

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE:	PARAMEDIC/ FIRE LIEUTENANT	JOB CODE: 3119
DEPARTMENT:	FIRE	DATE: 5/99
REPORTS TO:	CHAIN OF COMMAND	

JOB SUMMARY:

Performs work and supervises the general activities of Fire\EMS companies at emergency incidents or at a Fire Station unless or until relieved by a superior officer. Provides on-going training and evaluation of assigned personnel. Performs certification of basic level providers, and assists with certification of advanced level providers.

ESSENTIAL JOB FUNCTIONS:

Carries out supervisory responsibility in accordance with City policies, procedures and applicable laws including: training in job skills; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.

Confers with upper management to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements.

Assists in budget preparation, purchasing and varied administrative functions of fire services.

Secures and protects the fire scene when arson may be suspected so that valuable evidence is not destroyed.

Directs and participates in the work of firefighters in laying out hoses, operating pumps, placing water streams and other activities in connection with fire fighting and protecting life and property.

Directs and assists in salvage and overhaul at the fire scene, and participates in wash-downs at scenes of accidents or spills.

Determines the need to call for specialized teams.

Directs and performs extrication and rescue activities.

Assists in interpretation of the various laws, ordinances, and regulations in enforcing the city's fire prevention codes, emergency medical services, and state safety regulations.

Participates in investigations to determine causes of fires to include; suspected arson, testifies in court as required.

Plans programs and teaches fire prevention to pre-school through high school levels.

Makes public speeches to civic groups, church groups and the general public.

May conduct fire prevention inspections of hospitals, nursing homes, homes for the aged, day nurseries, and large places of public assembly as required.

Compiles reports, statistics and information related to the fire prevention program.

Advises and instructs owners and occupants of buildings in fire prevention methods in the removal of fire hazards, and makes recommendations for reducing potential hazards.

Inspects burn sites for burning permits.

Reports violations of fire safety regulations to appropriate owners and occupants and prepares written notices for follow-up.

Provides EMT-P or advanced level Emergency Medical Services.

Assures proper care and use of EMS equipment. Inspects issued emergency medical equipment including defibrillator, drug boxes, suction units, oxygen kits, trauma cases, medical bags, and extrication equipment.

Completes and approves Incident Run Reports and EMS run reports following responses. Prepares required records and reports.

Participates in the development and implementation of training programs for the fire services personnel and participates in all in-house training.

Teaches all emergency medical technician courses; Prepares all required audio-visual aids; Develops EMS related portions of promotional examinations.

Coordinates, schedules and supervises all clinical training required for classes to include; coordinates with various departments, ambulance services and hospital emergency departments.

Performs inspections to insure that all station equipment is in good working order at all times.

Supervises and participates in all house duties at a fire station to include; the cleaning of quarters, equipment and apparatus.

Each Fire Lieutenant will be assigned a specialty area. Each Battalion will normally have one Lieutenant from each discipline-Fire Prevention, Hazardous Materials and Tech Rescue. The fire Chief reserves the right to assign by who is best qualified to be assigned to each area.

May be required to perform Level A entry into hazardous environments and manage hazardous material incidents and train others in same.

May be required to perform technical rescue skills and manage technical rescue incidents and train others in same.

May be required to perform technical inspections.

May train EMT-P, Intermediate or Basic from other departments and jurisdictions.

May perform work in specific support division in the department where assignments are made and reviewed by superior officers.

May serve as a member of a specialized team.

May perform the duties of a higher level officer, in his/her absence, for temporary period of time.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Fire fighting	Emergency Medical Services	Rescue
Hazmat General Business Equipment		Training

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree in fire protection, business, public administration, management or health care; and three years experience in a career department, two years which have been experience as a Paramedic; or any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid New Hampshire Driver's License.	New Hampshire EMT Instructor Certification.
New Hampshire Providers License - Paramedic Level.	Company Officer Certification (Desired).
Hazmat Operations Level.	Hazmat Deacon Level (Desired).
New Hampshire Career Level Firefighter.	NHFST Municipal Instructor (Desired).

Will be required to attain Hazardous Materials Technician, Tech Rescue Technician or Fire Prevention Specialist II depending on area of assignment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of emergency medical services and rescue procedures.

Department policies, rules and regulations.

Medical Terminology

Principles and practices of modern firefighting techniques and equipment.

Techniques of fire prevention to include; inspection methods, fire hazards, and methods of eliminating hazardous conditions.

Record keeping, report preparation, filing methods and records management techniques.

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Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Standard business arithmetic, including percentages and decimals.

Applicable state, federal and local laws, rules and regulations.

Computer applications related to the work.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Communicating clearly and effectively, orally and in writing.

Mental and Physical Abilities to:

Understand and follow departmental policies, rules and instructions.

Analyze situations and to take effective courses of action.

Train and instruct firefighters in modern firefighting principles, practices and techniques.

Understand and carry out oral and written instructions, giving close attention to detail and accuracy.

Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Speak effectively before groups of employees.

Speak effectively before public groups and respond to questions.

Write reports, correspondence, procedure manuals.

While performing the essential functions of this job the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, or smell, and is occasionally required to lift and/or move in excess of 100 pounds.

Working Conditions:

While performing the essential functions of this position the employee is frequently exposed to flames, smoke, contagious or infectious diseases, wet or humid conditions, work near moving mechanical parts, work in high precarious places, fumes or airborne particles, toxic chemicals, risk of electrical shock, little or no visibility, and work with explosives.

Working time may occasionally require irregular hours and shift times.

The incumbent's working conditions can be extremely stressful.

Incumbent's working conditions are typically quiet but may become very loud responding to emergency calls and at the scene of a fire or other emergency.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.