

# CITY OF BELLBROOK

## JOB DESCRIPTION

**Title:** Fire Lieutenant  
**Department:** Fire  
**Status:** Non-Exempt  
**Effective Date:** April 7, 2025

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### **Job Summary**

Assist the Fire Chief in the management and administration of the Bellbrook Fire Department. Serve as shift front-line supervisors providing personnel, operational and fire scene management. Control and extinguish fires or respond to emergency situations where life, property, or the environment is at risk. Duties may include fire prevention, emergency medical service, hazardous material response, search and rescue, and disaster assistance.

### **Supervision**

This position is appointed by the City Manager with supervision by the Fire Chief and his/her designee(s).

### **ESSENTIAL DUTIES:**

Essential Duties are not intended to be an exhaustive list of all responsibilities, duties, and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- It is the responsibility of every employee to represent the City of Bellbrook by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned and operating all relevant equipment, systems, and motor vehicles safely, ethically, and legally while on City business
- Acts as the shift supervisor and assumes command of emergency incident scenes in the absence of a higher-ranking officer. Performs regular evaluations of subordinates.
- Responds to fire alarms, requests for emergency medical assistance, and other emergency incidents.
- Drives department apparatus operates pumps, connects and lays hose lines, operates nozzles, and directs water streams.
- Forces entry of premises for firefighting, rescue, and salvage operations. Removes persons from dangerous situations.
- Administers basic life support and other emergency medical procedures.

- Uses self-contained breathing apparatus, operates medical cots, hand tools, power tools, and other equipment.
- Participates in training including: firefighting, emergency care, specialized skills, public education, and other fire service related subjects.
- Performs general maintenance of fire department property including: cleaning fire equipment, cleaning facilities, and minor repairs to equipment.
- Responds to off-duty emergency calls as needed.
- Inspects public places and businesses for existing and potential fire hazards. Works with fire inspectors and building inspectors for the correction or removal of hazards.
- Assists in the coordination of safety educational programs for the Fire Department and general public.
- Other duties as assigned.

### **MINIMUM REQUIREMENTS:**

Bachelor's degree in Fire Services or related field preferred; or minimum of three years of experience in a municipal fire department, or any combination of education and experience which provides the knowledge, skills, and abilities to perform the essential functions and responsibilities of the position. Preferred Fire and Emergency Services Instructor, Valid State of Ohio Emergency Medical Technician Paramedic Certification and other associated State of Ohio required certifications, Valid State of Ohio Firefighter Level 2 Certification, Fire Safety Inspector and valid Ohio Driver's License. Must be able to obtain ICS-300 and ICS-400 within the first year of appointment.

### **Knowledge and Skills Required**

- Advanced knowledge of the principles and practices of firefighting, fire prevention, and emergency medical services.
- Knowledge of hazards and generally accepted safety standards.
- Knowledge of dispatch procedures.
- Knowledge of the location of city streets, fire hydrants, and target life hazards.
- Computer software including word processing, spreadsheet, and database applications
- Ability to supervise and lead the assigned shift employees under both routine and emergency situations.
- Ability to apply training and knowledge of firefighting and emergency medical service in emergency situations.
- Ability to effectively communicate over a two-way radio and telephone.
- Clear written and verbal communication skills.
- Excellent customer service and organizational skills.

### **Ability to:**

- Prepare a variety of operational and administrative reports
- Maintain fire and EMS/medical certifications
- Compile and analyze data
- Speak to and make presentations in public settings
- Conduct outreach activities
- Group facilitation
- Prioritize tasks and manage time
- Assess the consequences and outcomes of process administration
- Interpret and execute regulations, policies, and procedures
- Build strong relationships between the community and the fire department
- Demonstrate independent problem solving and decision making
- Identify tasks, methods, materials, equipment, and safety procedures utilized in the proper execution of operational activities.
- Perform the duties and responsibilities in a variety of diverse work areas in a safe manner.
- Apply training and knowledge of fire and EMS procedures in emergency situations.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with other employees, the public, and consultants.
- Learn new technology and effectively apply the technology to the job situation.
- Work independently.
- Make appropriate decisions about available options.
- Plan and lead less experienced employees in the completion of various projects.
- Work well in a team environment
- Ability to prioritize tasks and manage time.

### **PERFORMANCE APTITUDES:**

**Physical Ability:** Tasks require the ability to exert physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of moderate to significant weight (generally 100 pounds and less). Tasks include physically handling other persons in the course of fire/EMS activities; accessing locations on foot, maneuvering tight spaces. Tasks may involve withstanding physical and non-physical tasks outdoors including in extreme weather conditions. Tasks will include operating a

vehicle both day and night in a variety of conditions. Tasks may include standing, walking and sitting for both long and short periods of time. Must be able to occasionally climb, balance, stoop, kneel, crouch or crawl. Visual ability to make observations in the course of duty both near and far. Hearing and speaking ability sufficient to understand and communicate with other individuals either in person or over the telephone or radio. Potential exposure to hazardous substances and contagious diseases. Must be in good physical condition to pass all required physical exams and drug testing as required by the State of Ohio and/or the City of Bellbrook.

Project Management: Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size, and complexity. Demonstrated ability to perform complex and multiple tasks in a rapidly changing, fast-paced environment; ability to organize work and prioritize to meet formal deadlines with continuous interruptions; strong analytical skills.

Vehicle, Equipment, Machinery, Tools, and Materials: Tasks require the ability to operate, maneuver, and/or control the actions of vehicles, equipment, machinery, tools, and/or materials, commensurate with duties of the position.

Social and Interpersonal Communication Skills: Excellent oral communication skills; excellent written communication skills; ability to exercise good judgment, tact, and diplomacy; ability to focus and maintain strong morale in the community; demonstrated ability in respecting and understanding varying cultural and socio-economic backgrounds. Proven ability building, developing, and maintaining constructive and cooperative relationships with key stakeholders; demonstrated experience working with changing levels of expectation and tight deadlines.

Reasoning: Position requires functional reasoning skills enabling the analysis of major problems that necessitate complex planning for interrelated activities that can span one or several work units. Position requires situational reasoning skills allowing for the ability to exercise judgment, decisiveness and innovation in situations involving broader aspects of the organization.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

Employee: \_\_\_\_\_ Date \_\_\_\_\_

Department Director: \_\_\_\_\_ Date \_\_\_\_\_

City Manager: \_\_\_\_\_ Date \_\_\_\_\_