



# Corinth-Shiloh Fire Department

## Individualized PD for Position: Fire Lieutenant

**Job Summary:** *Provide a brief, 2 to 3 sentence overview of the purpose of the position. Include statement: "Other duties as assigned."*

The Fire Lieutenant serves as a front-line supervisory officer responsible for overseeing operations during assigned shifts, supervising a crew of firefighters, first responders, and volunteer personnel as they respond to fire suppression, emergency medical services, rescue operations, and other emergencies. Ensures the readiness, maintenance, and proper operation of fire station(s), equipment, and apparatus; coordinates personnel scheduling, training, and daily activities in accordance with department policies. Acts as the officer in charge on shift in the absence of the Fire Captain, ensuring safe, effective, and efficient operations. This position works a 48/96 schedule, including weekends and holidays. Other duties as assigned.

Job Duties: <i>3-5 job duties totaling 100%; Lead with action words that best describe the essence of each job duty.</i>	% of Time	Essential or Non-Essential
Emergency Response & Operations: Respond to and perform fire suppression, rescue, EMS, and hazardous materials operations during assigned shifts. Serve as Incident Commander on-scene as needed until relieved by a senior officer, ensuring safe, coordinated, and effective emergency response. Oversee the readiness and deployment of assigned personnel, apparatus, and equipment, including coordinating volunteer participation when available. Assist with pre-fire planning, fire inspections, and emergency preparedness activities as assigned. Participate in debriefings and incident critiques to identify lessons learned and areas for improvement. Maybe required to respond to calls for service outside of assigned shift schedule.	50 %	Essential
Leadership & Administration: Lead assigned shift operations by supervising personnel, apparatus, and daily activities to ensure safe, effective, and efficient emergency response. Assign duties to firefighters, first responders, and coordinate volunteer participation during calls, training, or other station activities. Prioritize goals and objectives assigned by superiors and implement plans to accomplish them. Manage station functions and coordinate activities between line personnel and chief officers as needed. Conduct equipment and apparatus inspections to ensure operational readiness. Act as the officer in charge in the absence of the Fire Captain, ensuring adherence to department policies, procedures, and safety standards. Prepare shift reports, activity logs, and operational summaries to support decision-making and accountability.	15 %	Essential
Personnel Management: Supervise firefighters, first responders, and volunteer personnel during assigned shifts, assigning duties and monitoring performance to ensure operational readiness. Oversee training, professional development, and individual growth of assigned personnel. Coordinate volunteer participation as available for calls, training, or other department activities. Support the Fire Captain and department leadership in implementing policies, procedures, and personnel initiatives. Encourage collaboration and communication among all personnel to maintain a safe, effective, and cohesive work environment.	15 %	Essential
Community Engagement: Support public education sessions, community events, and outreach initiatives to promote fire prevention, safety education, and emergency preparedness. Assist in conducting pre-fire plans, fire inspections, and investigations as requested. Encourage and coordinate volunteer participation in community and department activities. Support the department leadership in fostering positive relationships with neighboring fire departments, partner agencies, and the public. Maybe required to attend activities outside of assigned shift schedule.	10 %	Essential
Financial and Project Management: Monitor and maintain shift-level equipment, apparatus, and supplies to ensure operational readiness and proper use of resources. Assist the department leadership in planning and executing special projects or departmental initiatives, monitoring progress to ensure timely completion of deliverables. Support implementation of departmental policies related to procurement, equipment usage, and fiscal accountability within assigned operations.	10 %	Essential

% of Time must equal 100%



# Corinth-Shiloh Fire Department

## Minimum Requirements

For classified staff positions, minimum education and experience requirements must align with the state job code. If alternate requirements are needed, contact your HR Generalist. Find state job code requirements [here](#).

<b>Minimum Education:</b>	A high school diploma and fire prevention or fire-fighting experience, or other related work experience.
<b>Minimum Experience:</b>	At least 3 years of fire service experience, including 1 year in a leadership role. Must have knowledge of fire operations, personnel management, and emergency response.
<b>Licenses &amp; Certifications:</b>	A valid SC Driver's License, with acceptable driving record, Fire Apparatus Driver/Operator (or out of state equivalent), Firefighter II, Fire Officer I First Responder, ICS 100, 200, 700, 800

## Preferred Qualifications (Optional)

<b>Preferred Education:</b>	Associate certificate or degree in Fire Science, Emergency Management, Emergency Medical Services, Public Administration, or a related field or 60 hours towards a BS/BA
<b>Preferred Education Area:</b>	
<b>Preferred Experience:</b>	1 years of supervisory experience as a shift officer or 1 year as an officer with the Corinth-Shiloh Volunteer Fire Department
<b>Preferred Licenses &amp; Certifications:</b>	EMT-B, Fire Officer II, Fire Instructor I, Aerial Operations, Haz-mat Technician, Incident Safety Officer, ICS 300



# Corinth-Shiloh Fire Department

Fire Lieutenant

## Supervision, Budget, Fiscal, & Emergency Responsibilities:

<p>Indicate the depth and breadth of knowledge within the job's field or specialty that is required to effectively perform the duties and responsibilities of this job.</p>	<ul style="list-style-type: none"> <li><input type="radio"/> Comprehensive knowledge of theories, concepts and practices and ability to use in complex, difficult and/or unprecedented situations.</li> <li><input checked="" type="radio"/> Firm working knowledge of concepts, practices and procedures and ability to use in varied situations.</li> <li><input type="radio"/> Fundamental working knowledge of concepts, practices and procedures and ability to apply in varied situations.</li> </ul>
<p>Indicate the type and scope of supervisory responsibilities of this job. Check only one box. Note: this refers to supervision of other employees, not programs or tasks.</p> <p><b>NOTE: If supervising employees be sure to also select the Supervision and Management competency.</b></p>	<ul style="list-style-type: none"> <li><input type="radio"/> Manages work of others including hiring, terminating, training and developing, providing constructive feedback, establishing and reviewing employee complaints, recommending rewards and recognition and administering corrective action for staff. Plans organizational structure and job content.</li> <li><input checked="" type="radio"/> Supervises work of others and may offer recommendations for hiring, termination and pay adjustments but does not have responsibility for making these decisions.</li> <li><input type="radio"/> Acts as a Lead by guiding the work of others who perform essentially the same work.</li> <li><input type="radio"/> Supervises Student workers only</li> <li><input type="radio"/> Not responsible for supervising employees.</li> </ul>
<p>Indicate any fiscal responsibilities for the department's budget, including but not limited to, financial planning and managing fund allocation:</p>	<ul style="list-style-type: none"> <li><input type="radio"/> Responsible for developing one or more departmental budget(s).</li> <li><input checked="" type="radio"/> Provides input into the budgeting process, and manages fund allocation.</li> <li><input type="radio"/> Doesn't provide input but is responsible for monitoring the departmental budget and may manage fund allocation.</li> <li><input type="radio"/> No fiscal responsibility for the department's budget.</li> </ul> <div style="border: 1px solid black; width: 150px; height: 20px; margin-bottom: 5px;"></div> <p style="color: blue;">Enter the Amount of budget responsibility</p> <p><small>Note: dollar sign and appropriate commas will appear when you tab out of the box.</small></p>
<p>Essential Personnel Level:</p>	<ul style="list-style-type: none"> <li><input type="radio"/> Normal Operations - Level 0 Required to follow emergency facility closure and modified operations directives, and not normally expected to work on-site during emergency situations.</li> <li><input type="radio"/> Emergency Response - Level 1 In the event of an emergency closure or modified operations, this position is required to respond in order to provide initial response to the emergency situation, including the execution of mission essential functions. Some positions in this category may be required to work remotely or be on call.</li> <li><input checked="" type="radio"/> Essential Support - Level 2 In the event of an emergency closure or modified operations, this position is necessary to maintain/resume essential support functions, deliver direct care services, and/or provide recovery support before normal operations resume. Some positions in this category may be required to work remotely or be on-call.</li> </ul>



# Corinth-Shiloh Fire Department

## Physical Requirements

\* A person in this job must be able to complete the requirements of the job with or without reasonable accommodation.

Check if physical requirements are essential to job:

<input checked="" type="checkbox"/>	Stand for prolonged period	10	%
<input checked="" type="checkbox"/>	Sit (stationary position) for prolonged period	10	%
<input checked="" type="checkbox"/>	Walk or move about	10	%
<input checked="" type="checkbox"/>	Use hands or feet to operate or handle machinery, equipment, etc.	10	%
<input checked="" type="checkbox"/>	Ascend or descend (i.e. stairs, ladder)	5	%
<input checked="" type="checkbox"/>	Position self to accomplish task (i.e. stoop, kneel, crawl)	5	%
<input checked="" type="checkbox"/>	Communicate, converse, give direction, express oneself	10	%
<input checked="" type="checkbox"/>	Recognize or inspect visually	10	%
<input checked="" type="checkbox"/>	Move, transport, raise or lower *Weight requirement if applicable (per activity, i.e. raise 10 lbs. move 50 lbs.):	10	%
<input checked="" type="checkbox"/>	Extends hands or arms in any direction	10	%
<input checked="" type="checkbox"/>	Use taste or smell to detect or determine particular flavors or odors	5	%
<input checked="" type="checkbox"/>	Perceive, observe, clarity of vision	5	%
Comments/Explanation of requirements marked Essential:  Fire Department employee who may work at the department, at an emergency scene, or provide safety presentations to community			

## Working Conditions

Check if regularly exposed to conditions below, and include percentage of time exposed:

<input checked="" type="checkbox"/>	Exposure to heat or cold	10	%
<input checked="" type="checkbox"/>	Exposure to dust/fumes	5	%
<input checked="" type="checkbox"/>	Wet and or humid	10	%
<input checked="" type="checkbox"/>	Noise	5	%
<input checked="" type="checkbox"/>	Vibration	5	%
<input checked="" type="checkbox"/>	Mechanical hazards	10	%
<input checked="" type="checkbox"/>	Chemical hazards	10	%
<input checked="" type="checkbox"/>	Electrical hazards	10	%
<input checked="" type="checkbox"/>	Radiant hazards	5	%
<input checked="" type="checkbox"/>	Burn hazards	10	%
<input checked="" type="checkbox"/>	Overnight travel:	5	%
<input checked="" type="checkbox"/>	Exposure to bio-hazards (i.e. blood, bodily fluids)	10	%
<input checked="" type="checkbox"/>	Other:	5	%
Comments: Other: Administrative task, community risk reduction, public education			



# Corinth-Shiloh Fire Department

Fire Lieutenant

## Competencies

Select 3 to 5 competencies most appropriate for the position

- ☒ **Communication:** Effectively shares/disseminates information; listens to others and incorporates/integrates information. Uses oral, written and interpersonal communication skills to achieve role objectives.
- ☒ **Customer Service Focus:** Effectively and efficiently meets the needs of customers; delivers high quality service and makes customer service a priority by seeking ways to improve service through innovation.
- ☒ **Technical Knowledge/Competence:** Demonstrates the necessary knowledge to effectively perform job and ability to apply learning to job responsibility. Acquires new skills, knowledge and abilities as required by the job.
- ☒ **Problem Solving:** Identifies problems, seeks solutions and effectively solves problems.
- ☒ **Teamwork:** Works effectively and cooperatively with others to achieve organizational goals.
- ☒ **Managing Self:** Works with minimal supervision and manages own time effectively.
- ☒ **Supervision and Management:** Structures and directs the work efforts of others. Coaches, develops and evaluates the performance of others. Promotes equal opportunity in areas such as hiring, promotion, or placement and demonstrates a level of personal and organizational commitment to equal opportunity.  
**NOTE: If supervision of employees is selected above, this competency must be selected.**
- ☒ **Leadership:** Can be relied upon to guide others to the accomplishment of objectives/responsibilities, to promote teamwork and to resolve problems.
- ☒ **Decision Making:** Able to make sound decisions and demonstrate decisiveness.