



**CITY OF GRANTS PASS, OREGON**  
**CLASS SPECIFICATION**  
**FIRE LIEUTENANT**

**FLSA Status :** Non-Exempt  
**Bargaining Unit :** IAFF  
**Salary Grade :** F05

**CLASS SUMMARY:**

Respond to and assist with mitigation of all hazard incidents both emergent and non-emergent. Provide task leadership, training, and performance assessment for Fire personnel. Implement program objectives. Assist in the development of performance standards, and coordinate training programs. Assist Battalion or Deputy Chief in personnel supervision and program planning and management. Manage the operations of a Public Safety Station and/or program. Manage routine maintenance of Department's physical assets. These tasks are illustrative only and may include other related duties.

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**CORE COMPETENCIES:**

- ***Integrity/Accountability:*** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
  - ***Vision:*** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
  - ***Leadership/United:*** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.
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**ESSENTIAL CLASS DUTIES:** These duties are a representative sample; position assignments may vary.

Fire Lieutenants perform some or all of the following essential duties depending upon assignment. Time devoted to each function may vary according to assignment, shift, or department needs.

- Performs all essential duties of the Firefighter, Fire Engineer and Fire Lieutenant Classifications.
- Adheres to and ensures compliance with city and department policies, rules, guidelines, and procedures.
- Provides task leadership for Fire team; supervises non-emergency/routine activities. Attempts to resolve concerns at lowest level.

*Employees of the City of Grants Pass uphold the values of Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

- Provides direction, leadership and supervision at both emergent and non-emergent scenes. May be assigned as acting Duty Officer if qualified.
- Assists in the development and implementation of work program objectives and preparation of department reports and records. Provides training and job development to Department personnel on related medical, fire service and life safety topics.
- Ensures adequate supervision and safety of paid personnel and volunteers. Prepares performance evaluations and assists with staff development for department members. May take part in the delivery of annual performance evaluation for assigned crew members. Coordinates and supervises technical training of personnel
- Acts as a liaison between Battalion Chiefs, Deputy Chief, Fire Engineers, Firefighters, and Volunteers. Works to resolve problems within the Fire team.
- Manages routine maintenance of physical assets and provide recommendations for program and Department budgets and planning.
- Provides uniformity of procedures by developing, updating, and/or implementing lesson plans.
- Performs fire and life safety inspections located within the City of Grants Pass jurisdiction. Completes the fire inspection reports and maintains the inspection folders. Conducts and prepares pre-fire plans.
- Provides effective fire prevention education activities such as, but not limited to, fire station tours and equipment demonstrations, school and civic organization presentations.
- Delivers excellent customer service to diverse audiences.
- Maintains effective work relationships.
- Arrives to work, meetings, and other work-related duties on time, in appropriate attire and ready to perform job duties. Maintains regular job attendance.
- Specific assignments may include, but are not limited to, the following additional essential duties: manages Public Safety Station operations, including facilities, equipment, and personnel; oversees assigned students; monitors and evaluates volunteer performance; presents training to City personnel; and conducts public presentations and training.

**Training and Experience** (positions in this class require):

A high school diploma or equivalent is required with formal education and/or specialized training in emergency services or a job-related field, and five years firefighting experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. An Associate's degree or higher is preferred.

**Licensing Requirements** (positions in this class require):

- Maintain Firefighter and Fire Engineer certification requirements, and

- Valid driver's license, with the ability to attain a Class C Oregon Driver's License within 30 days of employment
- Valid State of Oregon Emergency Medical Technician License
- S-231 Single Resource Boss (Engine Boss) class completion
- Basic Fire Investigation 100/200 course and/or basic Fire investigation Course through a college fire science program
- NFPA Instructor 1 certification

The following certifications are preferred at the time of hire and required by completion of the trial service period:

- Intra –departmental Company Officer course
- IS- 300
- NFPA Fire Officer I certification

### **Special Requirements**

- Must successfully pass a comprehensive background investigation including criminal history check;
- The individual shall not pose a direct threat to the health or safety of the individual or others in the workplace.

### **Knowledge** (positions in this class require):

Knowledge of:

- Essential duties to maintain and meet all qualifications, knowledge, skills and requirements of the Firefighter/EMT, Fire Engineer, and Fire Lieutenant classifications;
- Skills to instruct, evaluate, mediate, and motivate subordinates;
- Incident command and control strategy and tactics;
- City of Grants Pass emergency routes, street names/locations, hydrant locations, fire department connections, and target hazard/building locations;
- Knowledge, understanding and the ability to implement City and Department policies and objectives with minimal direct supervision;
- Emergency vehicle operation, tactical driving methods, and defensive driving techniques;
- Fire service safety practices;
- Technical report writing;
- Building construction as related to structural fire response and rescue;
- Ability to get along well with management, city employees, coworkers and other agencies, and to maintain effective work relationships;
- Ability to use a computer to perform the essential duties of the classification; and
- Physical stamina to work with limited sleep and meals as needed;
- Adherence to City and Department policies including smoking, drugs, alcohol, grooming and residency;
- Adherence to knowledge, health, and physical fitness standards established by the Grants Pass Public Safety Department;
- Maintain neat, functional and complete work uniform and personal protective equipment as per department guidelines; and
- Applicable Federal, State, and local laws, rules and regulations.

### **Skills** (positions in this class require):

Skill in:

- Applying principles and techniques of modern firefighting prevention, suppression, and investigation;
  - Incident command;
  - Analyzing, prioritizing and organizing tasks under pressure;
  - Applying basic supervision theories and practices;
  - Providing basic emergency medical services;
  - Mechanical aptitude;
  - Multi-tasking and decision making while under pressure and/or stress;
  - Safely and skillfully using firefighting tools and equipment;
  - Safely and effectively operating vehicles and fire apparatus;
  - Providing positive effective leadership to staff;
  - Instructing classes and developing and leading training activities;
  - Building and maintaining effective working relationships with the public, fellow employees, and other agencies; and
  - Communication and interpersonal skills as applied to interaction with coworkers, supervisors and the general public, sufficient to exchange or convey information and receive work direction.
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**Physical Requirements:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, fingering, talking, hearing, seeing, and repetitive motion. Incumbents must maintain a sufficient level of physical fitness and ability to pass an annual agility test.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

Positions in this class require regular attendance and punctual employee presence. Incumbents will be required to work varied schedules and travel during employment. This position will regularly be required to work evenings and weekends and will be subject to overtime and callback.

Employees in this class shall live within 45 minutes of the Hillcrest, Parkway or Redwood Public Safety Station as calculated pursuant to department policy.

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**Note:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

Incumbents are responsible for knowing, understanding and promoting the department's mission statement, purpose statement, and core values.

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**Classification History:**

Created: November 4, 2015, Resolution No. 15-6378

Updated January 10, 2018; June 22, 2018