

Colchester Hayward Fire Department

Career Lieutenant and Health & Safety Officer

Job Description & Qualifications

100-050

DEFINITION

The Career Lieutenant functions as a first-level working supervisor. They are responsible for the management, direction, and coordination of Firefighters, Drivers/Engineers, hazardous materials incidents, public education events, Public Fire Education, training, and in-station activities. The Career Lieutenant may be responsible for selecting proper strategies and implementing appropriate tactics to mitigate emergency incidents and is accountable for the safety and well-being of firefighting personnel and civilians throughout such incidents. In addition, the management of the fire department's occupational safety and health program. May also perform the duties of Incident Safety Officer (ISO) as required.

DISTINGUISHING CHARACTERISTIC

Knowledge of fire suppression principles and practices of public and municipal administration. Knowledge of OSHA and NFPA Standards. Establishing and maintaining an effective working relationship with career employees, volunteers, town and state officials, and the general public. Must exhibit good leadership and personnel management skills. Knowledge of equipment and facilities operation, maintenance, and planning. Oral and written communicative skills and rules and regulations of the Colchester Hayward Fire Department.

SUPERVISION RECEIVED AND EXERCISED

Reports to Fire Chief.

Supervisor of the Career & Volunteer Firefighters of the Colchester Hayward Fire Department.

Have general computer knowledge. This position will require a response to fires and other emergencies and direction of suppression operations when assigned. The role will require adjustment to the various exterior and interior climatic conditions depending on the season and diverse environmental conditions such as noise levels.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Career Lieutenant shall be responsible and oversee the readiness of the apparatus and equipment. The Career Lieutenant/HSO shall notify the Fire Chief of needed repairs and maintenance and shall assist as needed to complete. May assist in the instruction of all potential driver/operators in the proper operation of the apparatus and any associated equipment to ensure competencies. Shall be the first level of supervision for the career firefighters and provide direction for daily operations.

Supervises career & volunteer firefighters and emergency personnel ensuring maximum productivity and safety.

Provide and oversee the career firefighters with regards to daily tasks, scheduling, incident response, and day to day needs of the operations of the department

Responds to fire, rescue, and other emergencies.

Functions within the Incident Command System (ICS) of the department; May act as the Incident Safety Officer and take on the responsibilities of that position

Designated as the Health & Safety Officer of the department

Working knowledge of the inspection methods and may perform minor repairs on fire apparatus and associated equipment.

Working knowledge of the principles of mechanics, hydraulics, and pumps as related to Fire Engineer duties.

Working knowledge of the principles and practices of fire suppression

Knowledge of town streets, response routes, and water distribution systems.

Ensure the return to service readiness and cleanliness of equipment

Assist in the training of career & volunteer firefighters

Communicate effectively both orally and in writing.

Maintain accurate records.

Understand and follow oral and written directions.

Establish and maintain effective working relationships and work effectively as a team member.

Provide input to the Fire Chief on performance evaluations for personnel under their supervision

Attend extra training and staff meetings as required. Chair the Health & Safety Committee for the fire department and be the liaison to the town to any safety committees

Oversee the successful compliance with the fire department Health & Safety Program, including but not limited to fit testing, annual physical requirements, facility inspections, SCBA inspections, facility safety concerns, and infection control

Performs other related duties, as required.

The above duties describe the most significant tasks performed and are not to be considered a detailed description of every obligation of the position. Other occasional and related responsibilities may be assigned as needed.

EDUCATION AND EXPERIENCE REQUIREMENTS

Meeting the requirements of the Union Collective Bargaining Agreement to maintain the ability to be a career firefighter

Must be qualified on all apparatus

State Certified Emergency Medical Technician

State certified to a minimum level of Firefighter Officer 1

State certified Health & Safety Officer

State Certified Incident Safety Officer

Basic Pump Operations class, or state equivalent

Sufficient knowledge of firefighting strategies and tactics

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

Thorough knowledge of fire department activities and services includes modern fire suppression techniques, fire prevention, emergency medical services, hazardous incident mitigation techniques, and recordkeeping.

Provide leadership, counsel, motivation, and constructive reviews to personnel to secure their respective commitments to achieve the department's goals and objectives.

Skills in effective, clear, and persuasive oral and written communications to individuals and groups.

Skill in resolving conflicts and gaining cooperation among competing interest groups.

Sufficient knowledge of the street system and physical layout of the Town of Colchester, including locations of fire hydrants, drafting sites, and medevac landing zones

Knowledge of alarm assignments, response protocols, and mutual-aid response procedures

Basic knowledge of NFPA standards relating to the operation of the Fire Department

Have a working knowledge of occupational health and safety hazards associated with emergency scene management.

Thorough knowledge pertaining to health & safety, to include but not limited to risk management; Laws, codes, standards; training & education; accident prevention; accident investigation; records management & data analysis; facility inspection; infection control; critical stress management and post incident analysis

PHYSICAL DEMANDS

Depending upon assignment, duties may include, but are not limited to, the following:

- Respond to fires, enter burning buildings with hose lines, operate nozzles, and extinguish fires as directed.
- Operate hand fire extinguishers, nozzles, and similar equipment in extinguishing fires; raise, lower, and climb ladders; and ventilate burning buildings to carry off smoke and gases.
- Rescue persons from danger and administer medical aid as necessary or directed.

- Perform salvage operations such as throwing covers, evacuating water, removing debris, and performing general cleanup at the fire scene.
- Perform routine housekeeping duties at a fire station, as needed, with direction from the Fire Chief
- Perform minor repair and maintenance work on fire equipment and apparatus.
- Attend in-service training sessions to learn firefighting strategies and tactics, equipment operation, medical aid, and street and hydrant locations.
- Drives pumpers, aerial ladders, rescue apparatus, and ambulances when responding to the scene of emergencies and when participating in drills.
- Operate pumping equipment and other apparatus.
- Inspects and maintains apparatus and equipment to ensure proper working conditions.
- Generate required reports relating to maintenance, inspection, movements, and usage of fire apparatus, including equipment and hose records.
- Perform business inspections for pre-planning.
- Assist in public fire education presentations.
- Promote fire safety and burn prevention among public contacts. Analyze situations and develop a practical course of action.
- Keep records and prepare required reports.
- Establish and maintain effective relationships with employees and the general public.
- Perform any other related duties as assigned.

PHYSICAL PERFORMANCE:

- Tolerate extreme fluctuations in temperature. Must perform physically demanding tasks in extreme heat (over 400 degrees Fahrenheit) with humidity up to 100% while wearing personal protective equipment, which impairs the body's cooling system.
- Must perform duties in sub-zero weather and contend with wind chill factors.
- Must often work in wet, muddy, or icy areas.
- Must frequently work on slippery or uneven surfaces such as rooftops, ladders, and icy ground surfaces.
- Must perform work on or about moving machinery or equipment or in the vicinity of vehicles in motion (i.e., emergency vehicles, power tools, and cutting torches).
- Face exposure to infectious agents such as Hepatitis B or HIV.
- Face exposure to hazardous substances such as asbestos, hydrogen cyanide, hydrochloric acid, carbon monoxide, organic solvents, and gasoline. Either through inhalation or skin contact.
- Function under poor to no visibility.
- Exposure to sharp objects.
- Exposure to vibration when riding in emergency vehicles or operating power tools.
- Perform work in confined spaces or cramped body positions (i.e., attics, cars, under houses, and closets).
- Must perform work, balance self, and equipment or people from heights while working on ladders.
- Risk the possibility of burn injuries from heat, fire, chemicals, and electricity.
- Exposure to smoke and dust.

- An exposure to oil and grease, especially while maintaining and repairing firefighting equipment.
- There will be exposure to uninsulated or unshielded electrical equipment.
- Exposure to radiation hazards.
- Exposure to a variety of stressors:
 - Critical decision making in life-threatening situations
 - Performance of complex tasks during life-threatening situations
 - Dealing with critically injured/ill people and their families/friends
 - Tight time frames
 - Tasks requiring extended periods of intense concentration
 - Unpleasant or traumatic situations (i.e., critically injured people, death, mass casualty incidents, mass fatality incidents, injury to self or co-workers)
- May be required to work 24-hour shifts during which sleep may be interrupted or prevented
- Working in unknown situations; May vary depending on operational need
- Must be constantly prepared to respond to emergencies without warning
- Required to wear personal protective equipment weighing 50-70 lbs., depending upon the situation.
- It requires exposure to all weather elements (i.e., sun, heat, rain, sleet, snow, and ice).
- Exposure to noxious odors.
- Mental toughness and resilience through self-awareness, self-management, building solid relationships and expanding on stress management through internal and external opportunities
- Ability to extricate heavy objects or people