

POSITION DESCRIPTION
LIEUTENANT – BRANDON FIRE AND EMERGENCY SERVICES

PURPOSE OF POSITION

Under the direction of the Captain, plans, organizes, directs and participates in the activities of Firefighters assigned and assists in the effective implementation of the Department's rules, regulations, policies and procedures in order to safely and effectively meet the objectives of Brandon Fire and Emergency Services.

TYPICAL DUTIES AND RESPONSIBILITIES

- responds to emergencies in command of response units as assigned;
- assumes command at the scene of an emergency until relieved by a Senior Officer;
- supervises the maintenance of Fire and Emergency Service quarters as assigned;
- ensures the maintenance and repair of Fire and Emergency Service apparatus and equipment assigned to the satellite station is completed on schedule;
- ensures that all maintenance or repair done on assigned equipment or Station is reported in writing to the appropriate Officer – i.e. Officer with SCBA assignment gets SCBA repair and maintenance reports, etc.;
- manages the human resources under his/her command;
- participates in "after emergency" critiques;
- ensures that appropriate documentation and fire reports are completed, recorded and filed;
- adheres to and enforces all orders issued to them by Senior Management and the Shift Captain;
- trains subordinate staff in all Fire and Emergency Service matters as directed by the Shift Captain;
- participates with Senior Management and the Captain in communicating policies and other information to staff;
- participates in fire investigations when directed;
- responsible for identifying and resolving operational problems as they relate to their Shift and/or staff assignments;
- participates with the Captain in employee evaluations;
- ensures that subordinate staff in his/her charge meet the required dress, conduct and discipline standards;
- will be required to perform public education duties, including presentations and fire inspections;
- will be required to assume the duties of the Captain in his/her absence;
- attends Officer meetings and contributes to the development of Department Policy, methods, rules personnel utilization and equipment purchases;
- liaises with various agencies, such as EMO officials, in emergency situations as required;
- performs other related duties as assigned or required.

NOTE: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

POSITION QUALIFICATIONS

SKILLS

- Excellent communication skills, including the ability to articulate concepts, verbally and in writing, in clear, concise, and accurate language;
- Strong interpersonal skills, able to build relationships with a wide variety of individuals and organizations;
- Competent computer knowledge and skills (i.e. FDM RMS, Microsoft Office).

KNOWLEDGE

- Knowledge of current firefighting techniques and tactics, functions and responsibilities and the ability to apply same in a supervisory capacity;
- Knowledge of Department rules and regulations, G.O.G.s, Fire and Emergency Service pre-plan information and the ability to apply same in a supervisory capacity;
- Extensive knowledge of Fire and Emergency Service apparatus, appliances, equipment and the ability to adapt to changing technologies;
- Basic knowledge of training aids and techniques.

ABILITIES

- Ability to prepare clear, concise and accurate reports
- Maintain administrative and personnel records
- Operate general office equipment
- Ability to communicate effectively with people at all levels of comprehension and to handle the public with authority and courtesy;
- Ability to inspire confidence, to motivate others and to maintain harmony in working relationships with others;
- Ability to adapt to new technological changes and improvements;
- Shall participate in continuous upgrading, training, and self development programs;
- Ability to operate under high levels of stress.

MANDATORY EDUCATION & CERTIFICATION

- Grade 12, G.E.D., or Mature High School Diploma;
- Possess a valid and subsisting Class 4 with Air endorsement Province of Manitoba driver's licence.

Must have successfully completed the following courses from the Manitoba Emergency Services College or equivalent courses from an accredited Emergency Services Training College:

- Firefighting Practices, Level I and II (NFPA 1001);
- Fire Inspection Level I (NFPA 1031);
- MB. Health Technician Paramedic License;
- Hazardous Materials Operations (NFPA 472);
- Incident Command 100 and 200;

- Fire Ground Management;
- Emergency Services Instructor Level I (NFPA 1041);
- Incident Safety Officer (NFPA 1521);
- Certificate in Fire Service Leadership from Dalhousie University;
- Fire Investigation Level 1.

Note: If applicants do not have the NFPA Certified Course, please supply equivalent certificate.

PREFERRED EDUCATION & CERTIFICATION

- Emergency Vehicle Driving Skills (NFPA 1002);
- Pump Operations (NFPA 1002);
- Fire Service Hydraulics (NFPA 1002);
- *Fire and Life Safety Educator (NFPA 1035);
- Vehicle Extrication;
- Water and Ice Rescue;
- Elevated Rescue;
- Report Writing;
- **Certificate in Fire Service Administration courses from Dalhousie University;
 - Fire Suppression Management;
 - Fire Department Human Resources I;
 - EMS Management and the Fire Department;
- ***Fire Officer I Certification (NFPA 1021).

*Will become mandatory January 1, 2017

**Will become mandatory January 1, 2018

***Will become mandatory January 1, 2017

EXPERIENCE

- Must have successfully completed the one (1) year probationary period as an Acting Lieutenant II.
- Demonstrated initiative through past participation in special projects (i.e. community involvement, committees, special teams).

NOTE: The qualifications are not intended to limit the opportunities for interested candidates but provide the candidates with an understanding of the level of expertise required in this position.

WORK CONDITIONS

PHYSICAL CONDITIONS

The duties of the Lieutenant carried out in the Fire and Emergency Service Halls and on-site emergency scenes include but are not limited to;

- Physically demanding activities (frequently);
- Sits at a desk using keyboard and office equipment (daily);
- Lift and/or move up to 50 lbs (frequently);

- Lift or move up to 100lbs and drag up to 200lbs (occasionally)
- Endure dangerous situations (frequently)
- Possess and maintain the muscular strength, stamina and agility to successfully complete the duties of the position (daily)
- Physically capable to perform the duties and responsibilities of the position (daily).

PSYCHOLOGICAL/STRESS CONDITIONS

The Lieutenant’s workload and environment does not generally increase the employee’s emotional or stress levels.

- Interruptions and requests from multiple areas (daily);
- Changing priorities and continuous demands (daily);
- Brief periods of time in which an extremely short amount of time is available to complete a project or task (occasionally);
- Act calmly and quickly in emergency situations and make effective decisions in such cases (daily).

WORK CONDITIONS

The Lieutenant works independently and as part of a team.

- Wide variety of weather conditions and emergency situations (frequently);
- Wide variety of tasks requiring ability to manage multiple unrelated projects, and make independent decisions (daily);
- Work in a shared, and consultative manner, with other employees (daily);
- Required to work a variety of shifts including days, nights and weekends;
- Reports to the Captain.

NOTE: The conditions described are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Department Head: _____

Human Resources: _____

Date: _____