



**LIEUTENANT OF FIRE & EMS-STATION OFFICER**

**GENERAL STATEMENT OF DUTIES:**

Functions as the fire and EMS station lieutenant, with assigned responsibility for station management and assigned resources. Performs both field and administrative duties requiring medical and firefighting skills. Utilizing excellent communication and organizational skills, ensures that the citizens of and visitors to Botetourt County receive the best possible emergency services. Assists with development and implementation of visionary direction for the Department of Fire & EMS.

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| CLASSIFICATION | K                    |
| RANGE          | \$34,896 TO \$53,025 |
| FLSA           | NON-EXEMPT           |

**DISTINGUISHING FEATURES OF THE CLASS:**

This position is essential. Personnel occupying this position may be scheduled to work regardless of weather conditions and/or when general county offices are closed and may be subject to emergency call back. Person(s) in this position will encounter sensitive information in the performance of their duties and are expected to maintain that information confidentially.

Involves professional work in the performance of emergency medical and fire services both in emergency calls and in non-emergency support. General responsibilities focus on daily operations of fire and EMS functions and response duties. This position performs under the direction of the Operations Battalion Chiefs of Fire & EMS.

**EXAMPLES OF WORK (Illustrative Only):**

Develops, instills, and maintains a strong sense of cooperative effort toward the ultimate goal of providing prompt and professional services to the citizens and visitors of Botetourt County.

Directs the career personnel overall activities of the station to which assigned.

Works collaboratively with volunteer leadership in assigned station.

Assists in the development of goals, objectives and priorities for the station.

Conducts performance reviews of assigned subordinate personnel, develops plans for remediation and recommends commendations.

Responsible for the company officer level role of the progressive discipline process, including: counseling, coaching and appropriately documenting subordinates' performance.

Identifies skill strengths and deficiencies among subordinates and aids in planning and implementation of remedial training to ensure an effective workforce.

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.

Fosters and maintains good working relationships with other Botetourt County fire and emergency medical services agencies.

Maintains accurate records and prepares complete reports.

Attends and makes presentations at meetings of volunteer Fire and EMS agencies and the public when necessary.

Remains abreast of training, certification and technological advancements in the fire and emergency health care field.

Maintains a clean, safe, and prepared working environment and apparatus.

Performs fire ground duties as assigned by OIC including but not limited to: interior fire attack, a member of the rapid intervention crew, incident safety officer, and when necessary or as requested as incident commander.

Inspects the work location and all equipment for compliance with county, state, and federal safety regulations, and takes initial action to alleviate discrepancies.

Assists in specialty rescue operations as trained and required, including rope, trench, confined space, vehicle extrication and others as appropriate.

Ensure compliance with VA OEMS rules and regulations.

Attends staff and committee meetings and disseminates information as appropriate.

Responsible for all station duties and assumes initial command at the scene of an incident until relieved by a higher-ranking officer.

Evaluates fire, EMS, or rescue emergencies and determines the necessity for additional resources as well as proper course of action to effectively abate the emergency.

Investigates complaints and recommends disciplinary action as necessary.

Makes decisions and directs subordinates as to the best method for combating fires and mitigating other emergency situations.

Manages the fire and rescue station's resources and maintenance needs.

Maintains current knowledge of and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of methods, procedures and advances in the profession; participates in training and continuing education activities associated with position.

Requisitions and receives equipment and supplies.

Plans and executes the work assignments of a specific shift.

Arranges and conducts station tours, public relations events, demonstrations and pre-incident planning.

Acts as a liaison with the volunteer fire and rescue organization.

Performs other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Strong skills and knowledge levels in all phases of emergency medical, pre-hospital care, fire services and the general provision emergency services. Excellent written and oral communications. Organizational and managerial skills are critical. Proven ability to effectively operate and manage computer programs related to the emergency services field. Proven ability to manage staff and deal with complex issues related to planning and management of fire and EMS operations. Must be able to pass a standard medical physical per NFPA guidelines including: drug test, sight, and hearing tests. Must be able to perform all fire and EMS related physical tasks such as interior fire attack, vehicle extrication, lifting and moving patients, and basic life support. During tenure of

employment, must maintain physical condition which allows completion of job requirements including effectively treating, lifting, carrying of patients and performing firefighting duties. Individual should be aware of the potential for exposure to industry hazards including but not limited to airborne and blood-borne pathogens. Must live within one hour of Botetourt County during tenure of employment. Must maintain a valid Virginia driver's license and good driving record. Must maintain required certifications.

**ACCEPTABLE EDUCATION AND EXPERIENCE:**

Minimum of 21 years of age. High school diploma or GED required, Associates degree preferred. Must possess and maintain NFPA 1001 standards of firefighting or Virginia Firefighter II certification required; Fire Instructor I and Fire Officer I certification preferred. ICS 100, 200, 700, 800, and Certified Driver Pump Operator required. Must be able to obtain Virginia Fire Officer Level I within (1) one year. Virginia EMT required, Virginia or National Registry Paramedic certification preferred. Emergency Vehicle Operator Course (EVOC) Level I, II, III certifications required. Training and experience in components of technical rescue preferred. Must have a minimum of three (3) years of verifiable field experience in the delivery of fire and emergency medical services. Current status as a fill-in officer is preferred.

**FUTURE REQUIREMENTS:**

**If hired after January 2019, Fire Officer I will be required as a prerequisite certification.**

**Beginning January 2018 ICS 300, NFA Leadership I, and NFA STICO will be required within one (1) year of employment.**