

POSITION DESCRIPTION**F-2****Town of Needham****Fire Lieutenant****7/96*****Duties:***

Under the supervision and direction of the Chief, Deputy Chief, and Captain, serve with and command a company platoon subject to the policies formulated by the Fire Chief and to the rules and regulations of the department.

Engage directly in preventing, controlling and extinguishing fires and the alleviation of emergency conditions.

Command and supervise all work assignments and details of a platoon of firefighters in protection of property, lifesaving, proper use of mechanized and other equipment, conduct other drills and training for subordinate members, update methods and techniques in firefighting, and prepare and check shift schedule and assignments.

Maintain prescribed standards of performance, appearance, and discipline and see that orders and assignments are executed properly.

Respond to fire alarms, make an immediate check of the situation and direct activities of firefighters at the scene.

Take decisive action to assume maximum safety of firefighters and building occupants, to control and extinguish the fire and to take precautionary steps to prevent the spread of fire to adjacent areas.

Take decisive action to assure maximum safety of firefighters and civilians in the event of a hazardous materials incident and all other related emerge calls.

In the temporary absence of the deputy at the fire or non-fire emergency, personally determine need for additional alarms, manpower and equipment from other towns and advise the deputy of actions taken.

Direct emergency treatment for sick and injured and apply knowledge and training in handling and directing life saving operations.

As necessary, assume duties of the fire inspector on fire prevention and buildings inspections; function to assure compliance with fire ordinances, laws and regulations and elimination of actual and potential fire hazards.

Report on the presence of flammable liquids and gases, combustible solids and explosives, operations of fire exits, sprinkler systems, automatic fire detection and protection systems, portable fire extinguishers and hazardous materials in all types of occupancies.

Participate in investigation of malicious fire and suspected arson cases with the State Fire Marshall's Office with follow-up and court appearances if required.

Oversee the recordings of station activities in the house journal; inspect fire apparatus and equipment; keep records and file records, conduct daily physical exercises and fire drills, maintain in operating condition fire apparatus, firefighting and emergency equipment.

Responsible for supervising the efficient maintenance and upkeep of the station, equipment, and

grounds; direct cleaning, repair, orderliness, and appearance to establish standards; answer questions, resolve problems, and handle disciplinary matters; make recommendations concerning personnel to superior offices; maintain good public employee relations.

Attend meetings and participate in training and fire prevention demonstrations to individuals and groups; must be knowledgeable of general laws, statutes, town by-laws, rules and regulations governing the Needham Fire Department; must have thorough knowledge of fire fighting principles, practices and procedures, including hydraulics, firefighting and life saving methods, equipment, and techniques and the ability to impart such knowledge in training programs.

Knowledgeable of the physical layout of the towns, ability to maintain discipline and to obtain obedience to all laws, rules, and regulations governing the fire department; ability to advise, direct, and also supervise and instruct and discipline subordinates in their duties and in their association with one another requiring exercise of courteous demeanor and respectful manner, socially and officially.

Observe, investigate, inspect, record findings, and carry out oral and written instructions; perform other related duties as assigned.

Basic Knowledge:

Duties require a background in firefighting and command position. Equivalent to a high school education plus Fire Service courses and training. Must have applicable Massachusetts driver's license.

Experience:

3 to 5 years experience.

Independent Action:

Perform command and firefighting duties under the control and supervision of a superior officer, respond immediately to emergency situations. Review any unusual problems, conditions, or situations with superior officer.

Supervisory Responsibility:

Responsible for commanding a platoon of 9 firefighters.

Physical and Environmental Standards:

Governed by Massachusetts General Laws.