FIRE LIEUTENANT

POSITION SUMMARY

Under the general supervision of the Shift Captain or the Division Chief of Fire and EMS Operations, the Fire Lieutenant serves as a company officer responsible for supervising personnel, operations, training, equipment readiness, and emergency response activities within an assigned station, apparatus, or administrative assignment.

Fire Lieutenants may be assigned to shift operations or an administrative assignment, including but not limited to Training or other areas as determined by the Fire Chief. The Fire Lieutenant provides leadership, accountability, mentorship, and technical expertise while ensuring compliance with department policies, standard operating guidelines, and safety practices.

When assigned to shift operations, the Fire Lieutenant serves as the company officer and direct supervisor of assigned personnel and apparatus. When assigned to an administrative assignment, the Fire Lieutenant assists with the planning, coordination, implementation, and oversight of department programs, projects, personnel development initiatives, and other assigned functions.

RESPONSIBILITIES

Essential Duties:

The following duties are representative of the work performed by Fire Lieutenants. Specific assignments and responsibilities may vary based on operational or administrative assignment.

Shift Operations Assignment

- Supervises personnel assigned to a station, apparatus, or functional assignment and provides leadership, coaching, and mentorship.
- Implements department goals and objectives, establishes work priorities, and coordinates daily company activities during assigned shifts.
- Conducts performance evaluations, provides corrective action and counseling, and assists with employee development in coordination with the Shift Captain.
- Responds to alarms as the officer of a fire company and performs firefighting, rescue, hazardous materials, and emergency medical service functions.
- Serves as Company Officer and may function within the Incident Command System as an Incident Commander, Division Supervisor, Group Supervisor, or other assigned command role.
- Ensures operational readiness of assigned stations, apparatus, equipment, tools, and facilities.
- Conducts and documents company-level training and assists with department training initiatives as assigned.

- Maintains discipline and ensures personnel comply with department policies, standard operating guidelines, and safety procedures.
- Reviews incident reports, operational documentation, inspection records, and other assigned reports for accuracy and completeness.

Administrative Assignment

- Assists with the planning, coordination, implementation, and evaluation of department training programs, projects, and initiatives.
- Develops lesson plans, training schedules, practical exercises, and educational materials as assigned.
- Maintains training records, certification records, and compliance documentation.
- Assists with certification testing, recruit academies, continuing education programs, and professional development initiatives.
- Coordinates training activities with department personnel, outside instructors, partner agencies, and educational institutions.
- Evaluates training effectiveness and recommends improvements to training programs and delivery methods.

Duties Applicable to All Assignments

- Coordinates activities with other officers, shifts, departments, and outside agencies to ensure continuity of operations.
- Maintains awareness of emerging trends, technologies, and best practices within the fire and emergency services professions.
- Promotes professionalism, teamwork, accountability, and customer service throughout the organization.
- Performs other duties of a similar nature or level as required.
- Maintains proficiency by completing required training and maintaining all required certifications.

Knowledge, Skills and Abilities: (position requirements at entry)

- Knowledge of firefighting, hazardous materials response, rescue operations, emergency medical services, and incident command principles, practices, and procedures.
- Knowledge of City policies, department policies, standard operating guidelines, training requirements, and applicable federal, state, and local laws, regulations, and standards.
- Knowledge of fire apparatus, equipment, tools, facilities, and the proper use, maintenance, and inspection of department resources.
- Knowledge of leadership, supervision, personnel development, conflict resolution, and employee accountability principles.
- Skill in decision-making, problem-solving, communication, and personnel management in both routine and emergency situations.
- Ability to supervise, mentor, evaluate, and develop assigned personnel while promoting accountability, professionalism, and teamwork.

- Ability to coordinate station operations, maintain operational readiness, conduct training, and ensure compliance with departmental standards and safety practices.
- Ability to prepare, review, and maintain reports, records, evaluations, training documentation, and other departmental records while effectively communicating with employees, outside agencies, and members of the public.

SKILLS

Education and Experience (position requirements at entry):

- Associate's Degree and/or specialized training specific to Company Officer, Incident Commander, and/or Leadership Training.
- Three years of full-time experience as a firefighter.
- Or an equivalent combination of Fire Service-related education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements (position requirements at entry):

- Valid ND Driver's License
- ProBoard and/or IFSAC Hazardous Materials Awareness
- ProBoard and/or IFSAC Hazardous Materials Operations
- ProBoard and/or IFSAC Fire Fighter I
- ProBoard and/or IFSAC Fire Fighter II
- ProBoard and/or IFSAC Driver/Operator Pumper
- ProBoard and/or IFSAC Driver/Operator Aerial within one (1) year of hire
- ProBoard and/or IFSAC Fire Instructor I
- ProBoard and/or IFSAC Fire Officer I within one (1) year of hire
- ProBoard and/or IFSAC Fire Officer II within one (1) year of hire
- ProBoard and/or IFSAC Hazardous Materials Technician
- National Registry Emergency Medical Technician
- AHA BLS Provider Level
- NIMS/ICS 100 - Introduction to the Incident Command System
- NIMS/ICS 200 - ICS for Single Resources and Initial Action Incidents
- NIMS/ICS 300 - Intermediate ICS for Expanding Incidents
- NIMS/ICS 400 - Advanced ICS for Command and General Staff
- NIMS/ICS 700 - National Incident Management System, An Introduction
- NIMS/ICS 800 - National Response Framework, An Introduction
- BlueCard Command Certification

WORKING CONDITIONS

Environment:

- Physical requirements typically include: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

- May be subjected to hazardous conditions including but not limited to: fumes, odors, dusts, gases, chemicals, poor ventilation, body fluids, extreme temperatures, inadequate lighting, work space restrictions, intense noises, and travel.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- The work entails strenuous physical activity, frequent exposure to inherent dangers, including the risk of physical harm and exposure to hazardous substances, as well as challenging working conditions like adverse weather and a heightened risk of accidents or health issues. Identifying and mitigating these threats can be challenging.

GRADE: F3
FLSA: Non-Exempt
Created: 12/20/2017
Reviewed by: Fire Chief Sivak, Asst. Fire Chief Barros, Fire Marshal Selle, Fire Engineer Hartman, HR Coordinator Nameniuk
Approved by City Commission: 01/22/2018
Updated: by Fire Chief Sivak, HR Coordinator Nameniuk 7/18/19, HR Torgerson 6/29/22, Fire Chief Jeremy Presnell, HR Nameniuk 10/02/2023, Updated 6/10/2026 by Chief Presnell, HR Nameniuk