



Scarborough Fire Department

Scarborough, Maine



Standard Operating Guidelines

Book:	Organization
Chapter:	Fire Department Organization
Subject:	1132 – Job Description Full Time Lieutenant
Revision Date:	6/17/16 [revised 8/20/19]
Approved by:	<i>B. Michael Thurlow</i>

QUALIFICATIONS

- Must hold and maintain a valid Driver’s license.
- Must hold and maintain a valid Maine A-EMT license
- High School Diploma or equivalent required; Associate’s degree preferred.
- NFPA Firefighter I & II certification or equivalent.
- Pro Board or Scarborough Fire Department local Fire Officer Certification.
- Successful completion of a state certified AVOC/EVOC class
- Hazardous Materials Technician certification
- Minimum 2 years of full time Scarborough Firefighter/EMT experience
- Must have the ability to work fixed and rotating shifts.
- Must currently meet or be willing to meet the fire and EMS training requirements listed below.

REPORTS TO: Full Time Operations Captain / Duty Officer

NATURE OF WORK

This is a skilled supervisory, emergency medical and firefighting 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 4,200 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 will also be supervising on duty personnel, organizing and conducting continuing education and professional development classes, and a variety of other tasks that may be assigned by the Operations Captain / Duty Officer.

The person filling this position must be:

- Able to develop a rapport and effectively supervise a vast cross section of coworkers including call members, student firefighters, part-time and full-time firefighters and EMS personnel with varying levels of training and experience.
- Knowledgeable in current BLS and ALS standards as outlined in state and local protocols.
- Proficiently skilled in all invasive and non-invasive techniques that may be performed by a Maine licensed A-EMT.
- Knowledgeable and proficiently skilled in all fire suppression related techniques as outlined within.
- In good physical and mental condition.

ILLUSTRATIVE EXAMPLES OF WORK REQUIREMENTS

- Assume the tasks of the Station Leader to lead and manage the on-duty personnel in the stations to which they are assigned.
- Assist the Operations Captain / Duty Officer with scheduling full-time and per-diem shifts as requested.
- Work with the fire administration to maintain a highly motivated and well trained work force that is prepared and ready to meet the first responder needs of the community.
- Provide leadership and a command presence by being knowledgeable and proficient in the incident command system and working effectively within the paramilitary system.
- Provide primary patient assessment, treatment, and transport at both the BLS and ALS level as licensed, on any call for emergency medical service in the Town of Scarborough and its mutual aid communities.
- Perform effective triage, treatment, and transport of victims involved in an MCI event.
- Be knowledgeable in and adhere to State and local EMS protocols as well as department Standard Operating Procedures, Guidelines, and General Orders.
- Exercise sound judgment with respect to all matters involving patient and responder safety including but not limited to; emergency vehicle operations, scene safety, injury prevention, infection controls, etc.
- Perform fire suppression activities as required including but not limited to assuming incident command, suppression, ventilation, forcible entry, search & rescue, overhaul, and managing a rehab division.
- Assure station duties, equipment and apparatus maintenance checks, hydrant shoveling, hose testing, and a variety of other assignments are completed properly as assigned.
- Promote and foster harmony, morale, safe working conditions, and a positive attitude within the department.
- Mentor, train, lead, and manage assigned personnel, including full-time and per-diem employees, to assure they meet their mandatory training & compliance requirements, are active, engaged, trained, mentored, and able to perform their assigned duties satisfactorily.
- Complete performance evaluations for assigned personnel in accordance with established policies.

- Carry out assigned duties with minimal supervision and maintain a willingness to learn and employ additional management skills and techniques as needed.
- Learn and maintain up-to-date knowledge of the location of streets, principal buildings and geographic features of the Town of Scarborough.
- Effectively receive, process, relay, and follow both oral and written instructions.
- Comply with all Department training requirements.
- Establish and maintain effective working relationships with other employees (call, part-time, full-time and students), supervisors, other departments, agencies, and the public we serve.
- Attend and pass local driver training programs to become certified on all department apparatus.
- Safely operate all types of ambulances and fire apparatus under both routine and emergency response in all types of conditions.
- Attend and participate in scheduled full-time staff meetings and Board of Engineers meetings.
- Oversee and use the quality assurance program and performance evaluations as a positive learning tool for professional development.
- Understand and work within the principles of the National Incident Management and Incident Command systems.
- Other duties as assigned by the Fire Chief or his designee.

SALARY

This position is covered under a wage scale as outlined in a collective bargaining unit contract.

FIREFIGHTING & EMS TRAINING REQUIREMENTS

An employee in this class must attend, pass and remain certified in:

- At the Maine A-EMT license level
- As a Firefighter II and Haz Mat Technician
- Other classes as deemed appropriate by the Fire Chief