

## Company Officer Lieutenant/Captain

Reports to: Battalion Chief  
Supervises: Station Company  
Status: Regular Full-Time  
FLSA Status: *Non-Exempt*



### General Definition of Work

Supervise, coordinate, and oversee to completion the day-to-day activities of the station personnel, manage assigned personnel's work time documentation. This includes overseeing the completion of the routine house chores, instructing personnel assigned to a fire company when working on shift, and assigning firefighters in various other routine duties in the Department. This position requires a professional attitude and ability to maintain composure under sometimes difficult or stressful circumstances. The person in this position will be assigned to a 24-hour shift, must be trained and ready to respond to emergency situations involving fire, medical emergencies, hazardous materials or special rescues, and must be ready to provide support to fire prevention efforts. Work is performed under the limited supervision of the Battalion Chief. Divisional oversight is exercised over Sergeants and Firefighter/EMT.

### Knowledge, Skills and Abilities

A Company Officer shall maintain a working knowledge of:

- Department SOGs, Procedures and Correspondence
- Comprehension skills in EMS protocols, fire and EMS reporting, work orders, discipline paperwork, department logs, Incident Command System, NIMS, supervisory techniques
- District organizational structure and functions
- Fire suppression theories, methods and procedures, fire strategies and tactics
- Fire prevention and inspection procedures
- Fire hazards and causes
- Hazardous materials
- Engine, tender and aerial ladder operations
- Radio communication procedures
- Planning and program evaluation
- News media communication
- Fire investigation methods and procedures
- Water supply as it relates to fire suppression

### Position Responsibilities and Job Performance Requirements:

- Evaluates performance of subordinate personnel on an on-going basis.
- Counsels personnel on ways to improve performance. Initiates recommendations for commendations and discipline.
- The Company Officer sets a value driven and mission focused servant leadership example.
- Assumes duties and responsibilities of other members of the Department as directed.
- Shall maintain order and discipline in their command at all times.
- The Company Officer will review their assigned personnel's time keeping documentation.
- Monitors activities to ensure Departmental Safety Guidelines and Procedures are followed.
- Oversees and coordinates activities of the company.
- Responsible for documenting and reporting injuries, accidents, lost or damaged equipment, and any related activity associated with the overall direction and management of the station.

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- Provides and oversees applicable instruction in personnel regarding firefighting procedures, strategy and tactics, EMS, rescue, and hazardous materials.
- Ensures compliance with the Department Physical Fitness Program.
- Ensures receipts and invoices are forwarded for processing.
- Will conduct training as assigned.

### Education and Experience

- Fire Officer Strategy & Tactics
  - Fire Officer I
  - Safety Officer
  - Driver/Operator
  - Instructor I
  - NIMS 100, 200, 700, 800
  - Haz Mat Operations
  - Emergency Medical Technician - Basic
- Must have completed two years as a merit Sergeant with the department in the two consecutive years prior to promotion to Lieutenant

### Physical Requirements

The physical demands of this position are considered to be: Heavy (50 to 100 pounds lifted/carried or force exerted occasionally; 25 to 50 pounds lifted/carried or force exerted frequently).

Operate in hazardous environments utilizing personnel protective equipment with self contained breathing apparatus.

This position shall pass annual Physical Fitness Evaluation and annual Work Performance Evaluation (WPE) and be in compliance of the Department Physical Fitness Evaluation.