



Scarborough Fire Department

Scarborough, Maine



Standard Operating Guidelines

Book:	Organization
Chapter:	Fire Department Organization
Subject:	1122 – Job Description Call Lieutenant
Revision Date:	8/1/2019
Approved by:	<i>B. Michael Thurlow</i>

QUALIFICATIONS:

- Must hold and maintain a valid Driver’s license.
- Active participation in the Call and/or Per-diem Force.
- Interior Structural Firefighter certification; NFPA Firefighter II preferred.
- Successful completion of a state certified AVOC/EVOC class.
- Minimum of 4 years firefighting experience
- Local Scarborough, or Pro-Board Fire Officer Certification.

REPORTS TO: Call Force Captain

ASSIGNMENTS: Call Force Districts

NATURE OF WORK:

This is a skilled part-time firefighting, EMS, and supervisory/leadership position that requires the employee to respond to a wide range of medical, traumatic, and fire suppression-related emergencies in a community encompassing 54 square miles with a year round population of over 20,000 that is significantly higher in the summer months. The department's annual call volume exceeds 4,000 calls for service per year. The person filling this position must be mature, honest, compassionate, able to work well with others, and be willing and able to interact positively with the public. The candidate must be prepared to respond to emergency EMS and fire calls in all types of weather, day or night. Due to the geography of the community the candidate must be prepared for emergencies on/in the ocean, highways, residential neighborhoods, industrial areas, as well as agricultural settings.

The person filling this position is responsible for the completion of operational and administrative assigned duties in support of the organizational mission. Examples include but are not limited to; station duties, equipment and apparatus maintenance, disinfecting and cleaning of equipment, public education, training, professional development, and completion of required reports and written correspondence.

The person serving in this position is responsible for the management, supervision, and oversight of assigned call force firefighter/EMT’s.

ILLUSTRATIVE EXAMPLES OF WORK REQUIREMENTS:

- A. Depending on specific assignment, Call Lieutenants are expected to manage and lead firefighter/EMT's of the call force during emergency scene operations as well as training and administrative functions.
- B. The Call Lieutenant is responsible for the safety, well-being, and fair treatment of fire department members under their command.
- C. The Call Lieutenant is required to respond to emergency incidents and work with in the Incident Command System to provide supervision, coordination, and provide EMS or suppression assistance as necessary.
- D. The Call Lieutenant is entrusted to ensure that incident command principals are effectively used in emergency operations, as well as adherence to Departmental rules, Standard Operating Procedures, and State/Federal regulations.
- E. The Call Lieutenant is responsible to mentor, train, lead and manage firefighter/EMT's in the fulfillment of their assigned duties.
- F. The Call Lieutenant promotes and fosters harmony, morale, safe working conditions, and a positive attitude within the department.
- G. The Call Lieutenant assures call force members meet their mandatory training & compliance requirements, are trained, mentored, active, and perform their job functions satisfactorily.
- H. Attend and participate in department meetings and training sessions.
- I. Other duties and projects as assigned by the Fire Chief or his designee.

COMPENSATION:

This position is covered under a wage scale as outlined in the department's non-union pay plan. In addition to hourly wages earned responding to emergency calls and authorized training, Call Lieutenants are eligible for pay for administrative hours actually worked when not otherwise being compensated for emergency response or scheduled per-diem work. The Fire Chief reserves the right to limit the number of eligible hours of administrative pay per assigned position per month.

TERM:

Appointments of Call Lieutenants are for a period of two years.