



Job Description

Lieutenant

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Captain or designated Chief Officer

TITLE OF IMMEDIATE SUBORDINATES: Volunteer Firefighters

DEPARTMENT: Fire & Emergency Services

SUMMARY OF POSITION:

Under the direction of the Captain or designate Chief Officer, a lieutenant is responsible for assisting in implementing the organizational goals and direction of the Volunteer Fire Department in order to ensure that the loss of life, property or injury as a result of an emergency incident is prevented and/or minimized.

The Lieutenant reports to a Captain or Assistant Fire Chief. As an entry level leadership position, the Lieutenant is responsible for assisting in the direction of activities of volunteer fire fighters.

The Lieutenant responds to emergencies and performs fire suppression, rescue, property preservation and emergency scene stabilization activities. Supervises activities of assigned personnel, performs with limited supervision through RDCK Standard Operating Guidelines and established protocols and directives. Helps to maintain a state of readiness of facilities and equipment by scheduled inspections, testing and maintenance. Operating, when required, as a Team leader on Emergency scenes. The Lieutenant is a key role in helping to ensure the fire hall is kept in a state of operational readiness.

ROLE AND RESPONSIBILITIES:

1. Carries out supervisory responsibilities in accordance with the organization's policies and procedures
 - Knowledge of the RDCK Standard Operating Guidelines (SOG)
 - Working knowledge of the organization, functions, policies, rules, methods and regulations
2. As assigned by the Captain or designate Chief Officer, the Lieutenant assists with training and directing the activities of volunteer fire fighters in order to ensure that trained fire fighters are available to respond to an emergency incident
 - Assists with orientation sessions with new volunteer fire fighters.
 - Supports training sessions with volunteer fire fighters.
 - Ongoing support of firefighters with the Occupational health and safety regulations

3. As directed by the Chief or designated Chief Officer, conducts inspections of firefighting equipment to ensure appropriate equipment is available as required.
 - Assists with equipment inspections in line with the fire departments policy's
4. Establishes command at the scene of all emergency incidents until relieved of command at the discretion of a superior officer to ensure a safe, effective and controlled response
 - Ensures Passport Accountability is being used
 - May complete the Incident Action Plan (IAP), 360 size up and report these to dispatch
 - Ensures effective command and control techniques are in place at the scene of an emergency incident.
 - Ensures that fire fighters are responding and operating in a safe and appropriate manner.
 - Reports suspicious activity or unusual events at the scene of an incident to the Incident Command.
5. On emergency scenes, the Lieutenant may be assigned a functional role, which is referred to as a Team Leader. As a Team Leader a specific function on an emergency scene may be assigned. Some examples of these may include;
 - Team Leader ventilation
 - Team Leader traffic control
 - Team Leader confine and extinguish
 - Team Leader water supply, and so forth.
6. Complete administrative tasks as required and as directed by the Captain or designate Chief Officer.
 - Assists with incident reports.
 - As requested by a superior officer, provides oral/written reports on fire department activities.
 - Assists with the orientation sessions with new volunteer fire fighters.
 - Supports training sessions with volunteer fire fighters.
 - Monitors the performance of volunteer fire fighters.
 - Ensures volunteer fire fighters adhere to occupational health and safety regulations.
 - Supports a positive work environment that brings a high level of moral among volunteer fire fighters.
7. Other Duties as directed or requested by the Fire Chief or designate Chief Officer.
8. Demonstrates the RDCK Values; Health & Safety, Integrity, Accountability & Respect

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of firefighting techniques and practices
- Understanding of the Structure Firefighters Competency and Training Playbook
- Knowledge of the RDCK Health & Safety Program
- Knowledge of the RDCK Standard Operating Guidelines, Bylaws and Policies;
- Knowledge of Health and safety hazards related to emergency and non-emergency operations
- The ability to help educate personnel regarding the significance of accident prevention and personal wellness using verbal & written communication skills
- The ability to respond quickly and use good judgment under stress in adverse conditions
- Constantly work to ensure a safe, positive working atmosphere.
- Assist with special projects , purchases and acquisitions
- The ability to assist with the minor maintenance of equipment
- Monitor the safety of all scenes & training activity on an ongoing basis
- The ability to deal effectively with people in difficult situations
- Decision, analytical and problem solving skills
- General Maintenance of equipment
- Maintain standards of conduct

REQUIRED QUALIFICATIONS AND CERTIFICATIONS:

- Minimum completion of all RDCK Truck Ready, Exterior and Interior requirements.
- NFPA 1001 FF2
- Train to the Structure Firefighters Competency and Training Playbook Standards of declared Fire Hall level
- Be willing to obtain certification in NFPA 1021 Fire Officer 1 within a reasonable timeframe
- Valid BC Drivers License appropriate to the class of vehicle being operated
- Satisfactory Criminal Record check and Drivers abstract

The Lieutenant would normally attain the required knowledge, skills and abilities through completion of Fire Fighting training with several years of related firefighting experience. The incumbent will have a minimum of 3 years of firefighting service, with one year at a senior (fully qualified) firefighter level. Supervisory experience in emergency and command control situations considered a benefit.

The incumbent must possess and maintain a valid B.C. Driver's License appropriate to the class of vehicle being operated and an acceptable driving record.

ACCEPTANCE:

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

Employee Name Employee Signature Date

Employer Representative Name Employer Representative Signature Date