

CODE: 3520

**THOMAS COUNTY, GEORGIA
JOB DESCRIPTION**

**JOB TITLE: LIEUTENANT – FIRE OPERATIONS
EMERGENCY SERVICES DEPARTMENT**

GENERAL STATEMENT OF JOB

Under general supervision performing skilled and technical work providing fire and rescue operations for the County on an assigned shift. Work involves assisting the Company Captain in all fire-rescue and emergency management activities in the Emergency Services Department for all substations. Assists supervision of department employees which involves such duties as instructing, assigning and reviewing work; maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, and discipline. Employee is responsible for coordinating response to all fire and rescue calls, and ensuring the implementation of the incident command system at the scene. Employee is responsible for performing in accordance with established emergency response procedures and techniques. Employee is exposed to the normal hazards of emergency medical, fire, and rescue work; including risk of exposure to hazardous materials/situations, infectious diseases, and blood-borne pathogens. Reports to the shift Captain.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Following and implementing department fire and rescue procedures. Assists Captain in coordinating daily deployment of fire apparatus among all department stations. Prepares related reports, forms, and requests. Attends meetings. Participates in training; researches and develops new protocols; organizes and executes public events and schedules; assesses and develops solutions to employee and patient conflicts.

Prepares and processes various records and reports including personnel assignment, daily log, vehicle/apparatus repair and supplies, building repair and supplies, training requests, personnel evaluations and disciplinary recommendations; incident report summary, shift meeting agenda, and various other records, reports, memos, correspondence, etc.

Assists Captain in compliance with 1) *Department Fire and Rescue standard operating procedures*, 2) *Georgia Firefighter Standards and Training Council*, and 3) *Standards on Emergency Services Incident Command System*. Employee is responsible for monitoring Fire and Rescue training and maintaining records of certification status.

Employee refers to and is familiar with the following policies, procedures standards and/or regulations: 1) *Emergency Medical Standard Operating Procedures Manual*, 2) *Department of Public Health (DPH)*, 3) *Office of EMS and Trauma (OEMS-T)*, 4) *Georgia Emergency Medical Services Association (GEMSA) standards*, 5) *National Fire Protection Association standards*, and 8) *Medicare/HIPPA regulations*

Operates a variety of office and specialized equipment such as computer, copier, fax machine, printer, medical equipment, etc.; uses secretarial and clerical supplies, computer supplies, cleaning supplies, medical supplies

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Proficient with computer software such as Microsoft Word, Office, Excel, and related software. Familiar with current information technology resources; also uses current software for incident and patient reports, scheduling and training.

Interacts and communicates with various groups and individuals including Emergency Services Director, other company commanders, captains, lieutenants, and area Fire Chiefs; the Medical Director, doctors and nurses, employees, patients, family members, other public safety personnel; government office co-workers, and the general public.

Capable of performing the standard medical procedures as allowed by the County Emergency Medical Services System in which they function, and the Georgia Office of Emergency Medical Services & Trauma (OEMS-T).

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Must be State Certified to the AEMT and Firefighter 2 level with related experience in fire/rescue supervisory work.; or any combination of training and experience which provides the required knowledge, skills and ability.

SPECIAL REQUIREMENTS

Must have successfully completed required emergency courses and certification and be in good standing with Georgia Firefighter Standards & Training Council; and DPH OEMS-T and may be required to possess additional certification(s) as deemed necessary by the County or Emergency Services Department. Must have had Extrication Course within the last three years. Must possess a valid Georgia driver's license. Must be willing to obtain certification status or instructor status in classes to include but not limited to Firefighter II, Fire Instructor, CPR/AED, PALS, ACLS, etc.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a motor vehicle. Must be able to exert in excess of 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 20 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are for Very Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, logs, etc. Requires the ability to prepare a variety of reports, forms, logs, records, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or

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diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including medical terminology and emergency response codes.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in lifting and positioning or transporting objects, and operating motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, such as emergency medical equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, and in emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone and two-way radio.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.