

Job Descriptions
Comparisons Between Fire Officers

Primary Responsibilities

	Lieutenant	Captain	Asst. Fire Chief	Fire Chief
All emergency services operations for the protection of life and property in the District, particularly firefighting, fire prevention, and emergency medical services (EMS)	Progressively supervises	Progressively manages	Progressively directs	Progressively leads
District goals	Helps ensure are met	Helps ensure are met	Helps ensure are met	Ensures are met
District's vision	Works towards fulfilling	Works towards fulfilling	Works towards fulfilling	Works towards fulfilling
Consults with	Captain	Assistant Fire Chief	Fire Chief	Medical Director and Board of Directors in terms of policy and planning
Works independently in	Supervising non-operational activities	Managing non-operational activities	Directing non-operational activities	Leading operations

Job Descriptions
Comparisons Between Fire Officers

Administrative Duties

	Lieutenant	Captain	Asst. Fire Chief	Fire Chief
Prepares reports and documentation of training, maintenance, other activities and	Station duties Incidents Patient care	Station duties Incidents Patient care	Operations	Operations
National Fire Incident Reporting System (NFIRS) incidents and patient care reports	Ensures entry on a timely and accurate basis	Verifies entry on a timely and accurate basis	Reviews to ensure all information has been entered on a timely and accurate basis	Prepares and delivers presentations and monthly reports to the District's Board of Directors, including use of information from
Annual budget requests to the Budget Officer	Collects feedback for	Provides feedback for	Helps to prepare	Prepares
Spending	Helps to control within budget	Helps to control within budget	Helps to control within budget	Controls within budget

Job Descriptions
Comparisons Between Fire Officers

Important Duties

	Lieutenant	Captain	Asst. Fire Chief	Fire Chief
Spokesperson for District operations			Secondary	Primary
Applicable state statutes and federal regulations, e.g., traffic laws	Complies with and helps to enforce	Complies with and enforces	Complies with and enforces	Complies with and enforces
Draft and recommend District policies and goals and content for the District's Strategic Master Plan	Collects feedback for helping to	Provides feedback for helping to	Assists in helping to	Helps
Standard operating procedures or guidelines	Assists in implementation and use of	Implements and ensures use of	Assists in the establishment and maintenance of	Establishes and maintains
Firefighting, EMS, and first aid equipment	Operates and supervises the use of	Operates and manages the use of	Operates as necessary	Operates as necessary
Care, testing, and maintenance of firefighting, EMS and first aid equipment	Helps ensures	Ensures	Verifies	Provides process for
Inventory of firefighting and EMS equipment and supplies	Helps manage the inventory of	Manages the inventory of	Verifies	Provides processes for managing
District buildings, apparatus, and grounds	Helps ensure clean and maintained	Ensures clean and maintained	Verifies clean and maintained	Provides processes for cleaning and maintaining

Job Descriptions
Comparisons Between Fire Officers

Important Duties (cont'd)

	Lieutenant	Captain	Asst. Fire Chief	Fire Chief
Needs and purchase of apparatus, equipment, and supplies	Collects feedback on	Provides feedback on	Evaluates the needs and assists in the recommendation for	Evaluates the needs and makes recommendations for
Emergency operations	Supervises	Manages	Directs	Leads
District activities and programs, including community activities, education, and emergency preparedness	Supervises	Manages	Assists in the development of	Develops
Personnel and equipment	Helps recommend assignment of	Recommends the assignment of	Assists with the assignment of	Assigns
Alarms	Responds to	Responds to	Responds to	Responds to
Incident Commander at the scene of incidents	Serves as necessary according to the District's SOPs or SOGs	Serves as necessary according to the District's SOPs or SOGs	Serves as necessary according to the District's SOPs or SOGs	Serves as necessary according to the District's SOPs or SOGs
Continuous improvement of operations and protocols, improved outcomes	Supports and participates in quality assurance and quality control activities reducing response times and streamlining work processes	Supports and participates in quality assurance and quality control activities reducing response times and streamlining work processes	Leads quality assurance and quality control activities reducing response times and streamlining work processes	Initiates and sponsors quality assurance and quality control activities reducing response times and streamlining work processes
Seamless quality customer service	Works cooperatively and jointly to provide	Works cooperatively and jointly to provide	Works cooperatively and jointly to provide	Provides processes to assure

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Important Duties (cont'd)

	Lieutenant	Captain	Asst. Fire Chief	Fire Chief
Periodic training exercises and drills to increase emergency services knowledge and skill proficiencies	Helps to carry out and participates in	Helps to plan and participates in	Helps to develop and participates in	Ensures are held and participates in
Arson investigation	Supports activities	Supports activities	Supports activities	Ensures proper authorities are notified if warranted and supports
Activities involving the insurance industry and local, regional, state, and federal agencies	Coordinating supervision of	Coordinating management of	Assists with development and conducting	Ensures development of and conduction
Activities with those responsible for water service relative to fire protection	Participates in	Assists with coordination of and participates in	Assists with development of and conducting of and participates in	Ensures development of and conducting of and participates in
Conferences and seminars to keep abreast of developments in emergency services and public administration	Attends	Attends	Looks for, promotes, and attends	Approves and attends
Special projects	Leads or assists with	Leads or assists with	Leads or assists with	Initiates, leads, or sponsors

Job Descriptions
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Important Duties (cont'd)

	Lieutenant	Captain	Asst. Fire Chief	Fire Chief
Employee recruitment and retainment programs	Recruits candidates and retains personnel	Recruits candidates and retains personnel	Assists in the development of Recruits candidates and retains personnel	Develops Recruits candidates and retains personnel
Hiring process,	Participates in, including assisting with interviews of applicants for subordinate positions	Participates in, including interviewing applicants for subordinate positions	Participates in, including interviewing applicants	Participates in, including interviewing applicants
Promotional process	Assists with interviews of candidates for peer positions	Interviews candidates for subordinate and peer positions	Interviews candidates for subordinate and peer positions	Interviews candidates
Personnel actions	Provides feedback for personnel action recommendations	Provides input into personnel action recommendations	Assists in recommending personnel actions by the Fire Chief to the District's Board of Directors	Recommends personnel actions to the District's Board of Directors

Job Descriptions
Comparisons Between Fire Officers

Knowledge

	Lieutenant	Captain	Asst. Fire Chief	Fire Chief
Basic Life Support (BLS) emergency medical services	Desired	Desired	Desired	Desired
Fire hazards and fire prevention techniques	Required	Required	Required	Required
First aid, including CPR and automatic external defibrillation	Required	Required	Required	Required
District streets, roads, highways, locations, and known hazards	Required	Required	Required	Required
Safety standards and precautions pertaining to fire suppression, EMS, and first aid activities and the use and operation of emergency services equipment	Required	Required	Required	Required
EMS, particularly Missouri Department of Health and Senior Services regulations pertaining EMS, e.g., first response, automated defibrillation, basic life support, etc.	Required	Required	Required	Required
Record keeping and its application to national incident reporting, patient care, fire prevention, staffing, and emergency services	Required	Required, also including its application to emergency services administration	Required, also including its application to emergency services administration	Required, also including its application to emergency services administration
District ordinances, policies, and standard operating procedures or guidelines, and state statutes and regulations pertaining to emergency services	Required	Required, also pertaining to public administration	Required, also pertaining to public administration	Required, also pertaining to public administration
Principles and practices for a modern emergency services organization	Supervision	Management	Leadership	Leadership
Principles and practices of management systems and processes	Desired	Desired	Introductory Required	Required

Job Descriptions
Comparisons Between Fire Officers

Abilities

	Lieutenant	Captain	Asst. Fire Chief	Fire Chief
Uses EMS equipment, e.g., stethoscope, oxygen delivery system, blood pressure cuff, airways, etc. or apparatus in emergency situations	Desired	Desired	Desired	Desired
Processes patients, including fracture and spinal injury management; burn management; obstetrical emergencies; airway management; and triage of patients in a mass casualty incident	Desired	Desired	Desired	Desired
Administers medications according to District protocols	Desired	Desired	Desired	Desired
Follows commands and instructions	Required	Required	Required	Required from the Safety Officer
Uses good judgment in operational activities consistent with carrying out the District's mission, policies, operating procedures or guidelines achieving goals, and fulfilling the District's vision	Required	Required	Required	Required
Establishes relationships and works well with District employees, other officials, the public, and other agencies.	Required	Required	Required	Required
Works well with the public and employees of other agencies	Required	Required	Required	Required
Works safely without presenting a direct threat to self or others	Required	Required	Required	Required

Job Descriptions
Comparisons Between Fire Officers

Abilities (cont'd)

	Lieutenant	Captain	Asst. Fire Chief	Fire Chief
Gathers information by interviewing and obtaining the statements of victims and witnesses at the scene of an incident to take safe and effective action and provide safe and accurate treatment	Required	Required	Required	Required
Prepares reports and documentation, e.g., as necessary for national incident reporting, with clearly organized thoughts using proper English sentence construction, punctuation, and grammar	Required	Required	Required	Required
Communicates with co-workers and employees of other agencies	Required	Required	Required	Required
Comprehends and makes inferences from written material	Required	Required	Required	Required
Multidisciplinary staff in EMS, firefighting, fire prevention, and emergency services activities, giving commands and instructions, especially in emergency situations	Required direction and coordination of	Required management of	Required leadership of	Required leadership of
Leadership level	Personnel	Station	Organizational	Organizational
Performs a broad range of supervisory responsibilities over others	Required, including disciplining employees	Managerial responsibilities also required, including disciplining employees	Leadership and management responsibilities also required, including disciplining employees	Leadership and management responsibilities also required, including disciplining employees

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Abilities (cont'd)

	Lieutenant	Captain	Asst. Fire Chief	Fire Chief
Overall operational effectiveness in carrying out the District's mission, achieving goals, and fulfilling the District's vision	Required to collect feedback on	Required to provide feedback on	Required to assist with the assessment of	Required to assess
Training needs of subordinate personnel	Required to assess and provide feedback on	Assists on defining	Helps define	Defines
Subordinate personnel training and participation in periodic training exercises and drills, including activities involving regional disaster response	Required to ensure	Required to verify	Assists in planning for	Planning for
Communicates with District personnel, patrons, or the public in face-to-face, one-on-one, group, or over the telephone types of settings	Required	Required	Required	Required
Produces written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar	Required	Required	Required	Required
Observes, monitors, and compares data to determine compliance with the District's policies and standard operating procedures or guidelines	Required	Required	Required	Required
Reviews or checks the work of others for conformance to the District's policies and standard operating procedures or guidelines	Required	Required	Required	Required
Basic computer skills such as emailing, word processing and spreadsheets	Required	Applications and presentation computer skills also required	Applications and presentation computer skills also required	Applications and presentation computer skills also required

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Abilities (cont'd)

	Lieutenant	Captain	Asst. Fire Chief	Fire Chief
Detects symptoms or evidence of illness or injury to provide a basis for effective treatment	Required as necessary	Required as necessary	Required as necessary	Required as necessary
Communicates with persons at the scene of incidents, e.g., patients	Required as necessary	Required as necessary	Required as necessary	Required as necessary
Uses first aid and firefighting equipment, including AEDs and fire hoses and apparatus at emergency incidents	Required as necessary	Required as necessary	Required as necessary	Required as necessary
Ventilates burning buildings by opening windows and creating holes in roofs and floors	Required as necessary	Required as necessary	Required as necessary	Required as necessary
Performs searches and rescues, including inside burning buildings and rescuing trapped or endangered persons	Required as necessary	Required as necessary	Required as necessary	Required as necessary
Forces entry into locked vehicles or structures	Required as necessary	Required as necessary	Required as necessary	Required as necessary
Advances hose lines and makes hydrant connections	Required as necessary	Required as necessary	Required as necessary	Required as necessary
Puts water streams on fires	Required as necessary	Required as necessary	Required as necessary	Required as necessary
Overhauls a fire scenes	Required as necessary	Required as necessary	Required as necessary	Required as necessary
Detects gas leaks	Required as necessary	Required as necessary	Required as necessary	Required as necessary
Performs routine apparatus and vehicle maintenance	Required as necessary	Required as necessary	Required as necessary	Required as necessary

Licensure

	Lieutenant	Captain	Asst. Fire Chief	Fire Chief
Valid Missouri EMT license or greater, e.g., Emergency Medical Technician-Paramedic, Registered Nurse, etc.	Desired	Desired	Desired	Desired

Job Descriptions
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Desired Training and Experience

	Lieutenant	Captain	Asst. Fire Chief	Fire Chief
A combination of experience and education that meets the required training and experience may be substituted for the following:				
Post-secondary degree or advanced training	Desired	Desired	Desired	Desired
Supervisory or management courses in emergency services administration, fire prevention, EMS, and business or public administration	Taking	Successful completion of	Successful completion of	Successful completion of
Supervisory and/or managerial emergency experience with familiarity of all phases of emergency services operations	One year	Two years	Three years	Four years
Firefighter and an Emergency Medical Technician (EMT)	Two years	Three years	Four years	Five years
Certifications	Firefighter II, Fire Officer I, or Fire Instructor I	Firefighter II, Fire Officer I, or Fire Instructor I	Firefighter II, Fire Officer II, or Fire Instructor II	Firefighter II, Fire Officer II, or Fire Instructor II

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Comparisons Between Fire Officers

Confidentiality

Lieutenant	Captain	Asst. Fire Chief	Fire Chief
Regularly works with data, processes, or confidential information where disclosure is a serious breach of trust and potential violation of law.			

Working Conditions

Lieutenant	Captain	Asst. Fire Chief	Fire Chief
At times, this position requires disagreeable working conditions that include exposure to any number of elements (individuals with injuries, illnesses, contagious diseases, toxic chemicals, hazardous substances, excessive heat, cold, noise, inclement weather as well as occupational hazards such as exposure to smoke, fire, and explosions; etc.), with several continuously present to the extent of being objectionable.			

Required Mental and Visual Demands

Lieutenant	Captain	Asst. Fire Chief	Fire Chief
Intense and exacting mental and visual attention, involving the performance of complex work			
Continuous attention to detail			

Desired Physical Requirements

Lieutenant	Captain	Asst. Fire Chief	Fire Chief
Operates medical equipment such as a stethoscope, oxygen delivery system, blood pressure cuff, airways, etc.			

Job Descriptions
Comparisons Between Fire Officers

Physical Requirements

Lieutenant	Captain	Asst. Fire Chief	Fire Chief
Lifts, moves, positions, and climbs ladders, e.g., to gain access to upper building levels			
Climbs through rafters, on roofs, and through confined spaces			
Opens and closes valves			
Advances large-diameter hoses while discharging water			
Carries heavy loads up and down stairs			
Lifts and moves patients with and without stretchers			
Hears and responds to visual and auditory alarms, e.g., traffic sounds, sounds of impending building collapse, alarms, sirens, calls for assistance, and other audible signs of alarm or warning in emergency situations			
Communicates effectively via two-way radio, e.g., with dispatch			
Grasps and safely operates or uses tools such as an axe, pry tools, pike pole, rope, chainsaw, shovel, hydraulic or pneumatic rescue equipment, gas detectors, thermal image cameras, etc.			
Wears personal protective equipment (PPE) such as gloves, goggles, face masks, gowns, and some PPE weighing approximately 70 pounds in high humidity (up to 100 percent) situations that significantly impairs body cooling; in environments with extreme temperature fluctuations (400+ degrees Fahrenheit); and requiring a tight fitting respirator, i.e., self-contained breathing apparatus (SCBA) for respiratory ventilation			
Operates oxygen delivery system, automated external defibrillators (AEDs)			

Additional Requirements

Lieutenant	Captain	Asst. Fire Chief	Fire Chief
Ability to respond to incidents within 15 minutes when available for duty			
Excellent attendance and active participation			
An individual in this position may use personal or District vehicles on District business; therefore, if an individual uses personal or District vehicles, the individual must be physically capable of operating the vehicle safely, possess a valid driver's license, and have an acceptable driving record			
Use of a personal vehicle for District business will be prohibited if the employee does not have personal insurance coverage			

Note: These Job Descriptions will be reviewed from time to time and adjusted, if necessary.