



The City Beautiful

City of Coral Gables Job Description

Job Title: Fire Lieutenant
Department: Fire
Classification: 5114
Pay grade: 24F
FLSA: Non-Exempt

Prepared Date: 9/09
Approved By: Walter Reed
Approved By: Marjorie H. Adler

Summary

Exercises basic level supervisory work in the City's Fire Department in the field of fire suppression prevention and emergency medical service.

Essential Duties and Responsibilities

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.

Serves the City as Officer of a Fire Company or station.

Responds to any situation within the limits of his/her authority and knowledge, rendering control and assistance to those who require it according to predetermine policy or common sense.

Exercises the ability to control and supervise staffing, equipment and events according to accepted management principles.

Continuously expands the limits of knowledge on all matters relating to the service rendered.

Maintains the serviceability and readiness of the equipment and staffing under command.

Performs related duties as required.

Knowledge, Skills, and Abilities

Knowledge of the positions of Firefighter and Driver-Engineer, the ability to instruct the principles and skills to perform the duties of each. Knowledge of City's policies, rules and regulations, and Union Contract articles. Knowledge of the principles and practices of Fire Prevention, Municipal Fire Codes, methods of recording and evaluating information gathered during inspections, and methods of conducting and evaluating proper exit drills for each occupancy. Knowledge of the geography of the City with respect to streets, hydrants, and building access information. Knowledge of the location and layout of all high risk and special hazard occupancies, and the problems encountered with each. Knowledge of the strategy and tactics of handling fire, rescue and medical emergencies, and the ability to analyze and respond effectively under stress to each. Knowledge of hazardous materials, their characteristics, dangers involved and methods of transporting, storing and handling involved emergency situations. Knowledge of the record keeping system in use, the components of the system and the functions of each. Knowledge and ability to evaluate and rate employee performance, to reward or reprimand as needed, and to establish a good working relationship. Ability to plan, assign and evaluate projects or details given to subordinates.

Ability to exert proper and effective leadership as required in normal and emergency situations. Ability to carry out orders and to see that Department and City policies are adhered to. Skills necessary to effectively communicate ideas, both written and verbally, and to submit in writing, clear and concise reports as needed.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machines.

Work is predominantly indoors within a usually quiet to moderately noisy environment. May involve extended periods of time at a key board or work station. May work outdoors when necessary, where there may be exposure to extreme temperatures, electrical hazards, noise, heights, dust and smoke. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Must have the physical ability to enter into and inspect buildings, climb stairs and/or ladders, reach above and below shoulders, walk and bend. May involve some lifting, carrying, pushing and/or pulling of objects and materials of 5 to 20 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

High School graduate or equivalent; College Degree in Fire Science preferred.

Completion of at least 30 (thirty) credit hours of general education college level courses.

State of Florida Certification as a Paramedic.

Valid Florida Driver's License.

Five (5) years as a Firefighter with the City of Coral Gables.