

**Pelham-Batesville Fire Department
Position Description**

Classification/Job Title: Lieutenant
Type of Work: Full-Time
Job Title of Supervisor: Shift Captain

Description of Position:

General Responsibilities:

- Acting Shift Officer in the absence of Shift Captain.
- Assists Shift Captain in coordinating schedules, duties, maintenance and overall administration of their shift.
- Employee will be responsible for all related fire suppression duties.
- Employee will be responsible for maintaining and ensuring the general readiness of all assigned units and equipment.
- Employee will be responsible for ensuring all medical assistance calls are answered in a timely fashion.
- Employee will be responsible for the general upkeep and maintenance of the station.

Specific Responsibilities:

- Safely and efficiently respond to emergency calls in order to provide initial fire attack, perform immediate rescues and provide emergency care.
- Assume responsibility of emergency scene in the absence of the Shift Officer or until relieved by a Chief Officer. Under normal staffing, Lieutenant should assume command of interior operations on the fire ground.
- Accurately assess and supervise the scene of any emergency to insure that all needed equipment and personnel are appropriately dispatched and utilized in the most efficient manner possible.
- Ensure as best as possible the safety of all personnel and the public at the scene of any emergency.
- Maintain proper inventory of all equipment and supplies used in fire suppression and other daily duties.
- Keep detailed records in all areas of job performance.
- Operate all apparatus and equipment in a safe and efficient manner using properly accepted techniques.
- Maintain communications as needed with other emergency agencies.
- Attend in-service training, drills and all other training as may be required in the performance of the job.
- Maintain quality public relations between the department and the community.
- Perform fire ground operations in accordance with all written SOP's of the department.

- Acquire and retain knowledge of the location of streets, fire hydrants, business locations, and types of building construction within the district.
- Maintain knowledge of all fire department rules and regulations and effectively carry out the same.
- Establish and maintain effective working relationships with all employees and the general public.

Minimum Requirements:

- Must be at least 21 years of age.
- Must possess a high school diploma or recognized equivalent.
- Must possess a current CDL driver's license.
- Must pass a departmental physical.
- Must maintain a high rate of physical ability (rate at least Fair) on the department's physical fitness program.
- Must be free of any physical limitations that might impair the ability to perform the duties or tasks involved in a firefighter's job performance.
- Must possess and maintain certification as an Emergency Medical Technician.
- Must possess and maintain certification as an Interior Structural Firefighter.
- Must have a minimum of five years of fire service experience with three being with Pelham Batesville Fire Department.
- Must presently function as an Engineer or equivalent.
- Completion of Emergency Vehicle Driver training course.

Desirable Requirements:

- Completion of Basic Aerial Operations
- Completion of Pumper Operations
- Completion of Fire Service Hydraulics
- Completion of Basic Building Construction
- Completion of Incident Command System
- Completion of Firefighter Safety and Survival
- Completion of Rescuing the Rescuer