

## **CITY OF MARGATE, FLORIDA JOB DESCRIPTION**

**JOB TITLE: LIEUTENANT (Job Code 747).**

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### **GENERAL STATEMENT OF JOB**

Under the direction of a Fire Captain, monitors the medical care provided by Fire Department personnel at the operator lever, but also is responsible for an intimate knowledge and proper use and operation of all Fire/Rescue vehicles, equipment, materials and supplies. Work will be reviewed formally and informally on a continuous basis to ensure compliance with prescribed policies and procedures.

### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Completes a variety of reports commonly utilized by the department.

Instructs in-service training classes.

Evaluates personnel, the delivery of services to the public, and the content of departmental SOP's.

Maintains supplies and equipment on the rescue truck.

Supervises Fire Rescue training of personnel.

Maintains or causes to be maintained all Fire Rescue equipment, machinery and property.

Takes full responsibility for all patient care decisions made by the crew when assigned to the rescue truck.

Performs Triage duties when appropriate.

Initiates medical equipment/supply requisitions through the chain of command.

Review narcotic log and inventory sheets to assure proper usage and reports and discrepancies or concerns to the shift Battalion Chief.

Resolves through established procedures routine problems commonly encountered in the performance of the duties of the assignment.

Immediately advises the direct superior of any situation that is not commonly encountered in the performance of the duties of the assignment.

Advises the EMS Division Chief of problem situations as they develop and discusses with the EMS Division Chief resolutions of the same.

Monitors the rescue/fire skills of any assigned personnel and completes as applicable the evaluation at the end of each shift, and discusses same with personnel as appropriate.

Forwards all completed evaluation sheets to the Battalion Chief at the end of each shift.

Evaluates and recommends personnel for sign-off as a qualified Firefighter/Paramedic.

Monitors on a continuous basis the condition of equipment of the assigned rescue truck.

Effects of directs assigned personnel to clean the vehicle and equipment in accordance with established procedures.

Completes departmental evaluation forms, and processes same through appropriate procedures.

When assigned to Rescue, makes reasonable efforts to be aware at all times of the location and activities of personnel assigned to the Rescue Unit.

When assigned to the Engine, pursuant to established custom and practice of the department, offers advice for all medical care service provided by all personnel.

Performs paramedic and driver engineer duties as assigned.

Other departmental duties as assigned.

Performs related work as required.

## **MINIMUM TRAINING AND EXPERIENCE**

High School diploma or equivalent. Must possess current State of Florida Paramedic and Firefighter certifications. Must have a minimum of four (4) years of experience as a Firefighter/Paramedic with the City of Margate Fire/Rescue Department. Must possess a State of Florida driver's license. Must possess an apparatus operator certificate of completion, or the documentation of the college credit showing completion of the apparatus operator course. Must possess a Hydraulic course certificate of completion or college credit showing completion of hydraulics course. Must complete Aerial Operations course and all classes necessary for a Municipal Fire Officer I (MFO I) Certification.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks include frequent walking, standing; some lifting and carrying objects of light to heavy weight (5-100+ pounds). Physical agility and fitness for performing duties that require potential exertion, i.e., moving victims, climbing ladders.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions. Requires the ability to convey a sense of authority.

Language Ability: Requires the ability to read a variety of materials relevant to fire and rescue operations.

Intelligence: Requires the ability to draw valid conclusions in task processing and prioritization. Requires the ability to provide principles of influence systems and conceptual thinking.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various types of information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform tasks under considerable stress, i.e., when confronted with potentially life-threatening situations.

Physical Communications: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words, hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are performed with frequent exposure to adverse environmental condition.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of modern principles, methods and equipment for an efficient, effective Fire and Emergency Medical Service.

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Knowledge of First Responder and CPR.

Knowledge of effective supervisory principles and techniques.

Knowledge of report and record maintenance principles and practices.

Skilled in the care and safe operation of a variety of fire emergency service equipment.

Skilled in the operation of motorized vehicles under adverse conditions.

Ability to understand and follow oral and written instructions.

Ability to analyze situations quickly and objectively.

Ability to determine proper courses of action within the established framework of policies and procedures.

Ability to maintain composure under emergency situations.

Ability to work effectively under stressful conditions.

**EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

\_\_\_\_\_  
Employee Name and Signature

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Date