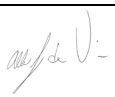


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PURPOSE: Define the role and duties of the Acting Lieutenant.

SCOPE: All Acting Lieutenants.

INTENT: Acting Lieutenants exercise independent judgement and action while fulfilling their role subject to written orders, regulations, and verbal direction from superiors. Acting Lieutenants report to Lieutenants, Captains, Chief Officers or the Incident Commander as required. Fire Fighters and Probationary Fire Fighters report to the Lieutenants.

PROCEDURE: Acting Lieutenants must be familiar with and carry out their duties as outlined in the Operational Guidelines and referenced documents.

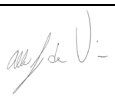
The Acting Lieutenant is responsible for the following:

General Accountabilities

- Ensuring their own personal development, training, and certification for the qualifications outlined in Required Qualifications and keeping such qualifications current, and, without limiting the foregoing, meeting the following standards as per the British Columbia Structure Firefighter Minimum Training Standards published by the Office of the Fire Commissioner from time to time:
 - Interior Operations Team Leader
 - Trainer and Assessor competencies
 - Apparatus Driver/Operator (Interior)
- Assisting in administering fire department operations.
- Helping with the updating and modernization of SOGs.
- Acting as a Lieutenant when required
- Learning from and being mentored by senior officers
- Other fire department duties as required

Leadership

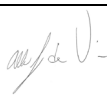
- Demonstrating leadership by motivating staff, fostering teamwork, and providing feedback to a diverse group of individuals in an equitable and inclusive manner.
- Assigning tasks to Probationary Fire Fighters, or Fire Fighters at any incident with clear, concise instructions.

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- Ensuring the safety of personnel on scene and in training
- Ensuring that instructions are understood.
- Assigning tasks or responsibilities to Probationary Fire Fighters and Fire Fighters during non-emergency work periods.
- Ensuring that tasks are completed within departmental operational guidelines in a safe and timely manner.
- Directing and instructing department and company level training.
- Recognizing and recommending action to Officers and Chief Officers for employee-related matters such as exemplary service and employee assistance.
- Coordinating and prioritizing projects for individuals and groups so that tasks are planned, supervised, and completed.
- Supervising crews to ensure operations and tasks are completed following department SOGs.
- Ensuring the chain of command is followed.
- Assist in Administering fire department operations
- Recognizing and recommending actions to Officers and Chief Officers regarding matters such as tactical operations and equipment.
- Assisting Probationary Fire Fighters and Fire Fighters with the maintaining and cleaning of equipment and apparatus.
- Supervising the return of all apparatus and equipment to their proper places in the fire hall.
- Leading and/or assisting with the training of fire department Probationary Fire Fighters and Fire Fighters.

Safety

- Compiling and maintaining various records and reports as required, including tracking firefighters and units dispatched to incidents, officer reports, post-incident analysis, and exposure tracking.
- Ensuring accountability for Fire Fighters both at incidents and during training.
- Ensuring all duties are performed according to established safety plans and procedures.
- Providing safety training to Fire Fighters and giving timely directions to correct unsafe work practices.
- Identifying and communicating safety hazards to reduce the risk of injury.
- Functioning as an Incident Safety Officer on scene.
- Functioning as Incident Commander on scene.

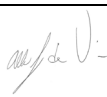
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Required Qualifications or Requisite Experience

- Apparatus Driver/Operator
- First Responder
- EMA License
- ICS 100
- Auto Extrication
- WSPP-WFF-1
- WSPP-115
- Roadside Rescue
- Gas Safety for Fire Fighters
- Electrical Safety for Fire Fighters
- Air Brake Certification
- All required minimum training standards qualifications for Interior Fire Fighter

Preferred Qualifications

- 1001 FF2 or 1010 FF
- Fire Officer 1
- Fire Instructor 1
- Engine Boss
- Class 3 driver's license
- 1002
 - Driver Operator
 - Tender Operator
 - Aerial Operations
- Engine Boss
- Incident Safety Officer
- ICS 200
- Willing to complete preferred qualifications

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Reference

- Office of the Fire Commissioner British Columbia Structure Firefighter Minimum Training Standards
- NFPA 1021
- NFPA 1001
- WorkSafe BC OHS regulation Part 31

See also O.G. #:5.03.03 and 5.03.06