

**Classification/Job Title:** Station Lieutenant  
**Type of Work:** Full Time  
**Job Title of Supervisor:** Shift Lieutenant

General statement of duties:

Supervises the operations and activities of an individual station and assigned organizational programs.

**General Responsibilities:**

- Responsible for maintaining open lines of communication between all personnel assigned to the Station by utilizing proper debriefings and information sharing.
- Ensures that all duties and special projects are completed in a timely manner by assigned personnel.
- Responsible for maintaining and ensuring the general readiness of all assigned units and equipment.
- Responsible for the overall upkeep and maintenance of the station and/or proper reporting of any deficiencies.
- Monitor response and daily policies to ensure effectiveness and recommend changes as needed.
- Responsible for making assignments, monitoring progress, and insuring completion of all projects needed to maintain the station and equipment and to insure that all activities assigned to station personnel are completed.
- Responsible for representing assigned station in the annual budget process.

**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 the emergency scene until relieved by a shift or Chief Officer.
- 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 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 SOG'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 and valid S.C. Class E License or Class B CDL.
- Must pass a department physical.
- Must maintain a high rate of physical ability (rate at least Fair) on the departments physical fitness program.
- Must be free of any physical limitations that might impair the ability to perform the duties and tasks involved in a firefighter's job performance.
- Must possess and maintain certification as an Emergency Medical Technician.
- NFPA Firefighter II Certification
- Must have a minimum of five years' experience at PBFD.
- Must presently function as an Engineer or equivalent.
- Fire Officer I Certification
- Completion of the Basic Aerial Operations Course.

**Desirable Qualifications:**

- I-400 Advanced ICS
- Basic Fire Investigation
- Leadership II
- Leadership III
- The New Fire Chief I
- Politics and the White Helmet
- Fire Officer II