



The City Beautiful

City of Coral Gables Job Description

Job Title: Fire Lieutenant - Staff
Department: Fire
Classification: 5115
Pay grade: 24G
FLSA: Non-Exempt

Prepared Date: 9/09
Approved By: Walter Reed
Approved By: Marjorie H. Adler

Summary

This is supervisory and technical work in the direction of a phase of the operations of the City's Fire/Rescue Department. This position may be assigned to any section of the department as established by the Fire Chief.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Assists with planning and coordination of assignments in accordance with department objectives.

Maintains the serviceability and readiness of fire department equipment. Recommends replacement and additional equipment needs.

Researches and evaluates new equipment available.

Reviews, evaluates and writes EMS, Suppression and Fire Prevention training programs and procedures.

Plans, coordinates and supervises department's EMS and Suppression training and/or Fire Prevention staff.

Analyzes EMS, Suppression and Fire Prevention problems. Recommends and suggests alternatives through the chain of command.

Provides training to ISO, HRS, State and other applicable training standards as necessary.

Assists in the planning and preparation of assigned budget accounts.

Performs related duties as required.

Other related duties and responsibilities as set forth by the Fire Chief or his designee.

Knowledge, Skills, and Abilities

Knowledge of modern techniques of fire/rescue principles, practices and procedures. Knowledge of life and safety code principles, practices and procedures. Knowledge of modern techniques of emergency medical principles, practices and procedures.

Knowledge of departmental policies and procedures, City Personnel Rules and Regulations, and collective bargaining agreements. Knowledge of supervisory principles and practices. Knowledge and ability to apply Incident Command procedures. Knowledge of the geography of the City. Ability to plan, assign and direct the work of subordinates. Ability to analyze, prepare and present, both verbally and in writing, reports and information of various kinds. Ability to represent the Fire Department effectively in public. More specific knowledge, abilities and skills required for current Staff Lieutenant positions are available in the Training Division.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machines.

Work is predominantly indoors within a usually quiet to moderately noisy environment. May involve extended periods of time at a key board or work station. May work outdoors when necessary, where there may be exposure to extreme temperatures, electrical hazards, noise, heights, dust and smoke. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Must have the physical ability to enter into and inspect buildings, climb stairs and/or ladders, reach above and below shoulders, walk and bend. May involve some lifting, carrying, pushing and/or pulling of objects and materials of 5 to 20 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

High School graduate or equivalent; College Degree in Fire Science preferred.

State of Florida Certified Firefighter.

Valid Florida Driver's License.

Three (3) years experience as a full-time, professional Firefighter with the City of Coral Gables.

and

Depending on department's needs at the time that the position is available, qualifications may include: Qualified Driver/Engineer, State Certified Paramedic, State Certified Fire Service Instructor, Fire Safety Inspector, or the ability to attain the necessary certifications within a period of time to be determined by the Fire Chief upon appointment.

or

A combination of education, experience and special training that in the judgement of the Fire Chief is consistent with the minimum qualifications.