

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4233

TITLE: FIRE LIEUTENANT (Former FIRE SERGEANT)

GRADE: F-22

DEFINITION:

Under supervision, performs one of the following functions:

Commands a functional unit (such as an engine company, ladder truck, Paramedic Training Unit or rescue squad) assigned to a fire and rescue station;

Develops/presents life safety education programs;

Coordinates daily recruitment activities for career firefighters;

Coordinates installation, maintenance, and repair of departmental communications equipment;

Provides technical guidance to personnel enforcing the State and County Fire Prevention Codes in commercial buildings, regulated vehicles, and fire protection equipment or fire protection systems;

Develops and delivers essential training programs in basic and field training;

Provides technical guidance to fire investigators; or

Investigates and manages hazardous material cases;

and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Fire Lieutenant positions typically function as first-line, unit supervisors in fire suppression, full performance-level advanced life support providers in Emergency Medical Services, or lead workers over specialized positions in a broad technical area (e.g., fire investigation). Fire Technicians function as lead workers in a more general area (such as firefighting) or in a narrow specialty (such as apparatus). Fire Captain I positions are typically shift supervisors, with both administrative and operational responsibilities.

ILLUSTRATIVE DUTIES:

All Functional Areas

Participates in the physical fitness program;

Supervises, plans, organizes, coordinates and evaluates the work of assigned staff;

Serves as a coach and mentor in the professional development of subordinates;

Participates in all required training and maintains all professional certifications to ensure operational readiness at all times;

Maintains records and completes reports;

Serves on various committees;

Completes special projects as required;

Participates in fire suppression and rescue activities;

Fire Suppression

Ensures that the functional unit to which assigned (e.g., engine company, ladder truck, or rescue squad) is maintained ready to respond to emergency calls;

Keeps abreast of changes in techniques, procedures, equipment, and regulations;

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Responds to emergency incidents and directs the activities of the crew;
Assumes command at the scene of an incident until relieved by a higher-ranking officer;
Makes decisions and directs subordinates as to the best method for combating fires and coping with other emergency situations;
Participates in fire suppression and rescue activities;
Conducts patient assessment (e.g., evaluates the respiratory, cardiovascular, and central nervous systems);
Treats general medical emergencies (e.g., injuries, sickness) and trauma-induced wounds;
Performs cardiopulmonary resuscitation;
Inspects buildings for compliance with State/County Fire Prevention Codes, issues violation notices, and conducts follow-up inspections;
Schedules and documents fire prevention inspection activities.

Paramedic Training Unit

Oversees the operation of the Paramedic Training Unit (PTU) and serves as preceptor for ALS interns;
Provides advanced emergency medical care to stabilize the condition of the critically ill or injured prior to transport to a medical facility;
Conducts patient assessment (e.g., evaluates the respiratory, cardiovascular, and central nervous systems);
Confers with the supervising physician or hospital via radio or telephone, providing the patient's medical history and condition;
Performs differential diagnosis, initiates treatment, and determines subsequent treatment based on patient reactions, responses, and condition;
Administers medication intravenously, subcutaneously, intramuscularly, endotracheally, interosseously, or sublingually;
Administers advanced emergency medical procedures in accordance with Emergency Medical Services Manual, International Trauma Life Support Guidelines, Pediatric Advance Life Support Guidelines, Advanced Cardiac Life Support Guidelines;
Treats general medical emergencies (e.g., drug overdoses, seizures, diabetic reactions) and trauma-induced wounds;
Performs cardiopulmonary resuscitation;
Carries out emergency childbirth procedures;
Notifies authorities of suspicion of child abuse;
Sets priorities in a multiple casualty situation;
Participates in multiple casualty and other types of drills within the station and battalion;
Ensures that the ALSU and PTU are maintained ready to respond to emergency calls;
Keeps abreast of changes in techniques, procedures, equipment, and regulations;
Completes the Electronic Patient Care Report (ePCR) utilizing the ePCR handheld device.

Both Fire Suppression and Emergency Medical Services

Participates in the planning, organizing, scheduling, and documenting of shift activities;
Inspects the work location and all equipment for compliance with county, state and federal safety regulations, and takes initial action to alleviate discrepancies;

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Assists in scheduling in-station training for shift personnel;
Prepares/presents drills for in-station personnel;
Works with the shift commander to plan public relations programs (e.g., observance of Fire Prevention Week) that meet community needs;
Arranges and conducts station tours, public relations events and demonstrations.
Operates the mobile display terminal (MDT) to mark the status of the unit, review premise history, etc;

Operations Shift Deputy Chief Aide

Assists the deputy chief in managing shift operations.
Manages and coordinates the scheduling of all events for the assigned shift; and maintains the Master Calendar;
Manages and coordinates command post operations and radio communications under the direction of the deputy fire chief at large-scale emergency incidents;
Manages and coordinates the tracking of all personnel and position vacancies for the assigned shift;
Manages and coordinates all promotion and transfer worksheets for the assigned shift under the direction of the deputy fire chief; and liaises with the Human Resources Section.

Training Section

Responsible for delivery of recruit school curriculum to recruits;
Delivers suppression related classroom training to recruits;
Conducts and oversee live fire exercises;
Participates in daily recruit physical fitness;
Maintains recruit class records and grades;
Develops and delivers the ALS and BLS field training programs;
Delivery of didactic material – general medical and EMS protocols;
Develops and completes the EMS performance based evaluations;
Develops and revises the ALS Recruit firefighter training program content;
Completes clinical field evaluations of BLS and ALS providers;
Develops Quarterly In-Station Drills;
Facilitates and develops Officer Development Schools;
Facilitates and develops Rescue Company Operations Schools;
Facilitates NFPA-1403 complaints “Live Burns.”

Apparatus Section

Coordinates the department's breathing air program, tracking the maintenance and repair of self-contained breathing apparatus (SCBA) and coordinating SCBA warranty repairs;
Conducts and coordinates testing of specialized departmental equipment, such as aerial ladder apparatus, pumps, and SCBA;
Drafts the technical portion of bid specifications for special firefighting, rescue and emergency medical vehicles and small equipment;
Evaluates the usefulness of specialized small equipment, coordinates its purchase, and analyzes equipment failures;

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Oversees technical repairs performed in-house, collaborating on methods of repair/modification and inspecting repairs when completed;

As Apparatus Duty Officer, coordinates after-hours and weekend vehicle repairs;

Coordinates vehicle accident repairs and the insurance reimbursement program;

Oversees new vehicle preparation and radio installations;

Assists volunteer departments in developing specifications for new vehicles;

Develops specifications for/oversees the revitalization of older vehicles;

Assists in training field personnel on vehicle operations;

Provides technical assistance to various shops making vehicle repairs;

Coordinates breathing air testing and air compressor repair;

Coordinates with EMS administration to ensure response vehicles are compliant with current federal, state, and agency EMS regulations;

Apparatus Section liaison with apparatus shops, Department of Vehicle Services, Risk Management and Purchasing.

Communications Section

Acts as liaison with vendors contracted by the department;

Maintains an inventory of the department's communications equipment;

Coordinates the installation, maintenance, and repair of the department's communications equipment (e.g., mobile computer terminals (MCTs), computer-aided dispatch (CAD) work stations, radios, telephones);

Develops and administers training to agency personnel on the use of MCTs, CAD workstations, radios, telephones, fax machines, and other communications equipment;

Meets with vendors to become familiar with new products and assess their suitability for departmental applications;

Evaluates existing communications equipment and procedures;

Recommends changes to improve performance or efficiency;

Drafts general orders, informational bulletins, and standard operating procedures on the use of communications equipment;

Maintains equipment assigned to the Department Operations Center (DOC), Command Unit, Communications Unit, Communications Support Units, and the Alternate Emergency Operations Center (AEOC);

Functions as a relief dispatch supervisor in the capacity as the Uniformed Fire Officer (UFO);

Functions as a relief dispatch supervisor in the capacity of the UFO at the Alternate Emergency Operations Center;

Functions as a relief dispatch supervisor in the capacity of the UFO at the Alternate Public Safety Communications Center.

Recruitment Section

Coordinates all activities regarding administration of the entrance examination, including arranging for staffing, preparing test forms, reserving a facility, ensuring the security of test booklets and answer sheets, grading examinations, and reporting scores;

Enters data into applicant tracking databases, and ensures the accuracy and integrity of the data;

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Reviews applicant files, obtains completed background questionnaires from selected applicants, conducts applicant interviews;

Coordinates background investigations, including checking police records and contacting references, either by mail or with personal visits;

Prepares narrative and statistical activity reports;

Ensures the timely processing of employment inquiries;

Supervises Branch activities in the absence of the Fire Captain II;

Cultivates professional relationships within multi-cultural communities, colleges, universities and the military;

Conducts career fairs and recruitment events and coordinates additional resources as necessary.

Inspections Branch

Supervises fire prevention code enforcement activities within a battalion area;

Provides technical guidance to fire inspectors regarding inspection of buildings, industrial facilities, and regulated vehicles for compliance with applicable fire codes;

Inspects commercial buildings to identify fire code violations or safety hazards prior to issuance of use and occupancy permits, Fire Prevention Code permits, child care or health care licenses, or other state or county business licenses requiring such inspections;

Inspects commercial buildings in response to citizen complaints concerning threats to fire safety or life safety;

Conducts follow-up inspections to ensure code violations have been corrected;

Inspects regulated vehicles to identify fire code violations or safety hazards;

Provides emergency services personnel performing fire safety inspections with technical assistance in enforcing the Fire Prevention Code;

Provides the business community and the building/development industry with technical assistance on Building Code, Fire Prevention Code, fire, and life safety issues;

When more than one agency has enforcement jurisdiction over identified code violations, coordinates actions with inspectors or code enforcement personnel from other agencies to resolve deficiencies;

Staff phone for scheduling of inspections and public inquiries;

Coordinates and conducts night inspections of county businesses;

Assists the Fire Investigation Section in determining the cause and origin of fires and assessing property loss.

Fire Protection Systems Branch

As a lead worker, provides technical guidance to field testing personnel assigned to one of the units of the Fire Protection Equipment and Systems Testing Section;

Provides the business community and the building/development industry with technical assistance on Building Code, Fire Prevention Code, fire, and life safety issues;

Inspects new or existing commercial buildings (e.g., office buildings, stores, apartment buildings) for compliance with all applicable codes and standards pertaining to the installation, testing and inspection of fire protection equipment and systems;

Witnesses performance tests on fire protection equipment/systems conducted by the installing contractor;

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Provides technical assistance to emergency services personnel inspecting fire protection equipment/systems;

When more than one agency has enforcement jurisdiction over identified code violations, coordinates actions with inspectors or code enforcement personnel from other agencies to resolve deficiencies;

Represents department on code related matters with contractors.

Fire and Hazardous Materials Investigation Section

Conducts/oversees investigations to determine the cause and origin of fires and explosions;

Assists in planning, coordinating and prioritizing the workload of fire investigators;

Reviews investigators' reports, case files, and written documents for completeness and accuracy;

Interviews witnesses and examines an incident scene for evidence as to its cause;

Performs after-hours inspections as necessary;

Prepares reports on the results of an investigation and actions taken;

Prepares cases for prosecution by the Commonwealth's Attorney, and testifies in court;

Keeps abreast of federal, state and local statutes and ordinances pertaining to criminal investigations;

Responds to citizen inquiries;

Maintains proficiency with firearms.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

All functional Areas

Knowledge of laws, rules, regulations, departmental policies and procedures, standard operating procedures, manuals and safety bulletins;

Knowledge of the principles, practices and techniques of the functional area to which assigned, and the ability to apply them effectively;

Knowledge of, and ability to effectively apply, current management, supervisory and administrative practices and techniques;

Knowledge of streets and target hazards in an assigned area;

Knowledge of the principles and practices of fire suppression;

Knowledge of the department's Exposure Control Plan;

Knowledge of bloodborne and airborne pathophysiology;

Knowledge of equipment used to provide protection from blood borne/airborne pathogens;

Ability to perform Total Body Substance Isolation when treating the ill or injured;

Ability to analyze situations and, giving due regard to the circumstances, adopt an effective course of action which follows accepted practices;

Ability to remain composed in difficult or stressful situations requiring emergency action, and to make sound decisions promptly under emergency conditions;

Ability to remain calm under stress;

Ability to follow written and oral instructions;

Ability to use sound judgment in making independent decisions;

Ability to train others in area of specialization;

Ability to maintain effective working relationships with others;

Ability to maintain a productive work environment;

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Ability to coordinate or lead the work of assigned personnel, coworkers, the public, and other workers (such as utility workers) in emergency and non-emergency situations;
Ability to communicate orally in an effective manner, using diplomacy and tact;
Ability to write complete and accurate reports, memoranda, policies and procedures, using proper grammar and format;
Ability to document actions, and to establish and maintain appropriate records;
Ability to train others in area of specialization;
Ability to delegate responsibilities and duties appropriately, provide feedback and take follow-up actions;
Ability to effectively rescue injured persons from hazardous situations;
Ability to effectively use the computer-aided dispatch system, a two-way radio, a cellular phone, and a mobile display terminal;
Ability to effectively use the Electronic Patient Care Report (ePCR) handheld device.

All Hazard

Knowledge of the operation and capabilities of firefighting apparatus and equipment, and the use of firefighting supplies;
Knowledge of firefighting tactics;
Knowledge of hazardous materials and technical rescue activities;
Ability to operate firefighting and rescue equipment;
Ability to provide effective Basic Life Support as an Emergency Medical Technician;

Advanced Life Support

Knowledge of advanced emergency medical procedures, techniques, drugs, and equipment related to emergency treatment of heart attacks and other life-threatening illnesses and injuries, familiarity with when they should be used, and the ability to apply them appropriately;
Knowledge of Basic Life Support techniques;
Knowledge of the EMS Manual and all related protocols and guidelines;
Knowledge of the anatomy and physiology of the major systems of the body;
Knowledge of the principles of triage, and the ability to apply them in multiple casualty incidents;
Knowledge of the causes, signs, symptoms and treatment of shock, dehydration, and over hydration;
Ability to comprehend medical terminology and follow complex instructions relayed by a physician;
Ability to accurately assess and monitor a patient's condition;
Ability to perform cardiopulmonary resuscitation on infants, children, and adults;
Ability to use oxygen therapy equipment, airway management equipment, fracture immobilization devices, Military Anti-Shock Trousers, and various types of equipment and techniques used to move patients;

Operations Shift Deputy Fire Chief Aide

Knowledge of staffing policies;
Knowledge of shift operational procedures;

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Ability to forecast conflicts in scheduling;
Ability to create unique solutions to staffing/scheduling problems;
Ability to multi-task on an incident scene;
Ability to utilize all aspects of the command structure including accountability of personnel and radio usage;
Ability to use all aspects of the Emergency Operations Center (EOC) and Alternate EOC Functions.

Basic and Field Training Sections

Knowledge of, and the ability to effectively apply, training techniques;
Knowledge of physical fitness requirements;
Knowledge of fire suppression techniques;
Knowledge of emergency rescue procedures;
Ability to effectively communicate information in an understandable manner;
Ability to effectively supervise crews in a training environment;
Ability to evaluate recruits or crews for effective knowledge comprehension;
Ability to maintain records and equipment.

Apparatus Section

Knowledge of the use, maintenance and repair of self-contained breathing apparatus and other specialized fire and rescue equipment, and the ability to apply that knowledge;
Knowledge of OSHA, ANSI, and NFPA standards for departmental equipment and supplies;
Knowledge of the use, maintenance and repair of mobile display terminals, computer-aided dispatch terminals, and other communications equipment, and the ability to apply that knowledge;
Ability to use the computer-aided dispatch system, a two-way radio, a mobile display terminal, and other communications equipment;
Ability to use a computer and peripheral hardware to program a variety of personal communications devices.

Communications Section

Knowledge of the use, maintenance and repair of MCTs, CAD workstations, radios, telephones, and other communications equipment;
Ability to use the CAD system, a two-way radio, a MCT, and other communications equipment;
Ability to use a computer and peripheral hardware to program a variety of personal communications devices;
Strong computer skills using Microsoft programs including Word, PowerPoint, Outlook, and Excel;
Strong written and verbal communications skills.

Inspections Section

Knowledge of building construction, construction materials, structural terminology and support systems;
Knowledge of apparatus specifications (e.g., NFPA 1901/02/03, etc.);

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Ability to lead comprehensive fire safety inspections in buildings, industrial facilities and regulated vehicles;

Ability to read building plans to determine compliance with the Fire Prevention Code and other pertinent code;

Ability to operate firefighting and rescue equipment.

Fire Protection Systems Section

Knowledge of fire protection equipment and systems;

Ability to lead fire safety protection systems testing;

Ability to read building plans to determine compliance with fire codes.

Fire and Hazardous Materials Investigations Section

Knowledge of investigatory practices and techniques;

Knowledge of the judicial system;

Knowledge of fire behavior;

Ability to effectively use firearms;

Ability to recognize and gather evidence pertaining to the origin and cause of fires, explosions, and other incidents;

Knowledge of the characteristics of hazardous materials, and appropriate means of abating each;

Knowledge of resources from which to obtain authoritative information about hazardous material;

Knowledge of investigatory practices and techniques;

Ability to analyze situations and, giving due regard to the circumstances, adopt an effective course of action which follows accepted practices;

Ability to effectively testify in court;

Ability to author and justify search and arrest warrants.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

High school graduation or a G.E.D. issued by a state department of education;

Successful completion of the post-recruit school probationary period;

Five years of paid field experience following graduation from recruit school as a Firefighter or higher rank in the Fairfax County Fire and Rescue Department;

Refer to the Fairfax County Fire and Rescue Department's Professional Resource Guide for an explanation of the promotional criteria that will be used for this rank.

Possession of a Class "A" medical rating in the assigned medical group. For Class "B" and "C" medical ratings, accommodations will be considered on a case-by-case basis. A Class "D" medical rating will not be considered.

CERTIFICATES AND LICENSES REQUIRED:

Current certification as a Commonwealth of Virginia Emergency Medical Technician (EMT-B);

Certification as a Fire Officer I;

Certification as an Instructor I;

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Certification as a Hazardous Materials First Responder in accordance with Fairfax County training standards;
Certification in cardiopulmonary resuscitation (CPR) and automatic electronic defibrillation (AED); AND
Possession of a valid Motor Vehicle Driver's License;
Successful completion of Incident Command System (ICS) 100
Successful completion of Incident Command System (ICS) 200
Successful completion of Incident Command System (ICS) 700
Successful completion of Incident Command System (ICS) 800

Advance Life Support

Certified as an Advance Life Support Provider at National Registry Emergency Medical Technician/I (EMT-I) or Emergency Technician/P (EMT-P) OR as a Commonwealth of Virginia EMT-I or EMT-P;
Certification as a full Advanced Life Support provider (Status A or C) in Fairfax County and in full accordance with all current County training standards;
Certification in Advanced Cardiac Life Support (ACLS);
Certification in International Trauma Life Support (ITLS);
Certification in Pediatric Advanced Life Support (PALS); AND
Certification in Basic Trauma Life Support (BTLS).

Basic and Field Training Sections

Instructor II certification
NFPA 1403 certification

The following certifications must be obtained within one year of appointment to the position, based on the availability of the training:

Operations Deputy Chief's Aide

WEB EOC training;
AEOC training and access.

Fire Protection Systems Section

Certification as a Fire Inspector II in accordance with the standards of the Virginia Department of Fire Programs;
Certification as a Technical Assistant to the Fire Official in accordance with the standards of the Virginia Department of Housing and Community Development;
Fairfax County Supervisors class for Merit Employees or related classes.

Fire and Hazardous Materials Investigation Section

Certification as a Fire Investigator II in accordance with the standards of the Virginia Department of Fire Programs;
Certification in basic law enforcement;

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Certification in Environmental Crimes investigations as offered by the Virginia Department of Fire Programs;
Semi-annual weapons qualification.

Communications Section

Certification as a Relief Uniformed Fire Officer (UFO);
Certification as an Incident Support Communications Officer;
Certified to operate as the UFO at the AEOC and DOC;
Virginia Criminal Information Network (VCIN) user level "B".

NECESSARY SPECIAL REQUIREMENTS:

Regardless of area of assignment, all uniformed fire and rescue personnel that are medically qualified for field duties as a firefighter must maintain a level of fitness sufficient to enable them to participate in fire suppression and rescue activities when the need arises, as demonstrated by successful completion of the Work Performance Evaluation (unless granted light duty due to illness or injury).

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