St. John's Regional Fire Department
Policy and Operational Guidelines

Title: 01-02-13 Fire Lieutenant

Document Type:	Job Descriptions
Status:	
Issued By:	Director/Chief SJRFD
Index:	01 Organization
Section:	02 Department Job Descriptions
Title:	13 Fire Lieutenant

Purpose

To outline the duties and responsibilities of the position of Fire Lieutenant.

Background

The duties and responsibilities of a Fire Lieutenant include those outlined below, and/or other related duties which may be assigned from time to time.

This replaces POG #01-02-12, "Fire Lieutenant", dated 01-01-1994.

Procedure

FIRE LIEUTENANT

1. Responsible for the direction and supervision of the fire fighters on his/her assigned shift and those assigned to a specific apparatus.

2. Reports in writing to his/her immediate superior any violations of orders or rules as laid down by the Director **(Fire Chief)** or his/her designate.

3. Ensures that all fire fighting and rescue equipment is functional and is in good condition and reports any deficiencies to the Fire Captain.

4. Leads firefighting teams in fire rescue operations.

5. Maintains a good knowledge of the City of St. John's Act, St. John's Fire Department By-Law (1362), Rules and Regulations, the Policies and Operational Guidelines of the Department, the current Collective Agreement, Operational Manuals of the SJRFD and any other applicable policies, procedures or legislation.

6. Assists the Officer In Charge (**OIC**) in classroom and practical training and ensures that all other programs are efficiently implemented and carried out. Ensures that all training sessions are logged and documented daily.

7. Maintains familiarity with all fire fighting procedures, Department training material and other technical data at his/her disposal.

8. An Acting Fire Lieutenant shall perform all the duties and functions and assume all the responsibilities of a Fire Lieutenant. A Fire Lieutenant has authority over an Acting Fire Lieutenant.

9. Ensures that all day to day activities of the Department are carried out, along with all other assigned duties.

Approvals
Director/Chief of SJRFD

Approval Date
2011/03/02

Revision Date

Rescind Date

Responsibility
St. John's Regional Fire Department

POG # 01-02-13
Approved By:

Michael J. Dwyer, P. Eng
Director of Regional Fire Services
(Fire Chief)

2011/03/03
Date

On Behalf of the City of St. John's Human Resources Department

Appendix/Appendicies
None