

**FIRE LIEUTENANT**

FLSA Status: Covered  
Union Representation: Portland Fire Fighters Association (PFFA)

**Class Summary:**

This is first line supervisory fire fighting work. Employees occupying positions of this class are responsible for the direct command over Fire Fighters in a fire house; for recommending disciplinary and commendation action, and for the proper maintenance of apparatus, equipment, and the fire station on an assigned shift. Responsibilities involve drilling and instructing personnel in fire fighting, fire prevention, and rescue techniques and conducting hydrant and building inspection activities in an assigned area of a district. Employees of this class may be rotated between an engine, truck, rescue squad, or fire boat company for administrative or personal reasons. Other assignments may involve officer level responsibilities as a staff officer to the Chief, a training officer, a public education officer or as an inspector in the Fire Marshal's office. Work may involve strenuous physical exertion and elements of personal danger. Routine duties are performed with a degree of independence within established departmental regulations, but under the administrative supervision of a Fire Captain. At the scene of an emergency, a Lieutenant is responsible for the effective performance of the entire operation until relief of command by a superior officer. Performance is reviewed by a chief officer and evaluation is based on the performance, inspection results, and readiness of the assigned fire company.

**Examples of Work:**

Receives orders from and transmits information to the company captain if assigned to a station or Inspector II if assigned to the Fire Marshal's office.

Supervises and participates in a variety of duties with an engine company on an assigned shift; determines route in responding to a fire; determines need for rescue activities; determines the seriousness of the fire; calls for support companies as needed; determines the location for laying hose, the size of hose, and the type of water stream to use; determines the use of support equipment and tolls in extinguishing fires and responding to emergencies.

Supervises and participates in a variety of duties with a truck company on an assigned shift; determines route in responding to a fire; determines rescue operations of trapped or injured victims; determines location for ventilating buildings and placing ladders; determines the use of power tools and equipment; directs the salvage and clean-up operations after a fire.

Supervises and participates in a variety of duties with a rescue company on an assigned shift; determines route in responding to an emergency; administers first aid to injured persons; determines method of operation for crew at emergency.

Supervises and participates in a variety of duties with a fire boat company on an assigned shift; determines the best plan of action for fire boat at a fire; determines size of hose and equipment to use; assists in deckhand duties as required; removes hazards to navigation; participates in patrolling harbor in keeping with directives from a superior officer.

Conducts research projects and handles special administrative assignments when assigned as a staff officer to the Fire Chief.

Prepares and presents fire prevention programs for organizations, groups and individuals.

**Examples of Work: (continued)**

Supervises and participates in fire drills; conducts classes in fire suppression and prevention, first aid, and related subjects; provides direction in training companies; develops and conducts training courses; researches new methods in fire suppression and prevention for course materials.

Conducts standard or specialized inspections of commercial and industrial properties, multiple dwellings, and places of public assembly to identify common fire hazards and violations of city fire regulations; inspects commercial buildings in an assigned area of the city or performs specialized inspection work of initial plans review, sprinkler systems, fire alarm installations, flammable liquids, or unique facilities.

Supervises and participates in inspections of buildings and fire hydrants. Supervises the general maintenance work in hanging and drying hose, cleaning and maintaining apparatus and equipment, and maintaining the fire house and grounds; assigns personnel to watches.

Maintains discipline and morale of company; prepares payroll records for shift personnel; keeps company files, records, and books up to date; prepares a variety of reports.

**Not all the work performed is specifically described. Not all tasks are done at all work locations.**

**Knowledge, Skills and Abilities: (Required at time of appointment)**

Knowledge of modern methods, techniques, and theories used in company level fire fighting and fire prevention.

Knowledge of modern first aid principles and practices and skill in their application.

Knowledge of the operation and maintenance of the various types of fire apparatus and equipment used by Portland and related resources.

Skill in leading, directing, and supervising Fire Fighters, both under emergency conditions and in routine work.

Skill in training and instructing company grade fire personnel in modern fire fighting and fire prevention methods, techniques, and theories.

Skill in reasoning and reacting quickly and calmly in emergency situations.

Skill in working effectively in management committees.

Skill in evaluating current management conditions and make changes as needed.

Skill in understanding and following oral and written instructions.

Skill in establishing and maintaining effective, courteous, and tactful working relationships with superiors, other employees, and the general public.

Physical strength and agility sufficient to perform the work of the class.

**Special Requirement:**

Possession of a valid state driver's license for designated positions.

---

---

**Class History:**

Adopted:

Revised: 02-25-85

Revised: 08-07-06 FLSA Status and Union Representation sections completed.

June 2009 - Change Job Class number from 5211 to 30000798, due to system change.