

# POSITION DESCRIPTION

City of Monett

Monjob63

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**JOB TITLE:** Fire Lieutenant

**DEPARTMENT:** Monett Fire and Rescue

**SALARY RANGE:** Payroll – Level 9

**IMMEDIATE SUPERVISOR:** Fire Captain

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## ESSENTIAL FUNCTIONS

- I. Fire Fighting, Rescue and EMS Activities 50% of Time
- A. Receives notice of emergency, determines the manpower and equipment requirements, and precedes to the scene.
  - B. Arrives at scene, determines the best course of action assuring for accuracy, safety, and timeliness.
  - C. Considers the nature of extent of the fire or emergency condition, condition of building, danger to adjacent buildings, and source of water. Determines the plan of action.
  - D. Implements and directs the plan of action assuring for full compliance with all related departmental procedures, safety procedures, and to minimize the loss of life and property.
  - E. When first on the scene, makes mid-course modifications and adjustment to the plan of action to accommodate the unfolding elements of the emergency assuring for safety, accuracy, and timeliness.
  - F. Makes determinations regarding the security of the emergency scene and the appropriateness of exiting the scene assuring for thoroughness.
  - G. Completes all related documentation of the emergency incident assuring for accuracy and for timeliness.
  - H. Assists in determining the need for the investigation of causes of incendiary and arson cases.

- I. Deals with the public in a professional and courteous manner.
  - J. Responds to requests by immediate supervisor in an accurate, complete and timely manner.
  - K. Allows and requires subordinates to perform their jobs with appropriate levels of supervision.
  - L. Oversees dispatching of all emergency crews and equipment with adjoining Cities and Monett Departments.
  - M. Responds to Hazardous Material incidents and follows necessary guidelines to ensure for compliance and safety.
  - N. Focuses on safety in all aspects of the position for personnel and the Public in all situations.
  - O. Participates in Fire Station duties as needed, assuring for thoroughness.
- II. Cleaning and Maintenance Activities 20% of Time
- A. Maintains an awareness of the schedule of the cleaning and maintenance requirements of the fire station and grounds.
  - B. Assembles the required tools and supplies, safety equipment, etc. to complete the activities assuring for completeness.
  - C. Completes the activities on the schedule assuring for accuracy, timeliness, and safety.
  - D. Cleans the tools used and conducts any required maintenance steps and replaces assuring for completeness and safety.
  - E. As required, notifies the appropriate person regarding the need for equipment or supply replacement or repair.
  - F. Conducts preventative maintenance activities as scheduled.
- III. Training Activities 15% of Time
- A. Receives the curriculum assignment and gathers the necessary equipment and supplies to conduct or attend class.

- B. Participates or leads the training activity assuring for professionalism. Completes any follow-up required.
- C. Attends and completes outside seminars, programs, etc. as assigned assuring for professionalism.

IV. Fire Investigation Duties 15% of Time

- A. Investigates all fire incidents to determine origin and cause.
- B. Maintains Fire Investigation certification.
- C. Coordinates with the appropriate law enforcement agencies regarding evidence, interviews and research.
- D. Writes appropriate documentation as needed.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

**WORK ENVIRONMENT**

- ◆ Average accessibility of all work sites required for the position.
- ◆ Extreme exposure to weather and temperature extremes.
- ◆ Extreme exposure to chemicals and fumes.
- ◆ Above Average exposure to heights.
- ◆ Extreme exposure to work safety hazards.
- ◆ Above Average amount of overtime/extended work hours required.
- ◆ Above Average exposure to dust.
- ◆ Above Average exposure to loud noises.
- ◆ Above Average exposure to darkness.
- ◆ Above Average exposure to cramped spaces.

## **PHYSICAL EFFORT**

- ◆ Above Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Above Normal physical agility: ability to maneuver body while in place.
- ◆ Above Normal physical strength to handle routine office materials and tools.
- ◆ Above Normal physical strength to handle 80 lb. objects, considering frequency.
- ◆ Above Normal dexterity of hands and fingers.
- ◆ Above Normal physical balance: ability to maintain balance and physical control.
- ◆ Above Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Above Normal endurance.

## **KNOWLEDGE REQUIREMENTS**

- ◆ Completed High School Diploma or equivalent.
- ◆ A valid driver's license.
- ◆ Must have an awareness of all streets in the City.
- ◆ Must have an awareness of the address system.
- ◆ Must have an awareness of hydraulics and friction loss.
- ◆ Must have an awareness of aerial apparatus.

## **MENTAL EFFORT**

- ◆ Above Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Above Average memory, considering the amount and type of information.
- ◆ Above-Normal complexity of decision making.
- ◆ Above-Normal time pressure of decision making.
- ◆ Normal analytical thinking.
- ◆ Normal conceptual thinking.

## **COMMUNICATION**

- ◆ Average verbal communication.
- ◆ Average written communication.
- ◆ Average non-verbal communication

## **SENSORY ABILITIES**

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch