



CLASS SPECIFICATION FOR:

**Fire Lieutenant**

**General Statement of Duties:**

Serves under the direction of the Fire Captain or other designated supervisor; oversees, schedules, plans, coordinates, integrates, and directs the day-to-day activities and operations of an assigned shift, unit or section within the Division of Fire which may include: fire suppression, emergency medical services, special operations, fire prevention, community risk reduction, resource management, quality management, training, administration support and management; manages and supervises assigned Firefighters and other non-sworn staff assigned under their command; develops or assists with the development of a variety of operational and personnel related plans addressing identified future strategic operational needs of the assigned shift, unit or section; performs other related duties as required.

**Distinguishing Features of Class:**

An incumbent in this class has primary responsibility for all activities of an assigned shift, unit or section. Time is spent equally on primary duties and responsibilities of oversight, management, administration and supervision of assigned operations, personnel and resources. An incumbent has considerable responsibility for exercising sound judgment in all emergency response situations and command responsibility for all fire suppression, special operations, and emergency medical service, fire prevention and community risk reduction activities and operations of an assigned shift, unit or section. Additionally, the Fire Lieutenant must demonstrate the physical capability and excellent judgment necessary at all times to proficiently perform general firefighting and EMS duties under extreme hazardous and emergency conditions. In contrast to the Fire Captain, a position in the next higher class, who has command responsibility for all fire suppression, special operations, and emergency medical service, fire prevention and community risk reduction activities and operations on an assigned battalion or administrative and management responsibility for an assigned station or section. While a position in the next lower class, Firefighter (any CDP level), has no formal command responsibility.

**Examples of Assigned Duties** (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Plans, organizes, coordinates and supervises personnel, equipment and resources for an assigned shift, unit or section to ensure their safe, full and efficient operational readiness to respond to emergency calls, includes keeping supervisor and chain-of-command appropriately informed;
- Plans, organizes, coordinates, directs, supervises, reviews and evaluates work assignments of subordinate personnel, includes preparing performance requirements and professional development goals, monitoring performance, preparing and delivering performance evaluations;
- Performs all supervisory responsibilities necessary to effectively lead, supervise, train, and evaluate assigned subordinate sworn and non-sworn personnel;
- Regularly monitors personnel performance and professional conduct, identifies deficiencies, takes appropriate corrective action, serves as coach and mentor, provides coaching for performance improvement and professional development, implements remedial training and other corrective actions as needed;
- Plans, coordinates or directs training and instruction for an assigned shift, unit or section members and participates in joint-company drills to ensure safe, full and efficient operational readiness to respond to emergency calls,
- Conducts inspection programs, accurately maintains appropriate shift records, completes reports as required and performs any other related supervision or work as required;
- Inspects the work location and all onsite equipment for compliance with County, State and Federal safety regulations and takes appropriate initial action to alleviate identified discrepancies;
- Supervises or performs a wide variety of routine tasks in connection with the routine and day-to-day maintenance of fire station quarters, apparatus and grounds as well as other onsite tools, equipment, appliances, etc.;
- Responds to emergency incidents, upon arrival at the scene of a fire, assumes general command until relieved by a higher-ranking officer, evaluates the situation and fire scene, determines plan of action at the fire scene and directs the activities of sworn personnel;
- Performs various community service activities, including conducting fire safety and prevention classes, makes presentations to organizations and groups, and conducting demonstrations;
- Directs and participates in all required training to ensure operational readiness of sworn fire personnel at all times
- Participates in daily physical fitness activities, maintains and demonstrates the necessary physical capability and proficiency in basic firefighting and EMS duties;
- Understands and is consistently accurate in interpretation and application of Division and County policies and procedures;
- Keeps abreast of changes in techniques, procedures, equipment, and regulations in fire suppression, emergency medical services and all facets of the business of Division of Fire;
- Creates and accurately maintains records, reports and other documentation relevant to assigned duties, station, section and unit;
- Maintains an up-to-date understanding of the Division of Fire's role within the context of the larger role in Henrico County Government and the community and follows orders and chain-of command to effectively implement the Division of Fire's mission;



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- Develops and maintains an up-to-date knowledge and understanding of emergency response operations and the resources, personnel, technologies and equipment utilized in support of department operations;
- May serve as Fire Captain and perform their assigned duties during their absence;
- May be assigned special projects, serve on special committees or handle other special assignments as assigned;
- Performs other duties as assigned.

**Knowledge, Skills and Abilities:**

Sound working knowledge and understanding of current and emerging trends in fire administration, fire suppression, rescue, prevention, and emergency medical services principles, practices, apparatus and equipment; sound working knowledge of available resources, personnel, department technology and department-specific equipment utilized in department operations; sound working knowledge of national, state, and local fire prevention and building codes; sound working knowledge of safety rules/regulations and accident-prevention practices; basic financial skills with a sound knowledge of the operating, financial, budgetary and purchasing systems of the Division of Fire and County Government; sound knowledge of County and departmental rules, regulations, policies, procedures, and directives; demonstrated ability to implement the incident command system to manage an emergency incident or function as an officer in the incident management system; demonstrated professional integrity including the ability to maintain the integrity of confidential and/or sensitive information and processes encountered during the course assigned duties, emergency and incident responses; sound political savvy and astuteness; sound critical thinking and problem solving skills with the ability to appropriately resolve a variety of questions and issues within established policies, guidelines, requirements and procedures under adverse and emergency conditions; demonstrated ability to be consistently accurate in interpreting, explaining, and enforcing regulations; ability to read and consistently comprehend, interpret, apply, explain, communicate and enforce technical and regulatory information accurately; ability to multi-task; effective organization skills with the demonstrated ability to plan, organize, delegate, direct, and supervise the work of an assigned shift, unit or section to successfully achieve goals and to complete assigned tasks accurately and within established deadlines; demonstrated ability to positively and effectively motivate and lead assigned staff, which may include sworn and non-sworn subordinates, and includes motivating and leading subordinates to follow and adhere chain-of-command orders; demonstrated personal accountability with a demonstrated ability to serve as a positive role model for subordinate personnel by leading by example, maintaining open effective two-way communication channels, and by providing a work environment which builds upon individuals' differences in personnel while focusing on team building; sound supervisory skills with the ability to foster and maintain high morale and engagement; sound skills in the practices of data collection and management with the demonstrated ability to accurately prepare and maintain various types of documents, records, reports and other relevant types of documentation; demonstrated sound technological skills with ability to use computer and typical business software, proprietary software and applications to complete assigned tasks; visual and hearing acuity sufficient to enable safe conduct and operations under adverse and emergency circumstances; excellent written and verbal communication skills with the ability to interact professionally with diverse populations; excellent communication skills with the demonstrated ability to express ideas clearly and concisely, orally and in writing and to effectively utilize communication systems in all aspects of the position; excellent interpersonal skills with demonstrated ability to work independently and as part of a team; ability to collaborate effectively to establish and maintain a good working relationships with all levels of department staff, County staff and officials, the public, and other relevant stakeholders; excellent customer service skills with the demonstrated ability to interact patiently, respectfully and with tact and courtesy. Must be able to positively and appropriately represent the County to internal and external stakeholders. This position may require the ability to work a flexible schedule as needed.

**Minimum Education and Experience:**

Education: Graduation from high school or equivalent supplemented by additional firefighting and/or relevant college courses;

Experience: Six (6) years of service as sworn Firefighter with Henrico County Division of Fire, with at least two (2) years of sworn firefighting service at the career development level of Senior or higher;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

**Additional Requirements:**

**NOTE:** Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

**NOTE:** All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Candidates must also meet the requirements for Fire Lieutenant, as set forth in the Division's Officer Qualifications Program.
- Valid driver's license and a safe driving record to perform assigned duties at various locations Countywide.
- An annual physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the position.