

**Denver Fire Department  
Lieutenant  
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**General Statement of Duties**

Lieutenants are responsible for the safety and well being of all members.

Lieutenants in Suppression are responsible for managing the daily operation and maintenance of a fire station and the personnel, apparatus, and equipment assigned to that station. A Lieutenant serves as a company officer, supervising a crew of Firefighters and an Engineer assigned to a specific fire station on a specific shift. Lieutenants supervise the crew and station apparatus dispatched to emergency scenes, including fires, medical calls, auto accidents, hazardous materials incidents, etc. Lieutenants also supervise the personnel responsible for Emergency Pre-plan and Fire Safety Inspections. Lieutenants may serve in the capacity of incident commander at emergency incidents, until relieved by an appropriate officer.

Lieutenants in Support Services (e.g., Data Collection, Human Resource, Fire Investigations, Fire Prevention, Training) are responsible for knowing the appropriate information and techniques related to their assignment, and for determining, directing, and coordinating the activities and methods of their particular unit, as ordered by their superiors. Lieutenants supervise subordinate members assigned to their unit.

**Supervision**

Lieutenants are directly responsible to a Captain or an Assistant Chief of the Fire Department. Lieutenants receive general direction and guidance in the performance of their duties from Assistant Chiefs as well as Captains of the Fire Department. Lieutenants consult with their Captain/Assistant Chief regarding day-to-day operations, emergency operations, and unusual events regarding personnel, apparatus, equipment, etc. Lieutenants may also consult with their station Captain regarding station policy issues and other aspects of normal station operations. Lieutenants directly supervise Firefighters, Engineers, and in some cases, civilian employees or Technicians.

**Interpersonal Relationships**

Lieutenants interact with Fire Department staff (e.g., subordinates, peers, supervisors) and representatives of other agencies (e.g., police, members of other fire departments, ambulance operators). Lieutenants also interact with citizens and the general public (e.g., home owners, business owners, motorists) on a regular basis, and conduct activities related to the Fire Department's mission statement. These interactions occur during routine day-to-day operations, emergency operations, training classes and exercises, inspections, and educational or informational presentations.

**Complexity**

A Lieutenant's job involves very complex emergency scene tasks and social interactions, which must be accomplished correctly without taking the time to reference procedures and policies, or to repeat tasks once they have been accomplished. Errors could lead to life safety hazards, property loss, or customer complaints.

## **Typical Working Conditions**

Lieutenants in Suppression live and work in a fire station in 24-hour shifts. This work environment includes many of the same amenities of a home, including kitchens, showers, beds, etc. In this environment, Lieutenants perform routine day-to-day activities, such as training subordinates, meeting with supervisors, and planning and scheduling work. Outside of the fire station, Lieutenants perform job functions in all types of weather, and under extreme emergency conditions.

Lieutenants in Support Services typically work a regular day shift (from 8 to 12 hours per day, 4 to 5 days per week) and perform many other job functions in a standard office setting.

## **Primary Duties and Essential Functions**

*Regardless of assignment, all Lieutenants must be able to perform these duties.*

### **Respond to Alarms**

- Ensure that personnel are properly equipped and safely on apparatus before responding to an alarm.
- Ensure that the apparatus is driven safely and that proper warning systems are used.
- Demonstrate awareness of other responding units.
- Check maps to determine routes, building and water supply locations, etc.
- Ensure that apparatus is properly equipped before responding to an alarm.
- Ensure the appropriate location for spotting aerial or pumping apparatus, or other vehicles.
- Provide situation and status reports via the radio while approaching fire or emergency scene.
- Receive and interpret additional information from dispatcher.
- Size up potential fire or emergency situation while enroute.
- Evaluate the accuracy of alarm information.
- Ensure safety procedures are followed by all personnel.
- Ensure all appropriate safety equipment (e.g., turnout gear, seatbelts) is properly worn by all personnel.

### **Conduct Initial Size-up at Fire or Emergency Scene**

- Adapt strategies to changing conditions at a fire scene.
- Analyze the situation to determine proper protective gear, equipment, and extinguishing agents.
- Assess effects of weather, wind, humidity, and other conditions on a fire.
- Evaluate hazards to occupants, personnel, exposed buildings, and property.
- Locate hydrants or other water sources.
- Determine the adequacy of water supplies.
- Locate the seat of the fire and any further extensions in involved structures.
- Determine adequacy of initial response, and call for additional alarms or resources if necessary.
- Determine if electric and gas utilities are to be disconnected, if needed.
- Determine need for other agencies (e.g., police, ambulance, utility companies) and alert the dispatcher.
- Determine presence of hazardous materials at incidents.
- Assess navigational problems, such as narrow alleys, at a fire or rescue scene and determine solutions. Report to the incident commander.
- Assume command as the first company officer on the scene.
- Utilize information previously obtained during inspection or pre-plan regarding fire protection system(s), fire alarm and detection system, compartmentalization, etc. in order to develop strategies.
- Determine false or accidental alarms.
- Make arrangements for traffic control.
- Identify property owners or managers to obtain additional information.
- Transfer command of the incident to a superior officer.

### **Direct and Perform Rescue Operations**

- Determine the best rescue methods, equipment, and personnel needed for the rescue.
- Determine the need to rescue victims, and order necessary searches of buildings or areas.
- Oversee the extrication of victims trapped in buildings, vehicles, trenches, or other hazards.

- Oversee the rescue of victims overcome with hazardous chemicals and/or gas.
- Ensure that individuals in need of rescue are located, and guided, carried or dragged to safety.
- Perform rescue activities that are essential firefighter functions.
- Determine if ventilation efforts will help or hinder rescue.
- Direct the application of water to assist rescue efforts.
- Alert the dispatcher to arrange for transportation of rescued victims.

#### **Direct and Perform Emergency Medical Services and First Aid**

- Ensure primary assessment of victims and assign crew members to specific tasks.
- Assess the need for advanced life support and/or medical direction.
- Supervise assigned personnel providing first aid and basic life support.
- Treat injuries using first aid and emergency care techniques.

#### **Manage Company Activities at Emergency Scenes**

- Ensure that personal protective equipment is used properly by company personnel.
- Assign personnel to emergency scene tasks based upon need.
- Correct improper or unsafe actions by assigned personnel at emergency scenes.
- Evaluate whether assignments at emergency scenes adequately meet objectives and modify as necessary.
- Observe assigned personnel at emergency scenes for signs of fatigue, and provide relieve for them if possible.
- Perform emergency scene tasks that are essential job functions for a Firefighter.
- Supervise the activities of assigned personnel at emergency scenes.
- Determine the status of fire protection system(s), fire alarm and detection system, smoke management system, etc. and record that information on the incident report.
- Ensure control of elevators in involved buildings.
- Direct company in carrying out orders from superior officers at emergency scenes.
- Function in assigned positions within the National Incident Management System (e.g., Safety Officer, Staging).
- Maintain proper radio communications during emergency incidents.
- Work with assigned personnel and personnel from other companies at emergency scenes.
- Ensure the safety of all on-duty personnel under your supervision.

#### **Direct and Perform Exposure Protection**

- Direct the application of water to protect life, equipment and property.
- Recognize possible avenues of fire spread and assign personnel to watch for fire spread.
- Determine life and property hazards of exposures.
- Recognize internal exposures such as false ceilings.
- Direct the application of water to exposures.
- Ensure that apparatus or other vehicles are parked in safe and appropriate location.
- Order or direct the evacuation of people from exposed structures.
- Perform exposure protection activities that are essential firefighter functions.
- Determine the need for closing of doors, windows, and other openings in involved buildings and adjoining structures.

#### **Direct and Perform Pumping, Hose, and Extinguishment Operations**

- Recognize problems with pumping operations and communicate the need for corrective action.
- Determine the appropriate nozzle and type of stream to be used.
- Determine the areas where water or other extinguishing agents should be applied.
- Identify the appropriate extinguishing agent for special fires (e.g., automobile, chemical, electrical).
- Perform hose and extinguishment activities that are essential firefighter functions.
- Determine additional pumping requirements (e.g., relay pumping, multiple hydrants).
- Determine the need for master streams.
- Coordinate pumping operations performed by engineers.
- Monitor the operation of hose lines and order shut down of hose lines when necessary.
- Determine the need for foam and its proper application.
- Determine the number, size and length of hoselines to be laid.
- Recognize damaged hose sections and ensure that they are repaired or replaced.

- Determine that proper hose appliances are used.
- Determine the need for portable extinguishers.

### **Interact with Subordinates, Superiors, and Other Department Members**

- Listen and respond to verbal orders from incident commander at fire or emergency scene.
- Maintain good working relationships with assigned crew, superiors and other co-workers.
- Respond to orders and directives from members of higher ranks.
- Exchange information with other shifts.
- Keep the company Captain informed of matters relevant to company operations.
- Relay verbal reports of conditions at emergency scenes to appropriate personnel.
- Work and get along with others in a community living situation.
- Participate in analysis or critique of firefighting or other emergency activities.
- Communicate suggestions and concerns from assigned crew upward through the chain of command.
- Contact supervisory personnel to discuss problems or obtain information.
- Discuss department goals, policies and procedures with assigned crew.
- Interact with members of other divisions in the department.
- Discuss with members of assigned crew to obtain facts, suggestions, opinions, and reasons for actions.
- Participate in developing and implementing goals, policies and procedures.
- Lead company staff meetings and discussions.
- Make formal presentations to members of the department.
- Maintain confidentiality with confidential and/or sensitive information.

### **Direct and Perform Ladder Operations**

- Recognize problems with aerial apparatus operations and ensure corrective action is taken.
- Check for electrical hazards and other unsafe obstacles in the path of aerial and ground ladders.
- Ensure that the aerial apparatus is properly stabilized.
- Ensure that all safety measures are adhered to when ladders are used.
- Direct the deployment of personnel on aerial and ground ladders.
- Ensure the appropriate placement of aerial and ground ladders.
- Determine the need for ladders and select the appropriate ladders to be used.
- Perform ladder activities that are essential firefighter functions.
- Determine the need for the aerial platform bucket.
- Direct the use of ladders for special purposes.
- Direct the use of generators for appropriate purposes.

### **Direct and Perform Ventilation**

- Evaluate fire conditions (e.g., backdraft, flashover, wind-blown fire, fire spread) prior to ventilation efforts. Determine the best timing of ventilation in relation to other efforts.
- Determine the need for ventilation, and the most appropriate methods and equipment to be used.
- Perform ventilation activities that are essential firefighter functions.
- Determine the best method to access the area to be ventilated.
- Direct ventilation utilizing roof, floors, ceilings, or natural openings in involved buildings.

### **Direct and Perform Handling of Hazardous Materials**

- Ensure that assigned personnel use appropriate protective equipment when dealing with hazardous materials.
- Determine the level of required response to hazardous materials incidents.
- Direct the proper use of detection equipment to verify the presence of hazardous materials.
- Direct hazardous materials activities that are essential firefighter functions.
- Ensure that hazardous materials are handled according to department policies and government regulations.
- Direct the containment of small quantities of manageable hazardous materials using appropriate methods and equipment.

### **Interact with the Citizens, Public and Other Agencies**

- Coordinate and cooperate with other agencies (e.g., police, ambulance) responding to an incident. Listen and respond to citizen complaints.

- Refer citizens to appropriate public agencies or services.
- Interact and work with community agencies and citizen task forces. Attend neighborhood and community meetings and other functions.
- Calm upset victims, witnesses or family members at emergency scenes.
- Interact with business owners.
- Supervise and work with civilian employees (e.g., Career Service).
- Coordinate and cooperate with fire departments of other jurisdictions.

### **Direct and Perform Forcible Entry**

- Determine the best timing of forcible entry in relation to other efforts.
- Ensure that opened doors and windows remain open when appropriate.
- Determine the need for forcible entry, and the most appropriate methods and equipment to be used.
- Perform forcible entry activities that are essential firefighter functions.
- Direct the use of equipment used for forcible entry.
- Identify the type of construction of doors, windows or other entries being forced.
- Direct entry without use of force.

### **Maintain and Expand Job Knowledge, Skills, and Abilities**

- Learn locations and limitations of connections, hydrants and other water sources in response area.
- Be familiar with capabilities and limitations of equipment and apparatus.
- Cross-train with other fire companies.
- Participate in classroom training, station or company drills, and emergency simulations.
- Participate in physical fitness training and athletic activities to maintain conditioning.
- Study maps and pre-incident plans related to assigned fire district.
- Temporarily assume responsibilities that are usually handled by members of a higher rank.
- Serve on administrative committees or in other special functions as assigned by the department.

### **Direct Company Back into Service**

- Address any injuries to assigned personnel.
- Identify and address possible exposures to assigned personnel.
- Notify the dispatcher of return to service.
- Report any difficulties encountered with specific hydrants to the dispatcher.
- Note equipment and supplies in need of repair or replenishing prior to future use.
- Ensure that equipment is inventoried and placed on apparatus before leaving fire or emergency scenes.
- Ensure that equipment is cleaned and maintained for future use (e.g., hoses and appliances are drained and washed).
- Ensure that borrowed equipment is returned to the appropriate company.

### **Direct and Perform Equipment and Apparatus Inspection and Maintenance**

- Report lost or stolen equipment and ensure that it is replaced.
- Ensure that damaged or malfunctioning equipment and apparatus are turned in for repairs.
- Ensure that supplies (e.g., medical supplies, oxygen tanks, extinguishing agents) are regularly replenished.
- Review reports regarding the condition of equipment and apparatus.
- Supervise inspections of equipment and apparatus.
- Ensure that equipment and apparatus are regularly cleaned and maintained.
- Manage the inspection and minor repair of equipment and apparatus.
- Conduct hose tests according to department procedures.
- Make inspection, inventory, and maintenance assignments.

### **Evaluate, Counsel and Discipline Subordinates**

- Discuss job-related problems with subordinates and allow them to explain their behaviors.
- Meet with and provide constructive feedback to subordinates regarding their work performance.
- Recognize job performance problems in assigned personnel and take action to correct these problems.
- Discuss and guide resolutions of conflicts between or among others in the station.
- Discuss personal problems with subordinates when they seek guidance.

- Evaluate the work performance of probationary firefighters.
- Investigate and respond appropriately to reports or complaints regarding subordinate misconduct.
- Investigate and appropriately respond to complaints from assigned personnel, and try to take corrective action.
- Refer assigned personnel to appropriate individuals or services for problems affecting job performance.
- Evaluate the work performance of subordinates.
- Follow appropriate departmental guidelines for disciplinary actions.
- Explain reasons for policies and operating procedures to subordinates.
- Know available resources, within the Department, to assist with personnel matters.

### **Motivate and Develop Subordinates**

- Set good examples for subordinates to follow.
- Encourage a desire in subordinates to perform well without supervision.
- Demonstrate confidence in subordinates and help them develop self-confidence and self-esteem.
- Foster and maintain good morale among subordinates.
- Give subordinates opportunities to provide input into decisions.
- Communicate the concerns of management to subordinates.
- Encourage acceptance among subordinates of department policies, procedures, goals and objectives.
- Ensure fairness and equal treatment of subordinates when making assignments.
- Recognize and commend good performance by subordinates.
- Help subordinates determine and achieve their personal and professional goals.
- Enhance training to include public relations and customer service as well as technical skills.
- Provide subordinates opportunities to grow, learn and develop additional skills.

### **Conduct Fire Investigations**

- Request and/or assist fire investigators.
- Protect evidence of suspicious fire origin or arson and report it through proper methods and channels.
- Provide court depositions or testimony.
- Collect information from witnesses and victims of fires and property owners to determine the need for Fire Investigator.
- Determine the possible cause of fires, and conduct initial investigations.

### **Direct and Perform Salvage and Overhaul**

- Search out and extinguish hidden or smoldering fires.
- Recognize and preserve evidence of suspicious fire origin or arson.
- Ensure that utilities are turned on or off as appropriate.
- Turn over valuables to a superior officer, the police, or the owner, as appropriate.
- Advise owner of existing hazards and recommend necessary precautions.
- Collect, remove, and extinguish fire debris per policy.
- Perform proper salvage activities to prevent further property damage.
- Perform proper overhaul procedures to ensure prevention of re-kindle.
- Suspend overhaul operations in cases where the fire appears to be of suspicious origin.
- Ensure that openings made for ventilation are covered or replaced per policy.
- Ensure alarm systems are back in operation or turned over to appropriate personnel.
- Direct the use of appropriate methods and equipment to dam up, divert, absorb, or remove excess water.
- Ensure that property is gathered and adequately covered.
- Identify the name and address of the property owner, and determine other information necessary for reports.
- Determine the extent of fire loss and estimate the value of damaged property.
- Direct the use of salvage covers such as catch-alls, basins, or water chutes.
- Release.

### **Write Reports, Correspondence and Other Materials**

- Prepare reports regarding lost, stolen, or malfunctioning equipment.
- Document observed problems with subordinates' job performance.
- Properly complete and process injury reports.
- Prepare reports or checklists based on inspections of equipment and apparatus.

- Prepare disciplinary paperwork.
- Document results of meetings and discussions with subordinates.
- Prepare incident reports.
- Query personnel management reports such as schedules, leave requests, overtime records, etc.
- Prepare vehicle accident reports.
- Record alarms in log book or station journal.
- Prepare reports or checklists based on fire inspections.
- Write letters, memos, and other correspondence to members of the department or the public.
- Participate in writing or revising department operations, policies, and protocols.
- Complete purchase requests.

### **Coordinate and Provide Training and Instruction**

- Ensure that assigned personnel are capable of performing all required evolutions.
- Make on-the-spot corrections for observed errors or mistakes made by assigned personnel.
- Train and instruct new recruits and probationary firefighters.
- Train and instruct subordinates on computer software utilized by the department (Firehouse Software, TeleStaff, Kronos, Tablets, etc.).
- Train assigned personnel in proper procedures and protocols to be used during emergency incidents.
- Train all members in Emergency Pre-planning and Fire Safety Inspection practices.
- Conduct additional training on certain evolutions with assigned personnel when necessary.
- Discuss performance in incidents and training exercises with assigned personnel.
- Evaluate company operations at incidents and during training exercises to identify training needs.
- Ensure that assigned personnel understand department goals, policies, and procedures.
- Demonstrate the proper use of equipment and apparatus to assigned personnel.
- Coordinate training activities with awareness of City operational needs.
- Participate in training exercises with other fire companies, under the direction of the department.
- Plan, conduct and participate in classroom discussions and training exercises.
- Question assigned personnel to assess their knowledge and identify their need for additional training.
- Ensure that the company follows the training schedules established by the department.
- Share personal knowledge gained from training or experience with assigned personnel.

### **Manage and Perform Station House Duties and Activities**

- Ensure that personnel have the resources needed to complete their assignments.
- Maintain files and records (e.g., on personnel, equipment, training, inspection).
- Access, enter and retrieve information on computers.
- Assign company members to serve as Acting Lieutenant and Acting Engineer during absences.
- Conduct roll call, disseminate information, and evaluate the readiness of personnel, equipment and apparatus.
- Determine and report any repairs or maintenance needed to the station or grounds.
- Report availability of personnel, equipment, and apparatus.
- Conduct safety and cleanliness inspections of station living quarters, and ensure that they are maintained.
- Ensure that supplies are properly received, recorded, inventoried, and maintained.
- Requisition supplies needed for station house operation.
- Assist in developing and implementing company and station house policies, procedures, rules, and regulations.
- Coordinate routine activities with other companies housed at the same station.
- Perform routine station chores (e.g., shopping, cooking, cleaning, general station upkeep).
- Schedule routine activities within the station and the response area.
- Schedule specific station duties (e.g., watch, cleaning), and delegate them to assigned personnel.
- Assist in preparing and managing station or office budgets.
- Supervise personnel as they complete their assigned station duties (e.g., watch, cleaning).

### **Direct and Perform Code Inspections and Pre-Incident Planning**

- Determine the nature and degree of life and property hazards.
- Determine equipment and personnel requirements as part of pre-incident planning.
- Direct the re-inspection of premises where past violations have been found to ensure compliance.
- Select target hazards requiring pre-incident planning.

- Become familiar with building features (e.g., connections, entrances, exits).
- Determine the functionality of existing alarm systems and safety devices in buildings.
- Direct company surveys of target hazards.
- Direct surveys of response area for water supplies, street access, occupancy changes, etc.
- Direct the inspection of buildings to detect and correct fire code violations.
- Discuss fire codes and/or fire prevention procedures with building owners or occupants.
- Ensure that pre-incident plans are periodically studied and updated.
- Plan and lead company discussions of pre-incident plans.
- Sketch or map information regarding target hazards.
- Plan and conduct drills to practice pre-incident plans.
- Plan and make assignments for company inspections.

#### **Perform Public Education and Services**

- Direct fire drills at schools, businesses, nursing homes, and other high occupancy locations.
- Make presentations to schools, businesses, or community groups about fire prevention and safety.
- Respond to requests for public education activities, and arrange for needed support.
- Distribute educational materials to the public.
- Participate in prevention activities.
- Coordinate station tours to explain equipment, apparatus, and techniques to visitors.
- Provide information about department goals, policies, procedures, and mission to members of the community.
- Support and carry out the Department's Mission Statement.

#### **Others**

- Perform Support Services as assigned.
- Report to work on time and when scheduled.
- Perform additional primary duties and essential functions that may be identified by the Civil Service Commission.

#### **Knowledge, Skills, Abilities and Personal Characteristics**

*Regardless of assignment, all Lieutenants must be able to utilize these Knowledge Skills, Abilities and Personal Characteristics in the performance of duties.*

**Knowledge of Firefighting Tactics** - Knowledge of firefighting tactics such as extinguishment, water supply, hydraulics, forcible entry, ventilation, rescue, salvage, and overhaul.

**Effectiveness Under Stress** - The ability to remain calm, think clearly, and function effectively while under stressful conditions.

**Courage and Assertiveness** - The willingness to work under dangerous or adverse conditions, despite the threat of physical harm, as well as the ability to demonstrate self-confidence and self-reliance, and to take appropriate action when required.

**Ethics, Integrity, and Honesty** - The ability to maintain high standards of ethical conduct, even when faced with temptations, and to hold others accountable to those same standards. The willingness to be truthful and forthright, and to hold others to the same expectation.

**Confidentiality** - The ability and willingness to maintain confidentiality. To recognize the importance of confidentiality and the ability to recognize sensitive and/or confidential information.

**Knowledge of Safety Considerations** - Knowledge of basic safety guidelines and regulations, and the ability to apply those guidelines and regulations to specific emergency and non-emergency situations on the job.

**Physical Ability** - The ability to perform the physical activities that are necessary for the job, using strength, coordination, stamina, and related physical attributes.



**Knowledge of First Aid and Emergency Care** - Knowledge of techniques for evaluating injuries, providing first aid, stabilizing victims, and providing first responder care before hospital transport.

**Judgment, Reasoning, and Common Sense** - The ability to use common sense, judgment, and logic to think through situations and draw conclusions.

**Knowledge of National Incident Management System** - Knowledge of the principles and terminology associated with the National Incident Management System, and the ability to carry out the functions of an incident commander at emergency scenes, including fire, rescue, and other emergency scenes.

**Decision Making and Decisiveness** - The ability to develop and consider alternatives for dealing with situations, and to readily make decisions, even with incomplete information.

**Knowledge of Fire Behavior** - Knowledge of fire behavior, causes, and hazards, as well as fire chemistry and physics.

**Fairness and Objectivity** - The ability to remain unbiased and open-minded, and to defer judgment until the necessary information has been obtained.

**Emotional Maturity and Stability** - The ability to maintain a level temperament, and to recognize, distinguish among, and manage one's own emotions and impulses.

**Knowledge of Hazardous Materials** - Knowledge of first responder management strategies for hazardous materials incidents, and the ability to recognize and evaluate hazardous materials and determine necessary courses of action.

**Teamwork and Cooperation** - The ability to work as a member of a team, doing one's fair share of work, using input and assistance from others, and putting group goals above individual goals.

**Acceptance and Promotion of Diversity** - The ability to respect and encourage working cooperatively with co-workers and others without regard to such characteristics as their gender, race, age, beliefs, or cultural background.

**Personal Responsibility** - The ability and willingness to take actions, and the willingness to accept the consequences of one's decisions and actions.

**Awareness and Alertness** - The ability to remain mentally focused and aware of one's surroundings, avoiding distractions, and concentrating on the tasks at hand.

**Respect for Authority** - The ability to follow orders, and to show respect toward those in positions of authority.

**Problem Solving** - The ability to recognize problems, seek out and identify relevant information, and determine causes of and solutions to problems.

**Dependability and Reliability** - The ability to meet obligations and commitments.

**Interpersonal Skills** - The ability to relate well and get along with others, establish trust and rapport, and respond to other people in an appropriate manner.

**Oral Communication Skills** - The ability to speak effectively, articulately, and tactfully, to clearly convey thoughts and ideas, to use good listening skills, and to understand the meaning of words and phrases.

**Leadership Skills** - The ability to foster respect and motivation among subordinates and co-workers, to positively influence others, to promote the mission and policies of the department, and to demonstrate a command presence.

**Flexibility and Adaptability** - The ability and willingness to adapt easily and quickly to changing environments, work duties, or other job requirements.

**Knowledge of Fire Detection, Alarm and Extinguishment Systems** - Knowledge of various detection, alarm, and extinguishment systems found in buildings (standpipes, sprinklers, etc.) and how to operate those systems.

**Motivation and Initiative** - The ability to demonstrate an interest in work-related activities, willingly take on tasks and responsibilities, and maintain an enthusiastic and positive attitude toward the job.

**Reading Comprehension** - The ability to read and understand written materials such as reference manuals, training materials, and correspondence.

**Knowledge of Response Area** - Knowledge of local streets, building layouts, and pre-incident plans, as well as locations of hydrants and other sources of water supply within the local response area.

**Compassion and Sensitivity** - The ability to demonstrate empathy towards people in need and a sincere interest in helping those people. An awareness of the effects of one's decisions and actions on other people, and the ability to be empathetic to other people's emotions and feelings and treat them with dignity and respect.

**Visualization and Spatial Orientation** - The ability to develop and use mental representations or mental pictures of such things as fire scenes and building layouts. The ability to know where one is in relation to the surrounding environment, visually locate objects and persons, and accurately estimate distances and heights.

**Supervisory Skills** - The ability to coach, mentor and foster professional growth in subordinates using counseling, evaluation, and feedback, as well as the ability to hold subordinates accountable for their behaviors and discipline subordinates as appropriate.

**Knowledge of Policies, Procedures, and Organization** - Knowledge of department policies and operating procedures for a variety of emergency and non-emergency work situations, as well as knowledge of department organization and resources.

**Attention to Detail** - The ability to recognize and attend to the details of tasks and situations, and to demonstrate a commitment to excellence.

**Creativity and Resourcefulness** - The ability to apply original thinking to find unique ideas and approaches to situations, and to identify and make use of available resources.

**Knowledge of Construction Principles** - Knowledge of basic building construction, electrical and mechanical principles, and the ability to apply those principles on the job.

**Organizing, Planning, and Prioritizing Skills** - The ability to recognize priorities and to successfully plan and carry out work in an organized and efficient manner.

**Appearance and Demeanor** - The ability to maintain a neat, well-groomed, physically fit, and professional appearance and demeanor.

**Learning and Memory** - The ability to learn, retain, recall, and apply information that is essential to the job, such as pre-incident plans, verbal instructions, and reference materials.

**Service Orientation** - The ability to demonstrate a genuine interest and concern for the welfare of the community and its citizens, and a willingness to participate in community affairs.

**Conflict Resolution Skills** - The ability to identify individual and organizational conflicts, facilitate communication between involved parties, negotiate, and achieve effective resolution to conflicts.

**Perseverance** - The ability to demonstrate thoroughness and follow-through when working on difficult or lengthy tasks.

**Writing Ability** - The ability to write legibly and to express oneself clearly and accurately in writing, using proper grammar, punctuation, spelling, and formatting.

**Knowledge of Fire Apparatus and Equipment** - Knowledge of the proper care, operating techniques and capabilities of various fire apparatus and equipment.

**Knowledge of Fire Codes** - Knowledge of relevant fire codes and ordinances, and the ability to apply this knowledge when inspecting structures and educating the public, and determining causes of fires.

**Ability to Train and Instruct** - Knowledge of teaching practices and methods, and the ability to provide formal or informal instruction, training, or guidance to firefighters and others through demonstration and explanation.

**Administrative Skills** - The ability to carry out standard administrative functions required to perform the job, such as scheduling and planning, making assignments, and completing paperwork competently.

**Knowledge of Mechanical Principles** - Knowledge of basic mechanical principles such as force and leverage, and the ability to apply those principles on the job.

**Mathematical Ability** - The ability to perform the basic mathematical calculations that are used on the job in a timely and accurate manner.

**Support of Departmental Goals, Direction and Mission Statement** - The willingness to actively support departmental goals, direction, and mission statement.

**Knowledge of Computer Software** - Knowledge of fundamental software applications (e.g., word processing, spreadsheets, electronic communication). Knowledge of operational use of the Department's computer software programs.

Commitment to maintaining personal safety and protection for all personnel with regard to work environment hazards and exposures they might encounter.

### **Physical Requirements**

A Lieutenant must be able to perform the essential physical functions of an entry-level firefighter as determined by Stanard & Associates, Inc. These requirements went into effect in May, 2001. (See attached).

### **Minimum Education Requirements**

Graduation from high school or possession of a GED certificate as required by Civil Service Rules and Regulations.

### **Minimum Experience Requirement**

As required by Civil Service Rules and Regulations.

### **Necessary Special Requirements**

As required by Civil Service Rules and Regulations

### **Typical Career Path for Fire Lieutenant**

**FIREFIGHTER  
LIEUTENANT**

**Essential Physical and Mechanical Functions**  
**Denver Fire Department**  
**(By Stanard & Associates, Inc. – May, 2001)**

**Physical Functions**

- Put on and wear protective equipment
- Open hydrant to charge the hose
- Use 1-3/4 inch hose as an attack line
- Use equipment (e.g., ax, sledge hammer, etc.) to make forcible entries
- Enter smoke filled buildings/rooms with a hose in hand while wearing full protective clothing
- Crawl on a floor and if you cannot see, feel for the heat of the fire source
- Systematically search for trapped persons
- Drag victims with the help of another firefighter
- Screw the hose connection to the hydrant
- Drag charged 1-3/4 inch hose up stairs and around furniture when fighting a fire
- Carry victims with the help of another firefighter
- Use a hose clamp to clamp a charged/uncharged hose
- Wrap a hose around a hydrant to stretch it out and ensure it reaches the plug
- Climb stairs wearing full equipment while responding to a call for service
- Carry heavy equipment (hose pack, medical box, air bottles) up stairs while wearing full equipment
- Support a ladder, and raise the halyard to extend to the desired length, then lower into objective
- Climb an aerial ladder wearing full equipment
- Hold a charged 1-3/4 inch hose unassisted and open the nozzle
- Drag a victim out of a building unassisted while wearing full turnout gear
- Drag accordion folded or flat load, uncharged 2 1/2 or 3 inch hose until it is fully extended
- Drag charged 1-3/4 inch hose unassisted
- Reload hose and put it back onto the engine/quint
- Remove heavy equipment (i.e., ejector, positive pressure fan, fan, medical box) from the truck; transport and place it in operation unassisted
- Use a pike pole to pull down a ceiling
- Carry a victim out of a building unassisted while wearing full turnout gear
- Carry people unassisted down ladders wearing full turnout gear
- Carry people unassisted via stairs wearing full turnout gear
- Carry a section of rolled hose unassisted
- Lower ladders and re-bed them onto the truck/quint
- Remove an extension ladder from the apparatus unassisted and carry it to its destination
- Operate a charged line from confined spaces
- Operate foam equipment
- Operate a line from heights (e.g. rooftops)
- While on a ladder, direct water at fire
- Operate the ladder pipe from an aerial platform
- Extend the booster line to a fire
- Hoist equipment to upper levels by a rope

**Mechanical Functions**

- Make and unmake coupling connections
- Operate power tools (e.g., chain saw, circular saw, etc.) during the course of firefighting activities
- Remove the hydrant cap with a wrench
- Safely shut off utility services to buildings in emergency situations
- Operate heavy equipment (e.g., "jaws-of-life", etc.) in response to an emergency
- Operate electrical/gas shut-off valves
- For aerial ladders, set up truck jacks, place chocks, and then position and raise ladder
- Make openings for ventilation using equipment (e.g., saws, axes, etc.)
- Drive firefighting/emergency equipment to and from a scene
- Respond to hazards related to electrical emergencies

- Operate a fire extinguisher
- Inspect a pumper during operation; check gauges