

	<h1>Travis County ESD 12 Policy and Procedure</h1>	<p>General Order Number</p> <h2 style="text-align: center;">J130</h2>
<p>Subject:</p> <h2 style="text-align: center;">Fire Lieutenant Job Description</h2>	<p>Effective Date: 01/12/2016</p>	<p>Rescinds: All Previous Versions</p>
		<p>Pages: 4</p>
<p>Application:</p> <h2 style="text-align: center;">Operations</h2>	<p>Authorized By:</p> <p style="text-align: center;">Ryan S Smith, Fire Chief</p>	

In an effort to provide and improve shift dynamics the Fire Lieutenant (LT) position will provide several significant benefits for the Department. Primarily, it will provide functional supervision for the Department's dedicated Firefighter/EMT's. It will also provide for career development for future LT's within the Department as well as potentially motivate increased interest from some of the Department's current Officers to pursue the fire service career path as Travis County Emergency Services District No.12 (ESD12) moves toward specialization in medical, fire, and rescue service delivery.

A Lieutenant is a special rank within the ESD12 which utilizes the knowledge, skills and ability to perform the tasks identified within the job description. The LT performs technical work in fire fighting, apparatus operations, rescue, emergency medical services and fire training activities. The LT also performs work on an assigned basis under the direction of the Captain. It is important to realize that the LT could either be performing these duties under the direction of the Captain or when directed could be the supervisor responsible for carrying out those duties.

ESSENTIAL FUNCTION STATEMENTS- *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

- Supervise and lead 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 higher ranking officer;
- Be responsible for the discipline and efficiency of their company, both in quarters, on the drill ground, and on the scene of any emergency; and be responsible for the protection of all Department property;
- Assist with the cleaning, maintenance and upkeep of buildings, grounds, apparatus and equipment; maintain service records on all department vehicles; help maintain equipment inventory;
- Participate in school visits and public education;
- Participate in the development and implementation of goals, objectives, policies, and priorities for the Fire Department;

- Show fair and impartial treatment of all subordinates; and promptly deal with incompetence, misconduct, and neglect of duty;
- Identify opportunities for improving service delivery methods and procedures; identify resource needs; discuss with appropriate management staff; implement improvements;
- Assist Chief Officers with department work activities and projects; monitors work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems;
- Train and motivate assigned company personnel; provide or coordinate staff training, work with employees and volunteers to correct deficiencies; prepare written evaluations on assigned personnel, prepare training records and enter completed forms in record management system as directed by the Captain;
- Affectively operate department apparatus; prepare accurate incident reports.
- Provide staff assistance to Chief Officers when requested; prepare and present staff reports and other correspondence as necessary;
- Coordinate shift activities with outside agencies and organizations as needed or directed;
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of medical response, fire suppression, fire prevention and rescue operations;
- Prepare lesson plans, and instruct medical, fire, and rescue classes when requested;
- Be responsible for compiling and recording all reports, records and requisitions for his shift / assigned personnel;
- Be responsible for preserving the fire scene and protecting all evidence until a fire investigator arrives on the scene when a fire of suspicious nature or origin is suspected.
- Perform related duties and responsibilities as required.

Knowledge of:

- ESD 12 Member Handbook and Policies and Procedures;
- Operational characteristics, services and activities of the medical response, and fire suppression program;
- Modern and complex principles and practices of fire suppression, inspections and fire prevention;
- Operation, maintenance, and use of medical, firefighting and rescue equipment;
- Fire prevention policies, rules and regulations;
- Local geography including location of hydrants and major fire hazards;
- Have knowledge of County and City resources, such as equipment, staffing, water supply, communications, and Mutual Aid/Auto Aid agreements;
- Principles of supervision, training and performance evaluation;
- Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

- Coordinate the work of lower level staff;
- Interpret, explain, and apply the Member Handbook and Department policies and procedures;
- Prepare clear and concise reports;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work, including a variety of government agencies, officials, community groups, and the general public;
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities;
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities;
- Maintain a positive attitude and work environment while working at ESD12.

Listed below are the minimum license, certification and credentialing requirements for applicants to be eligible to apply for the Lieutenants position. All eligible candidates selected shall serve a minimum of six (6) months probationary period from the date of promotion or hire.

License and Certificate

- Possession of an appropriate, or eligible to obtain, a valid Texas Class B driver's license.
- Have not been convicted of any Class A or B felonies and/or Class A and B misdemeanors in the previous 7 years

Minimum Certification Requirements:

- Structure Firefighter Intermediate: TCFP
- Driver / Operator Pumper: TCFP
- Fire Instructor I: TCFP
- Fire Officer I: TCFP
- EMT-B or higher: Texas Department of State Health Services (DSHS) and cleared by the Austin Travis County Office of Medical Director (A/TC OMD)
- Wildland Basic: TCFP
- NIMS 100, 200, 300, 400, 700, 800a or 800b: FEMA
- 15 Hours College Credit

Listed below are the recommended additional certifications for the Fire Lieutenants position which are required to be completed during one (1) year from date of hire or promotion.

- NIMS 701, 702, 703: FEMA
- Instructor II: TCFP (1 yr.)
- Incident Safety Officer: TCFP

Candidates promoted or hired from the applicable eligibility list(s) that do not complete their rank specific certification; credentialing and licensing requisites during the time frame provided may be relieved from their position within the department.

WORKING CONDITIONS

Environmental Conditions

Emergency firefighting environment including but not limited to; exposure to medical environments, fire encompassed surroundings, dangerous persons and animals; hazards of emergency driving; hazards associated with traffic control and working near traffic; and natural and man-made disasters.

Physical Conditions

Essential and marginal functions may require maintaining physical condition necessary for heavy, moderate or light lifting; walking, standing or sitting for prolonged periods of time; repeated bending.

Travis County ESD No.12 Executive Management reserves the right to adjust position responsibilities and requirements as needed to address needs within the department and community.