

**Town of Rye, New Hampshire
Position Description**

Position Title: **Fire Lieutenant**

Department: **Fire/Rescue**

Reports To: Fire Chief

Date: June 24, 2015

GENERAL SUMMARY:

Under direction of Fire Chief, responsible for management and operations of Fire Department facilities, vehicles, and personnel. Safely mitigates emergency response to fire and rescue activities consistent with standard operating guidelines. Responsible for containment, suppression, and extinguishing fires, rescue of individuals from life threatening situations, and the administration of life support services to injured persons, including the transport of the sick and injured to medical facilities.

ESSENTIAL JOB FUNCTIONS:*

- Responds to fires, medical emergencies and rescues; initiates/assumes command of operations at the scene, directing personnel according to established department procedures; makes decisions regarding tactics and methods used in fire and rescue situations and participates in fire fighting and rescue efforts; provides pre-hospital care for sick and injured.
- Responds to hazardous materials and electrical emergency calls, and all other emergency aid activities and/or other assistance as required.
- Supervises fire fighting and emergency medical response personnel on a shift; ensures proper safety precautions are taken in the use of equipment and in the performance of services.
- Provides pre-fire planning and inspection documents; ensures all personnel obtain required licensing and certifications. Generates accurate incident reports, fire permits, oil burner permits, and blasting permits.
- Leads subordinates work in a fashion which motivates optimal performance; presents a positive example for subordinates.
- Mitigates labor disputes.
- Participates with Fire Chief in the resolution of safety concerns; attends meetings as needed.
- Responsible for insuring an on-going program of training for all assigned shift and call personnel.
- Provides basic & advanced life support services as an Advanced Emergency Medical Technician (or higher certification) at the scene of an emergency incident. Operates emergency medical care equipment during the transport of victims, relaying pertinent information to the hospital and performing required medical tasks as appropriate or directed.
- Conducts examinations of victims to determine the extent of illness or injury; documents patient's vital signs, and records all care and services rendered.
- Performs educational and public relation activities including speaking to schools and civic groups.

Fire Lieutenant

- Performs routine maintenance of building, grounds, fire and rescue apparatus, equipment, vehicles, and tools; notes and reports safety problems to supervisors.
- Maintains current knowledge of profession through continuous training and drills in fire science, emergency medical services, hazardous materials, and rescue skills; trains members of department on various aspects of fire fighting and EMS.
- Participates in continuing education programs.
- Performs duties of an Emergency Dispatcher.
- Operates, both as a member of a team and independently, at incidents of uncertain duration.
- Familiar with and executes safe work procedures associated with assigned work.

OTHER DUTIES AND RESPONSIBILITIES:

- Assists in fire investigations and fire/life safety inspections and drills for the department and the community.
- Promotes and maintains positive community relations.
- Maintains effective working relationships with other employees and the general public.
- Performs other related duties as required.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

Duties require knowledge of fire fighting and emergency medical response equivalent to completion of an Associate's degree and five to ten years of related experience, (a minimum of five years uninterrupted service in the fire service is preferred) or an equivalent combination of education and experience.

Certified and licensed by the State and National Registry as an Advanced Emergency Medical Technician or equivalent (minimum, within one year), including valid CPR certification, and must possess State certification as a Firefighter II. All equipment operators must possess a valid New Hampshire Commercial Driver's License (CDL-B) with Tank and Airbrake Operator Certification. Must possess Haz-Mat Awareness, Haz-Mat Operations and Haz-Mat Decontamination (Haz-Mat Technician is preferred) certifications within one year and ICS certification. Company Officer I+II certification must be obtained within one year of promotion. Entry candidates must successfully complete all entrance testing/certification requirements as established by the NH Fire Commission Code of Administrative Rules or the qualifications to transfer as validated by NH PART fire 703. Must maintain certification as an Advanced Emergency Medical Technician (or equivalent) or Paramedic, and maintain current patient treatment protocols from the medical resource hospital.

Knowledge of the physical layout of the Town and location of streets and hydrants.

Knowledge of modern fire fighting and rescue principles, practices, and procedures.

Ability to read and comprehend all department regulations, policies, procedures, and instructions.

continued...

Ability to analyze emergency situations, to adopt effective courses of action according to department procedures, and to perform effectively in emergency situations.

Ability to communicate effectively both verbally and in writing in order to establish positive public relations for the Town and department.

Considerable knowledge of fire fighting and fire prevention techniques and emergency advanced life support and rescue procedures.

Considerable knowledge of fire apparatus and equipment and its uses, hydraulics, and the combustion properties of various materials.

Considerable knowledge of fire service occupational safety procedures and local, State and Federal laws as needed.

Ability to perform effectively in emergency situations.

Knowledge of supervisory methods and techniques.

Ability to train, instruct, lead, supervise, and review the work of subordinates.

Ability to maintain records and prepare reports.

Ability to establish and maintain effective working relationships with others.

Skill in the operation of fire equipment, tools, and apparatus.

Ability to assist in developing, and administering, after approval, departmental budget.

Knowledge of modern office equipment, including the use of computers.

Ability to monitor trends and developments in the public and private sectors, anticipate changes, innovations and problems as they relate to fire, emergency management, and EMS, and conveys information to the Fire Chief and other management personnel.

SUPERVISORY RESPONSIBILITY:

Acts as Officer in Charge at emergency scenes, in the absence of the Fire Chief. Directly supervises firefighter/EMT's, firefighter/paramedics, and all other EMS providers within the department. Carries out supervisory responsibilities in accordance with Town policies and applicable laws. Responsibilities include interviewing and training employees; counseling and evaluating performance.

ENVIRONMENT:

Inside: 70%

Outside: 30%

continued...

WORKING CONDITIONS/PHYSICAL DEMANDS:

Regular periods spent in non-office environments including fire sites and rescue operation locations.

Exposure to possible infectious and communicable diseases and other biological hazards requiring exercise of appropriate safety and universal precautions.

Exposure to possible hazardous materials, chemicals, fuels, etc requiring exercise of appropriate safety precautions.

Tasks and procedures performed by employee involve risks classified by the CDC as:

Category I (Some emergencies entail Category I exposure risk)

Category II (Activity performed without blood exposure, but exposure may occur in an emergency)

Category III (Activity does not entail predictable or unpredictable exposure to blood)

Regular lifting and carrying of fire equipment and medical supplies; regular ambulatory assistance to patients requiring appropriate use of body mechanics.

Periods of standing, walking, carrying tools, climbing ladders, and hauling hose.

May use computer keyboards requiring eye-hand coordination and finger dexterity.

The employee may be required to tolerate extreme fluctuations in temperature while performing firefighter and rescue duties. Firefighters are required to perform physically demanding work in hot (up to 400⁰F), humid atmospheres (up to 100%) while wearing equipment that significantly impairs body-cooling mechanisms.)

The employee must be able to perform a variety of tasks on slippery, hazardous surfaces such as on rooftops or from ladders.

The employee must be capable of wearing personal protective equipment that weighs approximately 50 lbs. while performing firefighting tasks.

The employee must be capable of performing physically demanding work while wearing positive-pressure breathing equipment with 1.5 in. of water column resistance to exhalation at a flow of 40L/min.

The employee may work for long periods of time, requiring sustained physical activity/exertion and intense concentration.

The employee may make rapid transitions from rest to near-maximal exertion without warm-up periods.

The employee must be capable of operating in environments of high noise; poor visibility; at heights; and enclosed or confined spaces.

continued...

The employee must have the capability to rely on sight, hearing, smell, and touch to help determine the nature of an emergency, to maintain personal safety, to communicate effectively, to make critical decisions in a confused, chaotic, and potentially life-threatening environment throughout the duration of an emergency operation.

SUMMARY OF PHYSICAL ACTIVITY REQUIREMENTS

PRIMARY REQUIREMENTS:

LIFT up to 10 lbs	Frequently required
LIFT 11 to 25 lbs.	Frequently required
LIFT 26 to 50 lbs.	Occasionally required
LIFT over 50 lbs.	Occasionally required. Assistance may be available.
CARRY up to 10 lbs.	Frequently required
CARRY 11 to 25 lbs.	Frequently required
CARRY 26 to 50 lbs.	Occasionally required
CARRY over 50 lbs.	Occasionally required. Assistance may be available.
REACH above shoulder height	Frequently required
REACH at shoulder height	Frequently required
REACH below shoulder height	Frequently required
PUSH/PULL	Occasionally required. Assistance may be available.
HAND MANIPULATION:	
GRASPING	Frequently required
HANDLING	Frequently required
TORQUING	Occasionally required
FINGERING	Frequently required
OTHER CONSIDERATIONS:	
TWISTING	Frequently required
BENDING	Frequently required
CRAWLING	Occasionally required
SQUATTING	Occasionally required
KNEELING	Occasionally required
CROUCHING	Occasionally required
CLIMBING	Occasionally required
BALANCING	Occasionally required

continued...

OTHER CONSIDERATIONS AND REQUIREMENTS:

Candidates will be subjected to criminal background checks. Required to take and pass a physical examination after a conditional offer of employment, and annually thereafter.

Employees shall be appointed pursuant to NH RSA 154:5 (supp.).

Work involves environments with a variety of adverse conditions, such as heat, cold, wet, slippery, noisy, etc.

Work involves exposure to grotesque sights and smells associated with major trauma and medical emergencies.

The nature of the position requires the employee to be in, and maintain, sound physical conditioning as determined by the town and/or department policy.

JOB RESPONSIBILITIES RELATED TO PATIENT PRIVACY:

1. The employee is expected to protect the privacy of all patient information in accordance with the Department's privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the Department's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment or of membership or association with the Rye Fire Department and Town of Rye Ambulance Service.
2. The employee may access protected health information and other patient information only to the extent that is necessary to complete their job duties. The incumbent may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other department operations.
3. The employee is encouraged and expected to report, without the threat of retaliation, any concerns regarding the Department's policies and procedures on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer.
4. The employee is expected to actively participate in Department privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with Department policy.

continued...

DISCLAIMER:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This position description is not an employment agreement or contract.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**