

## CITY OF GRANDE PRAIRIE JOB DESCRIPTION

### A. IDENTIFICATION:

POSITION TITLE: Lieutenant  
DEPARTMENT: Fire  
SUPERVISOR: Platoon Captain  
SUPERVISES: Firefighters; Fire Officer-Qualified  
CLASSIFICATION: Fire Officer

### B. PURPOSE:

The Lieutenant is an emergency responder whose primary responsibility is the operational preparedness and the day-to-day supervision of the emergency response personnel at his/her assigned fire station. The Lieutenant is responsible for the direct command and safety of his/her personnel at emergency incidents unless relieved by a Platoon Captain or Senior Officer.

### C. DUTIES AND RESPONSIBILITIES:

1. The employee is responsible and accountable for knowing and working in accordance with the department's Health & Safety Policy. The employee must work in such a way as not to endanger himself/herself, fellow employees or the public.
2. Supervises or carries out safety inspections of his/her assigned station and actively identifies safety issues, corrects those within ability, reports all safety concerns and follows up on any safety concerns reported.
3. The Lieutenant shall respond with and be directly in charge of his/her station personnel at incidents. As the first responding Fire Officer at an incident, he/she shall assume command and initiate investigations as required.

When relieved of command at an incident or when responding as the second Officer at an incident, the Lieutenant shall serve as an Assistant to the Fireground Commander or as a Sector Officer.

During those occasions when there is insufficient initial manning at incidents, the Lieutenant may be involved in firefighting tasks and duties.

4. Provides the day-to-day supervision and quality assurance of all station activities/operations, routine orders, policies and procedures to ensure that department standards are met and reports to his/her supervisor.
5. Coordinate with the Logistics Officer the repair and maintenance activities related to his/her assigned station, equipment and vehicles in accordance with department procedures and reports to his/her supervisor.
6. Responsible for personnel safety, building and equipment security.
7. Responsible to lead all competency-based platoon maintenance training at his/her assigned station and reports results to the Platoon Captain.
8. Co-ordinates the provision of appropriate public education lectures, demonstrations and fire station tours for his/her assigned station.
9. Co-ordinates, in consultation with the Platoon Captain, the station activities and requirements along with vacations, training leaves, sick leaves, and unscheduled shortages.
10. Responsible for the delivery of firefighter advancement training.

11. Provides the Platoon Captain with evaluations and personal performance appraisal feedback on fire suppression personnel at his/her assigned station.
12. During the absence of the Platoon Captain, the Lieutenant shall assume all of the duties and responsibilities of the Platoon Captain as an Acting Officer.
13. Supervises platoon inspections and carries out re-inspections and violation notices to enforce the Fire Code within the authority of Safety Codes Officer (Fire Discipline).
14. Be available for emergency call back to perform duties for which he/she is qualified.
15. Attends and participates in appropriate job and career related training and educational events as well as appropriate department related planning and informational meetings.
16. Maintains proficiency in the operation of all necessary technology to fulfill job requirements.
17. May participate on Department Committees.
18. Actively participates in City of Grande Prairie Individual Performance Plans and reviews. Meets department standards of performance.
19. Supports the department Business Plan within the scope of the employees job description and as provided for within the Career Development Agreement.
20. Performs such other tasks necessary to maintain the continuity of the Fire Department within the scope of the employee's job.

**D. QUALIFICATIONS:****MINIMUM QUALIFICATIONS (Required to apply for this position)**

- Minimum nine (9) years as a Firefighter and/or Officer.
- Maintains the qualifications for Firefighter.
- Maintains the qualifications for Fire Officer–Qualified.

**FULL QUALIFICATIONS (To be attained through Individual Performance Plans)**

- NFPA 1021 (Fire Officer Professional Qualifications) - Level II.
- NFPA 1041 (Fire Service Instructor Professional Qualifications) – Level I.
- NFPA 472 (Professional Competence of Responders to Hazardous Material Incidents) – Incident Command.
- City of Grande Prairie approved Leadership Training Certificate.
- City of Grande Prairie approved Leadership for Safety Excellence Training Certificate.
- Meets the requirements of the City of Grande Prairie Health & Safety Program Training.