requirements:**

#### **Knowledge, Skills and Abilities:**

- Ability to develop and maintain effective working relationships with superiors and coworkers.
- Ability to communicate verbally, effectively, accurately, and appropriately.
- Ability to effectively communicate through writing in a clear and organized manner.
- Considerable knowledge of Department policies, rules, and regulations.
- Considerable knowledge of fire science, including; hazardous materials, fire suppression techniques, technical and special operations.
- Considerable knowledge of the lay-out of the District, of the water distribution, and fire hydrant systems, and of local fire hazards.

- Annually meet National Fire Protection Association 1582 Medical Evaluation Standard and attain a Fitness Classification score of 39 as established in the District's Physical Fitness Assessment.
- Knowledge of supervisory principles and practices and of personnel administrations.
- Possess and maintain a valid Florida Driver's License.
- Ability to plan, assign, supervise, evaluate, and direct the work of firefighters.

**Schooling, Training, and Experience:**

- Graduation from high school or possession of an acceptable equivalency diploma.
- State of Florida certification as a Firefighter.
- State of Florida and Pinellas County EMT or Paramedic certifications (Paramedic required for promotion as of 10/01/2023).
- Three years of experience as a Firefighter with East Lake Tarpon Special Fire Control District.
- Possess State of Florida Fire Officer II Certification.
- State of Florida Fire Inspector Certification.

**Physical Requirements:**

- Must meet the physical requirements of NFPA 1582.

**Additional Desired Qualifications:**

- State of Florida Fire Instructor Certification.
- Associate degree or completion of two years in an accredited Bachelor's Degree program.
- Completion of the Managing Fire Officer Program at the National Fire Academy and/or credentialed as a Fire Officer through the Commission on Professional Credentialing.

**Environmental Conditions:**

A considerable amount of time is spent working inside Station facilities. Outside work may be performed in emergency conditions which often involve extreme danger and exertion under stressful and hazardous conditions such as flames, smoke, hazardous materials, cramped conditions, charged or oxygen deficient atmospheres, downed power lines, in and among moving vehicles in varying and inclement weather.

**Note:** Reasonable considerations will be made to accommodate for qualified individuals with a disability.