

RESOLUTION NO. 50-2017

Amending the Position Descriptions for Fire Lieutenant and  
Fire Prevention Lieutenant.

WHEREAS, City Council wishes to amend the position descriptions for the positions of Fire Lieutenant and Fire Prevention Lieutenant; and,

WHEREAS, it is necessary to amend the position descriptions to properly reflect the duties of these positions;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the position description for the position of Fire Lieutenant (Class Specification No. 184) as per the description attached hereto be and the same is hereby amended.

SECTION 2. That the position description for the position of Fire Prevention Lieutenant (Class Specification No. 184A) as per the description attached hereto be and the same is hereby amended.

SECTION 3. That the Clerk of Council be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted July 17, 2017

/s/ Bonnie D. Michael  
President of Council

Attest

/s/ D. Kay Thress  
Clerk of Council

***CITY OF WORTHINGTON***  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b> Fire Lieutenant	<b>CLASS:</b> 184
Department: Division of Fire and Emergency Medical Services	
Date: July 17, 2017	
Reports To: Fire Captain	Updated: 2017

### **General Statement of Duties**

Under the direction of the shift Captain, a Lieutenant serves as a fire line-officer assigned during tour of duty. The Fire Lieutenant assists the Captain with planning, organizing, managing and supervising all activities/personnel of the Division and all emergency/non-emergency operations of the Division. A Lieutenant will assume the duties, responsibilities and authority held by the Captain on the occasion of their absence. The Lieutenant reports directly to the Captain and ultimately to the Fire Chief through the Division's organizational hierarchy.

A Lieutenant promotes the Division's mission and goals and will perform a variety of administrative, supervisory, and technical work in the supervision and administration of fire suppression, emergency aid, hazardous materials, and fire prevention activities. The Lieutenant generally performs his/her duties with a degree of independence within the established Division chain of command. A Lieutenant may plan, supervise, and direct the work of firefighters during assigned shift; is responsible for the effective application of the policy, rules and regulations, protocols, practices and procedures of the Division within the company command; counsels subordinates as appropriate and recommends discipline when necessary and appropriate. As a ranked position within the Fire Division, a Lieutenant shall conduct oneself in a manner that demonstrates the leadership commensurate with the rank of the position.

### **Essential Functions of the Position:**

The duties listed below are intended only as illustration of the various types of work that may be performed. Additional duties may be assigned as determined by the Fire Chief.

- Communicates effectively, respectfully, and tactfully, orally and in writing, with subordinate, peers, superiors and the public;
- Assists in planning, monitoring, and directing activities of the Fire Division;
- Conducts and/or assists with roll call, personnel briefings, performance meetings, counseling sessions with subordinates, and in-service training activities;
- Supervises company-level building inspections and familiarization activities;
- Coordinates, supervises, and manages work activities, facility and equipment maintenance duties, assignments, operations, and coordinates with other agencies;
- Maintains accurate records;

- Ensures that all forms and detailed reports for the day's events including, but not limited to: shift reports, pre-fire surveys, fire alarm checks, run reports, special projects, overtime reports, and daily logs which occur during the tour of duty are completed and reviewed as required.
- Follows and assures compliance with protocols, policies, procedures and directives, federal, state and local codes/ordinances and enforces city fire codes;
- Responsible for unit readiness of assigned apparatus;
- Responsible for overseeing various aspects of fire and EMS activities on the crew as directed by the Captain, Assistant Chief or Chief;
- Responds to alarms and emergency situations;
- As necessary, assumes the duties of Incident Commander, unless relieved by a higher ranking officer, including directing operations and determining personnel and equipment needs;
- Assists with investigating and determining cause and origin of fires and other incidents;
- Preserves and protects evidence at fire scenes;
- Assists the Fire Chief in the planning and monitoring of the department budget;
- Assists the Captain with planning, coordinating, and supervising the shift training of all subordinates;
- Makes preliminary review of internal or external complaints and determine if they require additional review;
- Evaluates and prepares reports on personnel, equipment, drills, fires, accidents, injuries, and performance;
- Keeps up-to-date log of daily activities and emergencies and prepares other reports as required;
- Conducts daily quality assurance and compliance review of EMS reports for the unit;
- Coordinates building, equipment, grounds and vehicle maintenance;
- Ensures the cleanliness of the fire station, apparatus and equipment;
- Maintains patient privacy in accordance with HIPAA regulations, department policies and/or federal and state law;
- Performs related essential and non-essential duties and responsibilities as required.

## **Knowledge, Skills and Abilities:**

- Considerable knowledge of modern firefighting principles, practices, procedures, and equipment used in firefighting and emergency medical system;
- Considerable knowledge in fire, rescue and EMS practices and techniques;
- Considerable knowledge in federal, state and local laws, ordinances and regulations which govern the fire department;
- Principles of supervision and management;
- Ability to plan, supervise, and coordinate the work of others;
- Ability to operate all firefighting equipment and apparatus;
- Ability to train subordinates;
- Ability to provide training to subordinate personnel to enhance or retain skills and meet state requirements for training each year.

- Meet and deal tactfully and efficiently with the public and fellow employees;
- Be able to react quickly and calmly in emergency situations;
- Learn to operate relatively complex equipment;
- Establish and maintain effective working relationships with the public and fellow employees;
- Ability to understand and follow oral and written directions.
- Ability, competency, desire, and willingness to work a majority of time without direct supervision;
- Ability to understand, interpret, and enforce Division policy, procedures, rules, regulations and practices;
- Analyzes work activity reports and others' performances, establishes work priorities, goals and objectives;
- Maintain effective working relationships, interacting effectively, efficiently, quickly and with respect with the public, fellow employees, and other City departments;
- Ability to maintain physical condition to perform essential duties of firefighter position.
- Ability and willingness to maintain a high level of knowledge and skill of current best practices in fire prevention, fire suppression, and emergency medicine.

## **Minimum Requirements of the Position:**

High school diploma or its equivalent required, Associates Degree in Fire Science, Paramedic Technology or related field, preferred. Five years of continuous full-time service with the City of Worthington Division of Fire, required. Must maintain a valid Ohio driver's license, a current State of Ohio Firefighter I and II certification and an Emergency Medical Technician - Basic certification.

Possess and maintain an Emergency Medical Technician - Paramedic certification as required by departmental standards. Possess and maintains Hazardous Materials Operations level (Technician level if applicable) as required by departmental standards. Must be able to meet all requirements listed in Firefighter/Paramedic job description.

Possess current Fire Officer I certification at the time of appointment.

Must obtain Fire Officer II certification within 18 months of appointment.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

**Adopted by Resolution No. 50-2017; Effective July 17, 2017**

**CITY OF WORTHINGTON**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b> Fire Prevention Lieutenant	<b>CLASS:</b> 184 (A)
Department:	Division of Fire and Emergency Medical Services
Date:	July 17, 2017
Reports To:	Fire Chief
	Updated: 2017

**General Statement of Duties**

Under general direction of the Fire Chief, this position is responsible for leading and providing over-all management of the fire prevention and injury preventions activities within the Worthington Division of Fire & EMS fire prevention program. The Fire Prevention Lieutenant will serve as the primary advisor to the Fire Chief on fire prevention and fire code enforcement issues.

This position is a highly professional, responsible and accountable assignment requiring the exercise of technical judgment and sound decision-making. The Fire Prevention Lieutenant generally performs with a degree of independence within the established department chain of command. The position requires excellent skills in verbal and written communication and public presentation. Incumbents are required to be well versed in fire prevention techniques and have specialized knowledge of fire safety laws, codes and ordinances. This position is designated as the code official as referenced in the Worthington and Ohio Fire Code and, will coordinate the Division’s company inspection program. This position is designated as the Division’s Public Information Officer and will coordinate official communications of the Fire Chief to the public.

**Essential Functions of the Position:**

The duties listed below are intended only as illustrations of the various types of work that may be performed. Additional duties may be assigned as determined by the Fire Chief.

- Plans, coordinates, organizes, schedules, assigns, delegates and directs the activities of the fire prevention program (Bureau);
- Manage and maintain the City’s Emergency Operations Center (EOC) located at the fire station;
- Conduct fire plan review, inspections and code enforcement;
- Develop and implement fire prevention and injury prevention programs approved by the Fire Chief;
- Enforce ordinances of the jurisdiction related to: the prevention of fires, the storage, use and handling of explosive, flammable, combustible, toxic, corrosive and other gaseous, solid and liquid materials; proper installation and maintenance of automatic, manual and

other private fire alarm systems and fire-extinguishing equipment; monitoring hazard abatement on vacant land, in buildings, and other property, including buildings under construction;

- Consult with local businesses and the industrial community, care facilities, school districts, seniors, homeowners and others concerning fire and hazard prevention problems and requirements; explain and interpret requirements and restrictions as mandated by state, local and nationally recognized standards;
- Ensure compliance with fire safety standards in the construction, operation, and maintenance of industrial, commercial and special hazard occupancies, water improvements, fire protection systems, hazardous material storage and use, and high-piled storage;
- Inspect and make fire safety recommendations for schools, hospitals, residential care facilities, and other institutions and places of public assembly to ensure compliance with fire and safety codes; consults with developers, engineers, architects, and contractors, offering recommendations on laws and regulations covering fire and hazard safety in the design and construction of buildings;
- Conduct plan review and perform fire prevention inspections for special events requiring unique or safety sensitive concerns, such as, dealing with large crowds, temporary facilities or pyrotechnics and others as indicated by the Fire Code or directed by the Fire Chief;
- Conduct annual inspections in hazardous and complex industrial and commercial occupancies, schools and city buildings; provide resources to engine company personnel in support of routine safety inspections as required;
- Provide technical training for fire department personnel as assigned;
- Develop and conduct public education programs related to fire prevention, disaster preparedness, fire safety and prevention education for school age children, conduct special events, such as Open House; develops programs that increase the level of community fire safety; present programs to City committees and civic groups as assigned;
- Assist in development of department policies as they relate to fire prevention/code compliance and regulatory issues; Advise Fire Chief and make recommendations for fire code amendments and adoption;
- Receive and investigate complaints related to conditions hazardous to life or property; prepare reports and notices of deficiencies directed to owners;
- As directed, respond to fire scenes to assist in the investigation of the cause and origin of fires and assist first responders at emergency incidents;
- Direct oversight for fire investigation program and investigators; ensures that all fires are investigated in accordance with Division policy;
- Serves as lead fire investigator, determines cause and origin and prepares written fire investigation reports;
- Maintain records and prepare departmental reports, including special reports as assigned;
- Attend and represent the Division at meetings, seminars and training classes related to code applications and development, fire protection systems and equipment, inspection and plan review practices.

## **Knowledge, Skills and Abilities:**

- Extensive knowledge of:
  - Modern fire prevention principles, procedures, techniques and equipment;
  - Building, electrical, mechanical, NFPA Standards, and fire codes;
  - Applicable laws, ordinances and codes;
  - Division policies and procedures, the Division's mission, goals and objectives;
  - Modern injury and accident prevention principles, procedures, and programs
  - Inspection techniques;
  - Fire cause and origin determination techniques;
  - Fire loss management procedures.
  
- Working knowledge of:
  - Fire suppression techniques and equipment;
  - Firefighting tactics;
  - Hazardous materials regulations.
  
- Ability to:
  - Effectively apply standard fire prevention techniques;
  - Remain calm and professional in emergency and stressful situations;
  - Build consensus and inspire teamwork;
  - Understand and carry out verbal and written instructions;
  - Communicate effectively, orally and in writing;
  - Climb, crawl and walk in connection with fire investigations, code enforcement and educational activities;
  - Perform effectively in highly stressful environments and to perform all duties in extreme weather conditions;
  - Perform physical tasks to investigate fires and inspect new construction;
  - Mobility in office environment and on a variety of terrains.

## **Minimum Requirements of the Position:**

High school diploma or its equivalent required - Associates Degree in Fire Science, Paramedic Technology or related field, preferred. Must maintain a valid Ohio driver's license, a current State of Ohio Firefighter I and II certification and an Emergency Medical Technician - Basic certification. Must possess Certification for Fire Officer I at the time of appointment and be certified in NIMS 100, 200, 300, 400 and 700.

Possess (at time of appointment) and maintain State of Ohio Fire Safety Inspector Certification

Must meet Department annual driving requirements and background must be free of criminal violations (except for minor traffic violations).

Must possess Certification for Fire Officer II

\*Those promoted from August 1, 2017 to July 31, 2018 must fulfill the requirement within 18 months from their date of promotion

\*\* Must maintain a NAFI-CFEI certification or IAAI-CFI

Those promoted from August 1, 2017 to December 31, 2017 must fulfill this requirement within 36 months from their date of promotion.

\*\*\* Completion of a Public Information Officer level 1 course.

Those promoted from August 1, 2017 to December 31, 2017 must fulfill this requirement within 24 months from their date of promotion.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

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