

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 003168
Grade B1**

FIRE/ RESCUE LIEUTENANT

DEFINITION OF CLASS:

This is first level supervisory work in fire suppression, EMS or other assigned fire/rescue program areas. Personal contacts are with other fire/rescue and emergency medical service (EMS) personnel to provide work direction, instruction, supervision and guidance; with supervisors to receive assignments, exchange information and resolve problems; with personnel of other emergency service agencies to coordinate firefighting and rescue efforts; and with the public to provide information and emergency assistance as required.

An employee in this class is usually assigned to fire suppression, rescue and emergency medical (EMS) activities. In these assignments, work involves responsibility for the operation of a fire/rescue emergency vehicle at the scene of an emergency and for supervision of all personnel assigned to that vehicle who are engaged in suppressing and extinguishing fires, conducting emergency rescues and providing emergency medical assistance. The work performed affects the rescue, health and safety of individuals and the preservation of structures and physical property. Work is performed in accordance with established policies and procedures and requires initiative and resourcefulness, quick analysis of problems and emergency situations, and judgment in the selection of the appropriate course of action from many alternatives. Work, which is performed on an assigned shift, requires periods of strenuous physical effort and involves exposure to heat, dirt, disease, confined spaces, heights and other unpleasant conditions. An employee in this class is exposed to the risk of serious injury or illness, requiring the use of protective clothing and the strict observance of safety precautions and procedures. Work is performed under direction and is reviewed for compliance with instructions and established procedures.

Positions in this class may also be assigned to other program areas within the department such as arson investigation, code enforcement, emergency communications, administration, internal affairs and training.

When so assigned, employees serve as first level supervisors and/or perform technical fire/rescue work subject to similar guides and supervisory controls, and requiring similar analysis of problems and judgment in choosing appropriate courses of action; however, exposure to unpleasant work conditions and hazards is less than in emergency services.

EXAMPLES OF DUTIES: (Illustrative Only)

Applicable to All Supervisory Assignments:

- Plans, assigns and supervises the work of assigned personnel; orients and trains new members of the unit.
- Counsels employees and resolves minor personnel issues; forwards personnel matters with recommendations to higher level officers for action.
- Provides functional supervision of an assigned program area or emergency service unit.
- Provides administrative support to the department for directive and policy development, budget

preparation, special projects, and other administrative support functions as required.

- Maintains activity records and prepares reports thereon.
- Compiles data for preparing budgets and may recommend budget needs.
- Maintains equipment and supply inventories and submits requisitions for re-supply.
- May serve in the Department's Internal Affairs Section.
- May be assigned as a member/supervisor on a specialty team.
- Performs related duties as required.

Fire Suppression:

- As unit officer, responds to and supervises emergency incidents and fire alarms on an assigned shift: directs the operation of cutting torches, hydraulic jacks, air compressors, and other emergency equipment; the performance of rescues from hazardous sites and the rendering of emergency care; the containment, handling and removal of hazardous materials; and the transportation of victims to hospitals.
- Responds to fire alarms and other emergency or service calls on an assigned shift; supervises the layout and connection of water lines and nozzles, directing of fog or water streams, operation of water pressure pump, chemical lines, extinguishers, bars, rope lines, and other firefighting equipment; rides and when necessary drives fire/rescue vehicles.
- Determines and supervises the methods used in extinguishing a fire and saving lives unless relieved of command by a senior officer.
- Determines the methods used in resolving emergency situations in absence of higher level officers.
- Supervises and performs salvage operations at scenes of fire, such as covering furniture with salvage covers and using sawdust, brooms, mops, shovels, and other similar equipment.
- Supervises overhauling operations to ensure that fire is completely extinguished and that no walls or other structures in danger of falling remain at the scene of the fire.
- Supervises the replacement of broken or ruptured sprinkler heads to prevent unnecessary water damage.
- Supervises and performs fire code inspections of all types of building occupancies.
- Supervises and performs rescues from burning buildings and other hazardous sites.
- Supervises and renders emergency medical care.
- May be assigned to coordinate and supervise a variety of activities such as training, maintenance, or administration.
- May be assigned as a member/supervisor on a specialty team.
- Performs related duties as required.

Emergency Medical Services:

- As unit officer, responds to and supervises emergency incidents to provide efficient and immediate care to the critically ill or injured at the scene of the incident and during transport until the patient is transferred to the care of other medical personnel; may supervise patient transport between homes, nursing homes, and hospitals.
- Supervises and performs emergency care and advanced life support; under supervision of a licensed physician, performs advanced life support care such as the administration of medication, starting intravenous infusions, interpretation of cardiac arrhythmias, and the administration of electrical counter shock.
- Supervises the operation of emergency care equipment, resuscitators, heart-lung machines, defibrillators, and radio telemetry equipment.
- Supervises and frequently makes initial observations of the ill or injured and reports to the physicians; ensures physicians are notified of changes in patient condition; maintains accurate records of treatment

administered, and reports vital information to hospital personnel when patient is transferred to their care.

- Instructs and trains subordinate paramedic and other EMS personnel in up-to-date emergency medical techniques and practices.
- May be assigned as a member/supervisor on a specialty team.
- Provides CPR training to the public as required.
- Performs related duties as required.

Training:

- Conducts practical training sessions including, but not limited to, live firefighting, extrication of trapped victims from vehicles, burning buildings and subterranean areas, handling of toxic and flammable gases and chemicals, climbing aerial ladders, rappelling down buildings and other elevations, handling large diameter hose lines, driving emergency vehicles and other hazardous evolutions.
- Gives instructions and examines students in the use of equipment and modern fire/rescue techniques.
- Serves as instructor in specialized training courses.
- Conducts, participates in, and supervises fire/rescue training and classroom instruction.
- Makes presentations on firefighting or rescue services before civic organizations and other groups as required.
- Studies and analyzes technical books and bulletins and makes recommendations for changes in existing programs or the development of new training programs.
- Prepares posters, charts, pictures, slides, and visual aids for instructional purposes.
- May be assigned as a member/supervisor on a specialty team.
- Attends training seminars.
- Performs related duties as required.

Fire Prevention:

- Supervises and/or coordinates fire prevention activities to ensure compliance with the Montgomery County Fire Safety Code and the Maryland State Fire Prevention Code through occupancy, licensure, Life Safety Code, and other required inspections and tests in buildings, structures and other properties.
- Responds to fires, explosions, and other related incidents to perform inspections.
- Performs inspections and tests of fire protection systems to determine if installation and maintenance are in compliance with the Fire Safety Code.
- Prepares reports on inspections and tests.
- Supervises safety drills in schools, hospitals and other occupancies.
- Answers questions about the State and County Fire Laws.
- Discusses life and fire safety education matters with property owners and representatives of civic, religious, and other organizations.
- May be assigned as a member/supervisor on a specialty team.

Fire Investigation:

- Initiates an immediate and on-going investigation as to the causative factors surrounding fires, explosions, and related incidents; documents findings in preparation for prosecution and/or other legal disposition.
- Interviews persons known to be connected with the initiation, discovery, and extinguishment of fires, explosions, and/or related incidents.
- Determines the cause of fire, explosion, and/or related incident.
- Interviews and may interrogate suspects.
- Completes investigative notes and writes reports concerning incidents and follow-up investigations.

- Prepares assigned cases for court according to formalized procedures and testifies in court as directed by the proper authority.
- Exercises powers of arrest and/or power of subpoena with respect to arson investigations.
- May be assigned as a member/supervisor on a specialty team.
- May train and certify as a bomb technician.
- Performs related duties as required.

Emergency Communications:

- Supervises an assigned shift of personnel engaged in taking fire/ rescue, emergency medical and related calls and dispatching appropriate emergency response services.
- Supervises the relaying of calls for assistance by radio, telephone, or other alarm device to the appropriate fire department, rescue squad, or other agency.
- Trains assigned personnel in the proper techniques of call taking and emergency dispatching.
- Supervises the dispatch of fire/rescue personnel, equipment and apparatus.
- Schedules work assignments in absence of supervisor.
- Identifies communication equipment malfunction and takes appropriate action to resolve problem.
- Supervises testing and inspection of fire alarm dispatching equipment and makes necessary improvement.
- Prepares required fire/rescue alarm reports and maintains fire/rescue alarm records.
- Maintains logs, files and related records of the services and operations of the communications service.
- May be assigned as a member/supervisor on a specialty team.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Applicable to All Assignments:

- Considerable knowledge of the organization, functions, policies, rules, regulations, and procedures of the Montgomery County Fire and Rescue Service.
- Knowledge of fire administration and personnel management principles.
- Ability to analyze emergency conditions and adopt quick, effective, and reasonable courses of action.
- Ability effectively to plan and supervise the activities of subordinate personnel.
- Ability to supervise and teach others, to maintain discipline, and to cooperate with others.
- Ability to work in elevated and/or confined places, toxic atmospheres, and extreme heat.
- Ability to maintain a level of physical fitness to perform critical physical tasks required of the position and to appropriately lead unit members or other subordinates in fitness activities.
- Ability to swim and stay afloat.
- Ability to communicate effectively, both orally and in writing.
- Ability to deal tactfully and effectively with the public.

Fire Suppression:

- Considerable knowledge of fire suppression and rescue principles, practices, techniques, apparatus and equipment.
- Considerable knowledge of firefighting principles and fire prevention techniques, including inspection methods, fire hazards and methods of eliminating hazardous conditions and skill in their application.
- Considerable knowledge of fire/rescue equipment and motor vehicle prevention maintenance techniques.
- Knowledge of emergency medical care techniques and methods and skill in their application.
- Knowledge of local, State, and Federal laws governing fire suppression and fire prevention activities.

Emergency Medical Services:

- Considerable knowledge of rescue and emergency medical principles, practices, laws, apparatus and equipment.
- Considerable knowledge of emergency care techniques and methods and skill in their application.
- Considerable knowledge of emergency medical equipment and motor vehicle preventive maintenance techniques.
- Considerable knowledge of advanced life support techniques and skill in their application.

Training:

- Considerable knowledge of fire suppression, prevention and rescue principles, practices, apparatus and equipment.
- Considerable knowledge of equipment and motor vehicle preventive maintenance techniques.
- Knowledge of emergency care techniques and methods and skill in their application.
- Knowledge of the local, State and Federal laws governing the Montgomery County Fire/Rescue Service.
- Ability to plan and organize training programs and skill in presenting training courses.

Fire Prevention:

- Considerable knowledge of fire prevention principles, practices, apparatus and equipment.
- Considerable knowledge of fire prevention techniques, including inspection methods, fire hazards, and methods of eliminating hazardous conditions.
- Considerable knowledge of local, State, and Federal laws governing fire suppression and fire prevention activities.

Fire Investigation:

- Considerable knowledge of the causation of fires and explosions, and of effective methods, procedures and techniques for their investigation.
- Ability, upon appointment, to obtain certification as a Special Maryland Assistant State Fire Marshal for assignment in this area.
- Eligibility at time of appointment, for enrollment in an accredited Maryland State Law Enforcement class or its equivalent.
- Ability, upon appointment, to be issued a Maryland State Permit to carry a handgun.
- Ability, upon appointment, to obtain certification as a bomb technician for assignment in this area.

Emergency Communications:

- Considerable knowledge of communications principles, procedures, equipment and computer software.
- Considerable knowledge of Montgomery County street locations, response routes within response areas, location of police, fire/rescue and other emergency services of the County and adjacent jurisdictions and other information necessary for the effective and efficient dispatch of fire/rescue and emergency medical services.
- Considerable knowledge of fire suppression, fire prevention, emergency medical services and training activities commensurate with communications responsibilities.
- Considerable knowledge of local, State, and Federal laws governing communications activities.

MINIMUM QUALIFICATIONS:

Experience: Satisfactory completion of two (2) years of career experience as a Montgomery County Division of Fire and Rescue Services Firefighter/Rescuer III OR completion of one (1) year of experience as a Montgomery County Division of Fire and Rescue Services Master Firefighter/Rescuer OR any combination of experience at these two ranks equivalent to two (2) years.

NOTE: Effective January 1, 1998, the experience requirement for promotion to this class is as follows:
Successful completion of three (3) years of career experience as a Montgomery County Firefighter/Rescuer III OR completion of two (2) years of experience as a Montgomery County Master Firefighter/Rescuer OR any combination of experience at these two ranks equivalent to three (3) years.

Education: Successful completion of fifteen (15) semester hours in a degree program at an accredited college or university.

Training: Successful completion of all training courses and certifications required for promotion to this class by the Montgomery County Fire and Rescue Service.

NOTE: All minimum qualifications for this class must be attained prior to the deadline for application for promotion to this class.

LICENSE:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence as required by the Department of Fire and Rescue Services.
- Maintenance of State of Maryland certification as EMT-B.
- Maintenance of all other certifications as required by the Department of Fire/Rescue Services.

Note: There will be no substitutions for this section.

PROBATIONARY PERIOD:

Employees promoted to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core I Exam with Drug & Alcohol Screen.*

*Successful completion of most recent physical examination and drug screen as required.

Class Established: July 1971

Revised: July 1976

December 1977

March 1984

July 1987

April 1989

July 1991

April 1993

May 1994

Classification Study: February 1996 (M)

May 2000

August 2013

October 2014

Revised: Medical Protocol per OMS Review: November 2022

Formerly Titled: "Fire/Rescue Sergeant"