

**FORT LUPTON FIRE PROTECTION DISTRICT
1121 Denver Avenue
Fort Lupton, Colorado 80621**

POSITION DESCRIPTION

POSITION: **SHIFT LIEUTENANT**

STATUS: **FULL-TIME; FLSA NON-EXEMPT**

EMPLOYMENT STATUS: **AT-WILL**

WORK HOURS: **24-HOUR SHIFT/56 HOUR WORK WEEK
ROTATING SCHEDULE. THIS MAY INCLUDE
WORKING A 48 HOURS ON 96 HOURS OFF SHIFT**

SALARY RANGE: **\$83,000.00 ANNUALLY to \$96,000.00 ANNUALLY**

LT Grade I \$83,032.95

LT Grade II \$87,180.45

LT Grade III \$91,549.15

LT Grade IV \$96,111.40

EFFECTIVE DATE: **APRIL 2022**

This position description is established by the Fort Lupton Fire Protection District (“District”) to outline the basic requirements, duties and general responsibilities of the Shift Lieutenant position. This position is “at-will,” which means the District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason.

Summary of Position: The Shift Lieutenant is responsible for many aspects of the day-to-day administration, operation, and supervision of the Fire Station operations. The Shift Lieutenant is expected to exercise good judgment in all his or her duties and mitigating emergencies effectively and safely. When necessary, the Shift Lieutenant may be required to direct the District’s fire ground and emergency operations until the arrival of higher-ranking personnel.

Chain of Command: The Shift Lieutenant reports to the Shift Captain or Battalion Chief. During emergency and other district operations, the position may report to a Volunteer Officer of higher rank.

Supervision Exercised: The Shift Lieutenant shall supervise subordinate employees during emergency operations, fire prevention, training, and other district activities. When necessary, the Shift Lieutenant may be required to direct the District's fire ground and emergency operations.

Essential Duties and Responsibilities: This description is illustrative only and not intended to be all-inclusive.

1. Exercises good judgment with respect to matters of significance including, but not limited to, training, safety and health; government relations; compliance with Federal, State and local laws and ordinances; quality control; personnel management; management and marketing of the District's training center; and budgeting and accounting.
2. Must demonstrate strong administrative skills related to documentation, human resources, legal matters related to the fire service, worker's compensation reporting, records management, grant writing, strong analytical and problem-solving skills, including the ability to collect, integrate, analyze, and use data and information to compare and evaluate possible actions or courses of conduct based upon the data.
3. Required to drive motor vehicles safely and lawfully in emergency and non-emergency situations.
4. Effectively operate the fire pump to supply the appropriate amount of water to firefighters during mission critical events.
5. Coordinates, assists, presents, and supervises instructors in presenting quality-training opportunities for Career and Volunteer Firefighters on a weekly basis.
6. Maintains an awareness of the budget accounts related to the purchase of equipment and materials for the Fire District. Submits all purchases for prior approval through the Chain of Command.
7. Completes, reviews, and maintains accurate records and documentation related to the District including but not limited to medical reports, training records, time sheets, and call reports. This includes computer entry and organization of records as required.
8. Assists in the recruitment and interviewing of potential firefighter recruits.
9. Completes annual performance evaluations on all personnel under his/her supervision.
10. Assists the Shift Captain/Battalion Chief in scheduling and leave requests of line firefighters and ensures minimum staffing for each shift.
11. Assists the maintenance department in areas of light maintenance, regular inspection of tools, equipment, hose, and other firefighting equipment as required.
12. Be responsible for the safety and general cleanliness of the facilities, grounds, apparatus, and other District property.
13. Completes special projects, as required, including non-incident related projects that will have completion deadlines and standards.
14. Maintains positive, effective working relationships with District volunteers and employees, supervisors, the Board, the public, and other agencies, such as police, ambulance, Division of Fire Safety, City Government, community groups, and other professional service providers.
15. Completes pre-fire planning reports.
16. Assists the Fire Marshal with the fire prevention program, pre-fire planning, and inspections.
17. Responds to, and supervises, emergency and non-emergency alarms, as required and may serve as the Incident Commander, when necessary, until the arrival of higher-ranking command personnel. Work 24-hour shifts a part of the position duties.

18. Responsible for maintaining an effective and efficient incident command role at the scene of all incidents or trainings. Responsible for assigning resources to subsequent incidents that may occur while operating at the original incident.
19. Responsible for determining the most effective and safe work methods and operation modes at incidents.
20. Responsible to make decisions quickly and decisively under extremely stressful conditions during emergency operations and also perform strenuous physical labor under the same conditions.
21. Attends community meetings, as required.
22. Effectively delivers presentations and information to diverse groups.
23. Operates equipment related to the fire service, including but not limited to, fire hoses; nozzles; air packs; various tools; fire extinguishers; fans; ropes; ladders; extrication equipment; emergency medical equipment; AED; oxygen bottles; suction units; spine boards; cervical collars; and ambulance cots. Must also be able to use VCR, slide projectors, computers, sound systems and other audio-visual devices to present training materials.
24. Positively and effectively work within a team environment and shared decision-making process.
25. Present a professional image of the District at all times.
26. Makes recommendations to the Fire Chief regarding hiring, promotion, termination, disciplinary action, and other terms and conditions of employment of employees and volunteers under his or her supervision.
27. Consistently and correctly, apply the District's rules, policies, and procedures.
28. Effectively communicate pertinent information to supervisor in a timely fashion.
29. Timely prepare complete and accurate District reports and other records.
30. Maintain minimum training requirements and certifications as required by the District.
31. Perform such other duties as may be prescribed by the Fire Chief or his or her designee.

Working Environment/Physical Requirements:

This position requires work in a variety of locations and conditions, including fire station, living quarters and office areas, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of every type.

1. A portion of this position will involve sedentary, administrative work in an office environment or in training facilities; however, in emergency situations, the Shift Lieutenant may be required to perform the duties of a Firefighter/EMT.
2. Strenuous physical activity under extreme adverse conditions may be required periodically.
3. Must possess the ability to lift items in excess of one hundred fifty (150) pounds occasionally and up to sixty (60) pounds frequently.
4. This position requires standing, running, walking, sitting, kneeling, stooping/bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping digging, spraying, reaching over head, reaching away from body, and repetitive motion.
5. Will be required to work in all weather conditions and in extreme temperatures below twenty degrees (20 degrees) Fahrenheit and in excess of one hundred degrees (100 degrees) Fahrenheit.
6. Work may be performed under hazardous and adverse conditions, including but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving

mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.

7. Work may result in exposure to contaminated environments, including but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists and dusts.
8. Work may result in exposure to air or blood borne infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, smallpox, etc.
9. Work may result in exposure to high noise levels requiring the wearing of hearing protection.
10. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
11. This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.
12. This position will involve periods of high physical, mental and/or emotional stress.

Minimum Qualifications and Required Certifications:

1. Minimum 3 years documented experience in working with volunteers or in a combination Fire Department and in the delivery of emergency medical services.
2. Prior training classes in leadership, Company Officer level courses, or previous experience as a supervisor desired.
3. Must be at least 21 years of age at the time of appointment to this rank.
4. Demographic and operational knowledge of the Fire District.
5. Or, a combination of education, experience, certifications, and training which clearly demonstrates the candidate's ability to perform the essential functions of the position.
6. Successfully meet all requirements for the position upon conditional offer of employment, including, but not limited to, pre-employment physical examination, a drug and alcohol test and background check.

The Shift Lieutenant shall possess and maintain the following:

1. Valid Colorado Driver's License with a satisfactory driving record.
2. High School Diploma or GED. Associate Degree in Fire Science preferred.
3. Current Colorado State/IFSAC Firefighter II.
4. Current Colorado State/IFSAC Fire Officer I.
5. Current State of Colorado Proctor Certification preferred.
6. Current State of Colorado/National Registry Emergency Medical Technician-B.
7. Current State of Colorado Hazardous Materials Operations Certification.
8. Colorado State Fire Instructor I/IFSAC certification preferred.
9. NIMS 100/200/300/400/700/800 or ability to complete within 12 months of hire.
10. Valid CPR card or ability to obtain within 12 months of hire.

Print Name: _____

Signature: _____

Date: _____