



**Code: 8735**  
Family: Public Safety  
Service: Public Safety  
Group: Fire Service  
Series: Firefighting

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## **CLASS TITLE: LIEUTENANT**

### **CHARACTERISTICS OF THE CLASS**

Under direction of a Battalion Chief or Captain, Fire Lieutenant is a supervisory, firefighting, and fire safety position. Responsible for fire suppression, emergency medical, inspection, and training activities of an assigned fire company, as well as light maintenance of apparatus, equipment, and fire station grounds; and performs related duties as required

### **ESSENTIAL DUTIES**

- Supervises, assigns, directs, and evaluates subordinate personnel and ensures compliance with the Rules and Regulations, Practices and Procedures of the Chicago Fire Department (CFD)
- Ensures that the company has appropriate manpower and verifies that proper medical staffing is adhered to at the start of each tour of duty, and reports any discrepancies to the Battalion Chief to alert the Chief that the company is not properly manned. Ensures compliance with such work schedules
- Manages and performs station house duties and activities, including apparatus and equipment maintenance and inventory. Performs inspections of company quarters
- Completes and maintains administrative and personnel management documentation (i.e., company records, extra driver roster, etc.)
- Transmits orders and information to staff in accordance with CFD rules and regulations
- Ensures that assigned personnel have the resources needed to complete their jobs
- Maintains department information binders on his/her shift (i.e., General Orders, Administrative Orders, Special Directives, Memos, Safety Bulletins, Training Bulletins and Manuals)
- Evaluates performance of subordinates and conveys disciplinary issues through the chain of command
- Supervises and coordinates all fire suppression, rescue and emergency medical shift activities to ensure compliance with departmental policies and directives
- Prepares fire and emergency call reports and records of shift activities and maintains discipline and morale of shift personnel
- Provides management and oversight of suppression functions such as hose supplies and testing, medical supply inventory, dispatch liaison, and communication
- Responds to all incidents as ordered by the OEMC throughout the tour of duty, and properly completes all required documentation (e.g., NFIRS, journal entries) at the close of incidents to fulfill the Department's mission, provide public safety services to the citizens of Chicago, and maintain an accurate record of all company responses
- Implements the Incident Command System (ICS) at emergency and multi-company incidents
- Communicates with property owners, contractors, allied agencies and personnel, and the general public during emergency incident management
- Oversees primary patient assessment survey and provides necessary care on ambulance assist runs by following established medical procedures and relaying results of primary survey to ambulance via appropriate channel

- Determines the seriousness of the fire and calls for support apparatus as needed. Directs and coordinates all fire suppression activities until relieved by a superior officer
- Monitors the safety and well-being of company members
- Ensures that all station equipment is returned to its proper place after a fire has been extinguished and that all equipment is in working order at all times
- Directs and supervises company drills and training duties to ensure proficiency and completes necessary reports/documentation
- Conducts fire safety and fire prevention tours and lectures for schools, civic groups, and businesses
- Performs inspections in the prescribed manner, noting any violations, making proper referrals to other municipal agencies (e.g., Building, Electrical, Conservation, New Construction, Heating and Ventilation, Environment, Plumbing), and using the inspection as an opportunity for pre-fire planning (life hazards, exposure hazards, water supply, ingress/egress) and training for all company members
- Completes and reviews standard report forms (i.e., monthly supply requests, inventories, annual company performance, probationary firefighter evaluation, semi-annual house survey, hydrant inspection completion report, house operational policy, in-service inspection form)
- Provides a variety of general services to the public in a courteous and tactful manner
- Supervises the containment of hazardous materials to the operational level of expertise
- Duties of a firefighter as required
- Duties of a Captain as required

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

- At least 54 months of service at the rank of Firefighter or Fire Engineer, Firefighter/EMT or Fire Engineer/EMT, Firefighter/Paramedic or Fire Engineer/Paramedic in the Chicago Fire Department

### **Licensure, Certification, or Other Qualifications**

- Valid State of Illinois Driver's License
- Fire Service Vehicle Operator OSFM Certification
- Firefighter III OSFM Certification or Advanced Technician Firefighter OSFM Certification
- Fire Service Instructor I OSFM Certification
- Fire Service Instructor II OSFM Certification

**NOTE:** *The qualifications listed above are required to be called for a Lieutenant promotional class.*

## **WORKING CONDITIONS**

- General office environment
- Extreme weather conditions
- Hazardous conditions

- Extreme heat
- Public safety work environment

### **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Personal Computers and related apparatus
- Firefighting personal protection and related equipment (PPE)
- Fire suppression equipment and apparatus
- Two-way radios
- Hazardous material equipment
- Extrication equipment
- Medical equipment
- Specialized technical equipment

### **PHYSICAL REQUIREMENTS**

- Must be able to adhere to all physical requirements necessitated for a firefighter position.
- Essential and related duties may require maintaining good physical condition necessary for sitting, standing, walking, running, climbing ladders, bending, stooping, crouching and kneeling for prolonged periods of time; as well as the ability to lift, drag, hoist and carry different types of fire equipment and other objects. Requires stamina and physical endurance needed to sustain prolonged, rigorous physical activity during emergency situations. Requires physical dexterity as needed to don equipment quickly, tie knots, etc.
- Positions in this classification typically require: grasping, reaching, handling and/or feeling, talking, hearing and seeing (including peripheral vision, night vision, focus, color perception and depth perception).
- Physical demands include the ability to lift, push/pull, hold and carry in excess of 50 pounds. The ability to climb step stools, step ladders, extension and aerial ladders, as well as 3 or more flights of stairs.
- Very Heavy Work: exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of forces constantly to move objects.
- Operating office equipment requiring continuous or repetitive hand/arm movements.

### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

#### **Knowledge**

- \*Department orders and other written policies and procedures (e.g., General Orders and addenda, Special Directives, Memoranda, SOPs, Rules and Regulations, Policies and Procedures, Code of Professional Conduct, and Labor Agreements of the Chicago Fire Department)
- leadership and supervision principles and practices
- performance evaluation and training principles and practices

- department response levels, chain of command, and incident command procedures at emergency incidents
- teaching practices and methods
- \*Illinois Rules of the Road and state and local laws, rules, and regulations relating to the operation of an emergency vehicle
- \*building construction, fire behavior, size up procedures, and fireground tactics for incident operations
- radio communication procedures and protocols
- layout of streets within the assigned still and box district
- laws and codes pertaining to building and fire prevention inspections
- various detection, alarm and extinguishments systems found in buildings (i.e., standpipes, sprinklers, etc.) and how to operate those systems
- first responder management strategies for hazardous materials incidents
- firefighting personal protection and related equipment (PPE) use and maintenance
- \*emergency medical service and basic life support principles, practices, and techniques
- \*department forms, reports, and other documentation and related procedures

Some knowledge of:

- personnel administration and management principles, policies, practices, and techniques
- applicable writing techniques for preparation of required reports and forms
- applicable computer software packages and applications

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

### **Skills**

- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision-making
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*INSTRUCTING - Teach others how to do something
- \*NEGOTIATION – Bring others together and trying to reconcile differences
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- STAMINA - Demonstrate energy and stamina to accomplish work tasks
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems
- STRESS TOLERANCE - Accept criticism and deal calmly and effectively with high stress situations
- PERSISTENCE - Persist in the face of obstacles on the job
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
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