

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
NOVEMBER 17, 2009 AGENDA**

Subject:	Type:	Submitted By:
POSITION DESCRIPTION UPDATE	RESOLUTION ORDINANCE ♦ RECEIVE/FILE	RITA M. RAMIREZ ASSISTANT CITY ADMINISTRATOR

SYNOPSIS

A position description for the Fire Lieutenant position has been updated and is attached for your review.

FISCAL IMPACT

This is a volunteer position.

RECOMMENDATION

Approval.

BACKGROUND

This is an updated position that will be consistent with the recommended changes to section 34.02 of the Municipal Code and the qualifications as set forth by the Fire Chief.

POSITION DESCRIPTION
CITY OF LA VISTA

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POSITION TITLE: Fire Lieutenant
POSITION REPORTS TO: Fire Captain
POSITION SUPERVISES: Subordinate Fire Department Volunteers, as required.

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DESCRIPTION:

Under the direction of the Fire Captain, is responsible for routine operations of the fire station, including station maintenance and maintaining apparatus and equipment.

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ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Performs all functions identified in the "Firefighter/EMT" position description.
2. Under regular supervision; plans, directs and schedules the work routine and operations of the fire station.
3. Responds to a minimum of 15% of dispatched fire and rescue alarms and directs the work of subordinate firefighters and emergency medical services personnel.
4. Participates and supervises the work of extinguishing fires and the protection of life and property.
5. Promotes and directs fire safety programs.
6. Directs the activities of the fire company in the training of all phases of fire fighting, rescue and resuscitation, as directed.
7. Attends a minimum of 66 2/3% of all regularly scheduled training, and all training mandated by the Chief.

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8. Attend department meetings as directed and in accordance with departmental policies.
9. Performs other duties as directed or as the situation dictates.

Deleted: Acts as the Fire Chief only as required based on seniority.

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ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

The physical and environmental demands listed here are representative of those that must be met and tolerated by personnel to successfully perform the essential functions of the job. Work is performed in all weather conditions, amid noise that requires shouting to be heard, in extremes of heat and cold, near or with vibrating machinery, mechanical equipment and electrical currents, in high places and confined spaces, exposed to fumes, smoke, odors, poor ventilation, infectious diseases, hazardous materials and fire. Personnel in this classification may also be exposed to blood and other bodily fluids. At times, the work is performed in conditions of extreme temperatures and dangers for prolonged periods of time during which one's vision may be partially or totally obscured.

- Ability to coordinate and command personnel, and operate firefighting and emergency equipment in high-stress and physically demanding fire and emergency situations, requiring good physical condition.
- Ability to occasionally hold and carry equipment; pull, carry, raise and climb ladders, including the 100' Aerial ladder; move and operate a variety of hand or power tools; to use axes, pike poles, roof saws to chop, pry or cut openings in doors, walls or roofs; carry, drag or assist victims up or down stairs or ladders.

Note: Physical examination and drug screening tests will follow all conditional offers of membership in the Volunteer Fire Department.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS (CONTINUED)

- Ability to frequently drive automatic and manual transmission fire and rescue vehicles in non-emergency and emergency mode. Must be able to drive in normal weather driving conditions to hazardous weather driving conditions, day or night all Fire Department vehicles.
- Ability to constantly access all areas of the vehicle safely, including but not limited to all cabs, pump panels and hose beds, using only the grab handles and footsteps already in place on the vehicle.
- Strength and ability to perform all tasks while wearing full protective clothing and equipment.
- Portions of the essential functions are performed in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is frequently asked to stand or sit; walk; crawl; run; use hands to finger, handle, feel or operate objects, tools or controls, reach with hands and arms. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- Ability to frequently put on an air pack in both sitting and standing positions. Must be able to occasionally wear the air pack in a working mode for up to 1 hour with bottle changes.
- Specific vision as-corrected abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must be able to hear and understand voices at normal conversational levels.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Must be 18 years of age or older.
2. Graduation from an accredited high school or GED.
3. Experience of a wide and responsible nature in the fire and emergency medical services field.
4. A minimum of 13 months consecutive service with the LVFD.
5. Completion/Certification of Operations Level Hazardous Materials and Incident Command courses, as well as certification as an Emergency Medical Technician (Level B or above).
6. Successful completion of national Firefighter 1 certification strongly preferred.
7. Must possess a valid driver's license.
8. Ability to successfully complete the physical agility course designed specifically for Firefighter/EMT candidates.
9. Must be willing to submit to a drug test and a background investigation.

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KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of the standard operating procedures of fire fighting.
2. Knowledge of emergency medical treatment techniques and equipment.
3. Knowledge of fire codes and the contents of standard operating procedures, bulletins and training materials.

4. Skill in the use of hand and power tools used to extinguish fires and in search and rescue procedures.
5. Ability to prepare reports, as directed.
6. Ability to establish and maintain effective working relationships with city and department officials, other volunteers, and members of the public.
7. Good physical condition and the ability to perform difficult physical procedures for prolonged periods wearing protective clothing, at times in adverse weather conditions.
8. Ability to maintain regular and dependable attendance and be available a varying schedule including evenings, weekends and holidays.
9. Ability to follow directions and work independently.
10. Ability to assess relevant information quickly, make decisions as to courses of action, and react accordingly.
11. Ability to remain calm, apply common sense, make logical decisions and work effectively in stressful situations.
12. Ability to communicate effectively, both orally and in writing.

KNOWLEDGE, SKILLS AND ABILITIES (CONTINUED)

13. Ability to meet with victims, relatives and friends of victims and members of the public to calm them or to gain or impart information.
14. Ability to learn and apply the training needed to extinguish fires, rescue trapped persons, dispose of hazardous materials and operate fire-fighting equipment.
15. Ability to complete work assignments and reports in a timely and efficient manner.
16. Ability to maintain alertness, observational skills and memory recollection.
17. Ability to confront potentially dangerous situations.
18. Ability to operate office equipment such as a photocopier and fax machine.
19. Ability to provide own transportation.
20. Ability to drive responsibly.
21. Basic mathematical skills.
22. Basic computer skills and ability to use MS Office Professional programs.

I have read and understand the requirements of this position description.

Signature

Date

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