

**OPERATIONS LIEUTENANT****SUMMARY:**

Under limited supervision, directs and supervises a fire/rescue company/unit both in the station and in the field; performs basic life support and/or advanced life support in emergency rescue situations; performs fire prevention duties (e.g., inspection, education, investigation, etc.); performs fire suppression and fire prevention duties to protect life and property; provides emergency rescue; utilizes various tools and power equipment in fire fighting/rescue operations; oversees department equipment, vehicles and facilities, and may perform other duties as assigned. In response to an alarm, an employee of this class directs the company to the route of the fire or medical emergency. At the scene of a fire or medical emergency, the Operations Lieutenant is responsible for effective operations at a fire until relieved of command by a superior officer, and/or directing, coordinating, and providing emergency medical service for both advanced life support and basic life support emergencies. An employee in this class may be assigned as an officer to a fire apparatus or as an officer on a rescue (EMS) unit.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and abilities. The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification. Other duties may be required and assigned.)*

**DUTIES AND RESPONSIBILITIES:** *(which are **not** in any hierarchical order)*

1. Supervises and directs fire ground and/or emergency operations for assigned company/unit.
2. Participates in emergency operations with single or multiple companies/units at fire scenes, hazardous material spills, special details, and medical emergencies.
3. Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, and completing employee performance appraisals; schedules assignments for station personnel; transmits orders and information to personnel; recommends firefighters for commendations.
4. Maintains and enforces all rules and regulations and any other written mandates including Administrative Policies and Procedures and Tactical Standard Operating Guidelines.
5. Conducts initial fire investigations, pre-fire plans and prepares related reports and documents.
6. Maintains concise station log; uploads/downloads computer data; ensures completion of all run reports; maintains and files reports and other forms; reviews reports prepared by other personnel.
7. Based on certification, administers appropriate emergency medical care in accordance with the medical protocols adopted by the West Palm Beach Fire Rescue Department.
8. Attends/participates in job related training/seminars to maintain certifications and/or enhance job performance.
9. Plans and conducts company level training.
10. Participates as required in various departmental committees.
11. Inspects and oversees the maintenance of stations, fire and EMS equipment, vehicles, and supplies to ensure proper operations.
12. May assume the duties and responsibilities of an Operations Captain.
13. Gathers information and develops work plans under the supervision of a commanding officer for station/company, establishing drill requirements, inspection schedules and assigning work task.
14. Responds to fire alarms; determines route to be taken by fire company and approach that the units will take in responding; analyzes information about the fire scene and makes decisions as to best methods of extinguishing fire, and saving lives and property; directs work until relieved by superior officer.
15. Ensures all fire rescue activities are conducted in a safe manner according to accepted safety practices.

**OPERATIONS LIEUTENANT****KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

- Thorough knowledge of principles, practices and procedures of modern fire fighting, fire prevention and rescue principles, practices and methods.
- Knowledge of supervisory principles and practices.
- Knowledge of laws and ordinances related to fire prevention, public safety and arson investigation.
- Knowledge of Building Construction as it relates to public safety.
- Thorough knowledge of fire hydraulics, fire apparatus, equipment, tools, devices and their proper use and maintenance.
- Knowledge of principles and practices of emergency medical procedures such as advanced first aid, CPR and other medical assistance techniques.
- Thorough knowledge of city geography and hydrant locations, water supply, and major hazards.
- Knowledge of decontamination procedures.
- Thorough knowledge of fire department policies, rules and regulations, collective bargaining agreement, methods and procedures.
- Skill in basic fire fighting techniques.
- Skill in operating fire suppression pumper and aerial apparatus.
- Skill in operating and maintaining fire department equipment and tools, including minor repairs.
- Skill in operating and maintaining voice radio equipment.
- Skill in selecting and applying appropriate emergency medical treatment and using specialized equipment and apparatus.
- Skill in analyzing fire and emergency situations and providing an effective course of action.
- Skill in effectively dealing with people under stress.
- Ability to accurately and correctly prepare reports, memos, evaluations and other written documentation.
- Ability to lead workers effectively, maintain discipline, accept lines of authority, promote harmony and cooperate with other officers and workers.
- The ability to interpret information in written, oral, diagrammatic, or schedule form.
- The ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves hazardous and extreme physical work environment. There is frequent need to stand, walk, sit, talk or hear, use hands to finger, handle or feel and perform other similar actions during the course of the workday. Must possess the physical strength, agility, and balance sufficient to perform assigned duties including physical task requiring sustained effort and is frequently required to lift and/or move moderate to heavy objects up to 150 pounds. There is also the risk of exposure to blood borne pathogens, chemicals, moving mechanical parts and other hazards. The City of West Palm Beach promotes a drug/alcohol free work environment.

**MINIMUM QUALIFICATIONS:** Six (6) years of service in the operations division. Florida Certified paramedic with unlimited authorization, required. Completion the following courses: "Fire Apparatus Operations" FFP-1301, "Fire Service Hydraulics" FFP-1302, Company Officer Leadership I FFP-2720, Strategy and Tactics I FFP-1810, Course Delivery FFP-1740, Private Fire Protection I FFP-1540, and Building Construction for the Fire Service FFP-2120, is required.

**Driver License Requirement:** A valid Florida driver's license, required. Must not have been convicted, within the last three (3) years of reckless driving or driving under the influence of alcohol or controlled substances. A candidate must not have had his/her driver's license suspended under the point system provided for in Chapter 322, Florida Statutes within the last three (3) years.