



Taylors Bridge Fire Department, Inc.
Standard Operating Guidelines

Procedure: **SOG-302**
Date: **01/01/05**
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Revision: **A**

Lieutenant

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Prepared By: Teddy Booth	Title: Fire Chief Taylors Bridge Fire Dept	Date: 01/01/2005
Approved By: Keith Powell	Title: Chairman Standards Committee	Date: 07/01/2005
Approved By: Teddy Booth	Title: Fire Chief Taylors Bridge Fire Dept	Date: 07/01/2005



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1.0 Purpose

- 1.1. Assists the Captain(s) in managing the daily operations of the Fire Department.

2.0 Supervision Received

- 2.1. Works under the general guidance and direction of a fire captain.

3.0 Supervision Exercised

- 3.1. Supervises and coordinates activities of firefighters.

4.0 Essential Duties & Responsibilities

- 4.1. Inspects station house, buildings, grounds, and facilities, and examines fire trucks and equipment, such as ladders and hoses, to insure compliance with departmental maintenance standards.
- 4.2. Assists in the direction and supervision of activities of firefighters at fire station and fire scene.
- 4.3. Responds to fire alarms and determines from observation nature and extent of fire, condition of building, danger to adjacent buildings, and source of water supply, and directs firefighting crews accordingly.
- 4.4. Supervises salvage and overhaul of equipment.
- 4.5. Trains subordinates in use of equipment and methods of extinguishing all types of fires.
- 4.6. Assists in the evaluation of the efficiency of personnel.
- 4.7. Assists in the assurance of compliance with Departmental rules and regulations.
- 4.8. Compiles report of each fire call, listing location, type, probable cause, estimated damage, and disposition and completes other reports as required.

5.0 Peripheral Duties

- 5.1. May administer first aid and artificial respiration.



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- 5.2. May conduct fire drills for occupants of buildings.
- 5.3. May write and submit proposal for new equipment or modification of existing equipment to superiors.
- 5.4. Assumes command of station in absence of superiors.
- 5.5. Participates in individual and group advanced training courses.
- 5.6. May assist in the provision of Public Education and Fire Prevention Programs.
- 5.7. Fills in for other positions within the department.
- 5.8. Performs other related duties as required.

6.0 Desired Minimum Qualifications

- 6.1. Education and Experience:
 - 6.1.1. High School Diploma or GED equivalent
 - 6.1.2. Five years of continuous service with the Taylors Bridge Fire Department or,
 - 6.1.3. Completion of the Firefighter I & II, and
 - 6.1.4. Any equivalent combination of education and experience.
- 6.2. Necessary Knowledge, Skills and Abilities:
 - 6.2.1. Thorough knowledge of modern fire suppression and prevention principles, procedures, techniques, and equipment.
 - 6.2.2. Working knowledge of first aid and resuscitation techniques and their application.
 - 6.2.3. Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
 - 6.2.4. Skill in the operation of the listed tools and equipment.
 - 6.2.5. Ability to train and supervise subordinate personnel.
 - 6.2.6. Ability to perform work requiring good physical condition.
 - 6.2.7. Ability to communicate effectively orally and in writing.



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- 6.2.8. Ability to exercise sound judgment in evaluating situations and in making decisions.
- 6.2.9. Ability to establish and maintain effective working relationships with firefighters, officers and general public.
- 6.2.10. Ability to meet the special requirements listed below.

7.0 Lieutenant Promotion

- 7.1. After four (4) years of fire management experience, two (2) of which must have been continuous service as a Lieutenant with the Taylors Bridge Fire Department and,
- 7.2. After completion of Firefighter I & II, Lieutenants are eligible for promotion to the officer positions listed below.
 - Captain
 - Safety Officer

8.0 Special Requirements

- 8.1. Must possess, or be able to obtain by time of hire, a valid North Carolina Driver's License.
- 8.2. Required to complete Incident Command System (ICS) training every three (3) years.
- 8.3. Must obtain Emergency Vehicle Driving (EVD) certification and continue certification every three (3) years.
- 8.4. Ability to meet Departmental physical standards.
- 8.5. Must complete Rescue Technician (RT) within three (3) years of elected date.

9.0 Tools & Equipment Used

- 9.1. Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.



10.0 Physical Demands & Work Environment

- 10.1. *The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.*
- 10.2. While performing the duties of this job, the Lieutenant is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- 10.3. The Lieutenant is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- 10.4. The Lieutenant must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds.
- 10.5. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- 10.6. While performing the duties of this job, the Lieutenant occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- 10.7. The noise level in the work environment is moderate in office settings, and loud at an emergency scene.
- 10.8. *The duties listed above are intended only as illustrations of the various types of work that may be performed.*
- 10.9. *The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*
- 10.10. *The job description does not constitute an agreement between the Fire Department and Lieutenant and is subject to changed by the Taylors Bridge Fire Department as the needs of the Fire Department and requirements of the job change.*