

**PITTSFIELD CHARTER TOWNSHIP
JOB DESCRIPTION**

FIRE LIEUTENANT

Supervised by: Deputy Director – Fire Services and by the Fire Commander
Supervises: Supervises the work of Fire Sergeants, Fire fighters and Paid-on-Call Fire fighters.

Position Summary:

Under the direct supervision of the Deputy Director – Fire Services and the Fire Commander assists in supervising, directing, and participating in fire fighter activities. Participates in fire suppression, prevention, general rescue activities, and emergency medical techniques in order to protect the lives and property of the public.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists the Fire Commander in directing and participating in fire and non-fire related emergency situations. Assists the Fire Commander in maintaining control of safety procedures during emergency operations. Accepts responsibilities with willingness during emergency operations.
2. Assists the Fire Commander in formulating overall plans, establishing goals and supervising operations at the shift level. Assists in day-to-day scheduling and supervision.
3. Assists in planning, directing, and participating in department training and educational programs and practice drills. Creates training programs on a shift level.
4. Assists in completing performance reviews and goals for subordinates.
5. Participates in establishing department policies, procedures, goals and objectives and makes recommendations on changes to fire policies/procedures to the Fire administration.
6. Prepares and maintains records and reports. Ensures that paperwork (e.g. emergency response reports) is completed in an organized, timely, and professional manner.
7. Maintains positive public relations with the public. Assists the public and other agencies in a helpful and courteous manner. Provides assistance to the public at the scene of an emergency.
8. Accepts and completes special assigned duties and projects assigned by the Fire Commander.
9. Enforces department rules, policies, and regulations. Assists the Fire

- Commander in enforcing shift policies.
10. Performs duties of and functions as Shift Commander during emergency operations in the absence of the Fire Commander.
 11. Keeps abreast of modern fire fighting methods and current issues through continued training and professional growth. Maintains cooperative relations with other Township departments and internal department personnel.
 12. Accepts responsibility to handle disciplinary action at shift level.
 13. Keeps administration informed of actual or potential disciplinary problems or situations.
 14. Performs other related duties as required and assigned within knowledge, skills and abilities set forth.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma or equivalent.
- Must be at least 18 years of age.
- A valid Michigan driver's license and an insurable driving record are required, along with the ability to complete specialized driver's training courses related to emergency vehicles. Must have and maintain a good driving record.
- Must pass a complete physical exam with drug screen, including vision/hearing tests, a physical agility test, and a psychological exam prior to hire.
- Should continue to maintain physical condition appropriate to the performance of assigned duties and responsibilities as set forth under the Physical Demands and Work Environment section.
- State of Michigan Firefighter I and II certification.
- Minimum of Medical First Responder license.
- Hazardous Materials Awareness and Operations certified by Michigan Fire Fighters Training Council.
- Current CPR certification.
- Certified on all Pittsfield Township Fire Department apparatus and equipment within six months of the date of hire.

- Certified in all current areas of technical rescue areas as determined by the Township. Maintains licensure and certifications in all areas currently provided for by the Township.
- Michigan Fire Officer I, II, and III (must have I and II and have or be able to attain III within one (1) year).
- Technical knowledge of fire grounds operations, hazardous materials operations, and other emergencies.
- Knowledge of command operations and department rules, regulations, policies, and procedures.
- Knowledge of streets and response routes in covered service areas.
- Knowledge of high risk and target hazardous materials locations.
- Knowledge of principles and practices involved in training personnel.
- Knowledge and expertise of sound management practices.
- Basic knowledge of computers and the ability to enter data and information on computerized recordkeeping system.
- Skill in the operation and maintenance of an array of fire fighting tools, equipment and apparatus and other implements utilized in the line of duty.
- Skill in communicating effectively and cooperatively both orally and in written form with officers, administration, and the public.
- Ability to show foresight and recognize problems in areas of responsibility.
- Ability to document incidents, record information, and generate accurate reports.
- Ability to maintain discipline and effectively lead others in emergency situations according to an established command structure.
- Ability to demonstrate initiative and work without direct supervision.
- Ability to work effectively under stress in emergency conditions. Ability to analyze and adapt in emergency situations and make timely and accurate decisions under pressure.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with other fire fighters and rescue personnel and the public.

- Ability to work 24-hour shifts at the fire stations.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee's environment can range from the fire station setting to highly dangerous fire suppression or other rescue situations. Physical demands, therefore, range from sitting to the enormous physical exertion associated with fire fighting. The following physical demands and environmental characteristics will be encountered by employees at varying frequencies while performing the duties of this job: standing; walking; running; using hands to finger, handle, or feel; reaching with hands and arms; climbing or balancing; stooping, kneeling, crouching, or crawling; talking or hearing; and smelling. The employee is also required to lift and/or move objects of very heavy weight. Vision is required in this position. The employee must maintain the physical ability to perform the duties of this job.

While fire fighting, the employee is exposed to fire, wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme heat, moving mechanical parts, vibration, and risk of electrical shock. The noise level in the work environment can vary from quiet while in the station house to very loud at fire scenes.