



## CITY OF ALBANY FIRE LIEUTENANT

Under direction, assists in performing a variety of administrative, supervisory, and technical duties involved in planning, coordinating, assigning, directing, and participating in fire suppression, emergency medical service, hazardous materials response, rescue, fire prevention and inspection, fire investigation, and related services and activities of an assigned engine company; oversees a department-wide major function; ensures that all assigned activities are carried out effectively, efficiently, safely, and according to department guidelines and policies; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Captain. Exercises technical and functional direction to lower-level staff.

### **Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assists in planning, coordinating, assigning, directing, and participating in fire suppression, emergency medical service, hazardous materials response, rescue, fire prevention and inspection, fire investigation, and related services and activities for an assigned engine company; ensures all assigned activities are carried out effectively, efficiently, safely, and according to department guidelines and policies.
- Assists in developing and recommending goals, objectives, policies, and procedures.
- Assists in coordinating, supervising, and reviewing the work plan for assigned personnel; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- Responds to alarms involving fire, medical aid, hazardous substances, and rescue work; assumes incident command in absence of superior officers; leads and participates in firefighting duties, equipment and apparatus operations, search and rescue services, rendering first aid and basic life support, and the control and clean up of hazardous materials spills and releases.
- Supervises and personally assists in laying hose lines, directing streams of water, placing ladders, ventilating buildings, operating extinguishers, and salvaging and cleaning up operations; serves as engine boss for strike team deployments.
- Assists in conducting and participating in fire cause and origin determinations; determines preliminary origin and cause of fire at emergency scenes; obtains and preserves evidence.
- Inspects businesses, residences, schools, and industrial areas to ensure compliance with fire codes; notifies property owners of code violations and takes follow-up action to assure they are corrected.
- Participates in public education and public relations activities; coordinates public relations activities and interacts with various news media; assists in designing, developing, supervising, and participating in public education programs; may be required to make presentations to schools, service clubs, or other public gatherings on fire and burn prevention.
- Completes and prepares a variety of forms, reports, and recommendations; prepares emergency scene reports; prepares accident, injury, and exposure reports; reviews reports submitted by subordinate staff.
- Participates in the maintenance and testing of department apparatus and equipment; conducts maintenance and repairs of radios, phones, and alert monitors; plans and reviews the maintenance, testing, and repair to self-contained breathing apparatus; evaluates, maintains, and replaces

personal protective equipment and station uniforms for assigned personnel; maintains medical aid equipment and supplies.

- Serves as Department Training Officer, as assigned; assists in preparing and maintaining the department shift schedules; makes recommendations on training needs and programs; participates in the administration of department training programs.
- Participates in fire station buildings and grounds maintenance; assists in determining need for equipment and station maintenance and repair; supervises and participates in the cleaning of quarters, equipment, and apparatus.
- Maintains skill levels, new equipment and procedure familiarization, and certifications that are relevant and/or required for assigned responsibilities; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of fire suppression, fire prevention, emergency medical response, hazardous material response, and technical rescue.
- Performs a full range of other departmental administrative duties; assists in processing time sheets, leave requests and approvals, and any other items related to payroll; researches, purchases, repairs, performs specification design; performs administration of fire recovery, including incident cost recovery, generating invoices, and reconciling claims.
- Ensures compliance in reporting and notifying local, State, and Federal agencies and non-governmental organizations; serves as liaison and representative to outside municipalities and regulatory agencies.
- Serves as liaison with the Community Development Department regarding street and traffic designs and plans.
- Responds to emergencies during non-duty hours, as required.
- Performs related duties as assigned.

**Knowledge of:**

- Operations, services, and activities of an emergency service operation including fire suppression, fire prevention, emergency medical services, disaster preparedness, hazardous materials response, and related services and activities.
- Principles of lead supervision and training.
- Fire science theory, principles, and practices and their application to a wide variety of emergency service operations including fire suppression, fire prevention, and fire investigation.
- Principles, practices, and procedures used in modern firefighting and in the protection of lives and property.
- Operating characteristics, uses, and maintenance requirements of pump engines, fire apparatus, and other fire fighting and emergency medical apparatus and equipment.
- Mechanical and hydraulic principles of fire apparatus.
- Methods and techniques of basic life support and rescue.
- Principles and practices of disaster preparedness, response, and recovery.
- Hazardous materials and chemical spill response techniques.
- Mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects.
- Principles of combustion and cause of fire.
- Principles of building construction and fire protection systems.
- Geography and street layout of the City and surrounding area.
- City water system, fire hydrant locations, fire sprinkler/standpipe systems, and preventive maintenance of said systems.
- Current safety practices as they relate to equipment and procedures involved in the fire service.
- Pertinent federal, state, and local laws, codes, and regulations.
- Methods and techniques of public relations.

- Mathematical concepts and principles.
- Appropriate safety precautions and procedures.
- Record keeping and basic report preparation principles and practices.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

**Ability to:**

- Assists in overseeing and participating in services and activities of assigned engine company including fire suppression, fire prevention, emergency medical services, disaster preparedness, hazardous materials response, and associated services and activities.
- Lead, organize, and review the work of staff.
- Participate in fire suppression and emergency activities.
- Take command of the fire station, fire scene, or other emergency situations in the absence of superior officers.
- Coordinate and conduct fire training programs.
- Complete and prepare a variety of forms and reports; prepare a variety of technical and operational reports.
- Retain presence of mind and act quickly and calmly in emergency situations.
- Analyze emergency situations and develop appropriate courses of action.
- Perform a variety of fire suppression, fire prevention, emergency medical response, and technical rescue activities.
- Operate apparatus and equipment used in modern firefighting activities.
- Demonstrate mechanical aptitude as required in the operation of firefighting equipment.
- Inspect, troubleshoot, and repair a variety of fire suppression, emergency medical, and associated vehicles, apparatus, and equipment.
- Render emergency medical care as necessary.
- Deal effectively with upset or emotional persons or patients.
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Prepare and present public information and educational programs.
- Respond to requests and inquiries from the general public.
- Work varied shifts, on weekends or during holidays.
- Demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions.
- Observe and follow safe firefighting, EMS, and work practices.
- Deal politely and effectively with the public.
- Oversee the maintenance and repair of department equipment, apparatus, and facilities.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

**Education and Experience**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth grade, supplemented by 300 hours of fire related training outside the department and 24 units of course work in Fire Science and three years of service as a member of the Albany Fire Department.

- OR -

Four years of full-time professionally paid experience as a Fire Fighter of which at least two years have been served with the Albany Fire Department.

A Bachelor's degree from an accredited college or university with major course work in Fire Science, Business Administration, or Public Administration, or a valid Certified Chief Officer certificate may be substituted for a Certified Fire Officer certificate.

**Licenses and Certifications**

Valid California Driver's License.

Possession of a Certified Fire Officer (CFO) certificate.

**Physical Demands**

Must possess sufficient physical ability to work in an emergency response setting; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or more heavy weights; perform arduous and prolonged tasks under adverse and dynamic conditions; operate fire suppression and medical response equipment, apparatus, and tools; requires a sense of touch, finger dexterity, and gripping with hands and fingers; to speak and hear to exchange information; to operate a vehicle to travel to various locations; maintain corrected hearing and vision to normal range; specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus; to hear in the normal audio range with or without correction.

**Environmental Elements**

Employees work in reactive emergency, natural, or man-made disaster, and routine fire prevention environments with travel from site to site; the employee regularly works near moving mechanical parts and in areas of limited and restricted entry and exit; regularly exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places; exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration; risk of electrical shock, radiation, drowning, and asphyxiation; the noise level in the work environment is usually moderate, but occasionally very loud when responding to emergency calls and when working at a fire or other emergency incident.