

**CITY OF OVERLAND PARK  
POSITION DESCRIPTION**

<b>TITLE:</b>	Fire Lieutenant/EMT	<b>STEP PLAN:</b>	Fire Lt/EMT
<b>DEPARTMENT:</b>	Fire Department	<b>JOB NO:</b>	5230
<b>DIVISION:</b>	Operations	<b>DATE:</b>	3/25/2012
<b>REPORTS TO:</b>	Fire Captain	<b>FLSA STATUS:</b>	NE
<b>FULL-TIME:xxx</b> _____	<b>PART-TIME:</b> _____	<b>TEMPORARY:</b> _____	<b>COST CENTER:</b> 282

**REPLACES:** Fire Lieutenant/EMT

**DATE:** 7/2/07

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**JOB SUMMARY STATEMENT:**

Supervises fire fighting, rescue, emergency medical services (EMS) and fire prevention work at an assigned fire station. Performs supervision of a variety of fire/EMS activities and related duties involving inspection of assigned fire station, equipment and personnel, as well as the monitoring of behavior, competence and training of subordinates. Duties are performed with some degree of independence within established department rules and regulations, but under the direct supervision of the Fire Captain.

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**DUTIES AND RESPONSIBILITIES:**

1. Plans, schedules and supervises work assignments for fire department personnel at an assigned fire station.
2. Responds to and manages emergency incidents; performs risk assessment, develops incident action plans and makes critical decisions regarding strategic or tactical objectives necessary to keep life and property loss to a minimum until relieved.
3. Instructs, drills and evaluates fire department personnel in fire fighting, rescue, and medical care methods, techniques and related subjects. Confers with, coaches, counsels, and assists with the discipline of subordinate employees as necessary.
4. Assists in planning and directing the cleaning and maintenance of the assigned fire station, equipment and apparatus. Inspects personnel, ensures readiness, maintains discipline and a positive professional attitude among crew members. Performs or supervises the preparation of all necessary company records and reports.
5. Supervises and participates in preplanning business establishments, churches, schools, and other buildings
6. Talks to residents, business owners, students, and community groups, performing public education fire prevention programs, demonstrations, and presentations in conjunction with the Prevention Division.
7. Performs other duties as directed or required.
8. Participates in or conducts a continuing program of training and instruction, including attendance at scheduled drills and classes.
9. Assists with the development and conducting of hiring and promotional processes.
10. Assumes the responsibilities of the Fire Captain in his/her absence.
11. Performs department staff functions on days as program requirements may warrant.
12. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization whom interaction is required to accomplish work and employer goals.
13. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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## GENERAL QUALIFICATIONS

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

High school diploma or GED is required. Must have completed 15 fire science credit hours towards an approved degree program. These fire science credit hours are in addition to the hours received for Firefighter 1 or EMT Certification. Must possess a valid driver's license and maintain an insurable driving record. Must have completed OPFD Officer 1 and Instructor 1 courses.

Preference is given to those employees with an Associates of Arts/Science degree in Fire Science or Bachelor's degree in Fire Science or a related field. Applicability of a degree in a related field will be determined by senior management.

Medical certification required for use of Self-Contained Breathing Apparatus. Successful completion of required courses in modern firefighting response activity, fire administration, instruction and supervision based on the equivalency of NFPA 1021 Fire Officer Professional Competency Level 1, NFPA 1041 Fire Service Instructor Professional Competency Level I, NFPA 472 Hazardous Materials Competencies for First Responder at the Operational Level and Haz-Mat Awareness. Must be EMT and AED certified by the Kansas Board of EMS.

### **EXPERIENCE:**

Five years of full-time experience with Overland Park Fire Department in the role of Firefighter and/or Fire Medic.

### **SKILLS:**

1. Skilled in the application of fire fighting, rescue and emergency medical techniques and methods.
2. Good oral and written communication skills.
3. Presentation skills.

### **MENTAL REQUIREMENTS:**

1. Knowledge of modern fire fighting and rescue principles, practices, and methods of fire fighting.
2. Knowledge of department procedures, rules and regulations.
3. Knowledge of the operation of the various types of apparatus and equipment used in fire fighting activities, together with the ability to supervise the effective use of such equipment and apparatus.
4. Knowledge of the general type of construction and usage in the service area, as well as the principal buildings in the area.
5. Knowledge of the physical layout of the Department's service area, including fire hydrant and street locations.
6. Ability to analyze situations quickly and objectively, and to determine proper courses of action.
7. Ability to establish and maintain positive, effective working relationships with supervisors, firefighters, and the public.
8. Ability to communicate effectively, orally and in writing.
9. Ability to write clear and concise reports.
10. Ability to read, understand and adhere to and implement department guidelines, bulletins, directives, memoranda and policies.
11. Ability to maintain records and prepare reports.
12. Ability to carry out oral and written instructions and to react quickly and calmly in making decisions under extreme emergency conditions.
13. Ability to maintain and/or improve knowledge, skills, and abilities, unassisted.
14. Ability to observe, document, and to fairly appraise the activity and performance of assigned firefighters.

### **PHYSICAL REQUIREMENTS:**

1. Must pass Overland Park Fire Department physical requirements with a minimum result of good.
2. Eye-hand coordination adequate to use assigned technical equipment.
3. Ability to sit or stand for long periods to time, but also have the mobility to respond immediately for emergency incidents.
4. Ability to run, crawl, climb, crouch, bend, stoop, reach, twist, contort and lift up to 160 lbs. while wearing 50 lbs. of equipment.
5. Exposure to extreme temperatures and varying weather conditions.
6. Exposure to fire, smoke bodily fluids, noise, potentially hazardous materials, dangerous animals; hazards of emergency driving; hazards associated with traffic control and working in and near traffic; natural and man-made disasters; and hazardous materials.
7. Subject to work 100' above grade and in confined spaces.

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**SAFETY REQUIREMENTS:**

1. Must not pose a direct threat or significant risk of substantive harm to the safety or health of himself/herself or others.
2. Must be committed to a high standard of safety and be willing and able to comply with all of the Department's safety policies and rules. Must be willing to report safety violations and potential safety violations to the Fire Chief and/or to discipline for such violations.

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

Direct:

Paramedic  
Firefighter  
Fire Medic

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.