



# Winsted Fire Department

## Standard Operating Procedures

**06-01-2014**

**01-01-2026**

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**SOP # I-105**

**Formerly SOP # 6-018**

**Lieutenant Job Description**

### **PURPOSE:**

To outline the job duties or assignments of a Fire Lieutenant within the Winsted Fire Department.

### **POLICY:**

It will be the policy of the Winsted Fire Department that Fire Lieutenants have the proper skills, knowledge and certifications to perform the jobs and duties that include supervising and participating in activities of Interior and Exterior Firefighters.

### **POSITION SUMMARY:**

The Lieutenant is a frontline supervisor responsible for the leadership, coordination, and safety of a team of volunteer firefighters during emergency incidents and routine operations. The Lieutenant serves as a key link between firefighters and higher-ranking officers, ensuring operational readiness, enforcing policies, and promoting a positive, team-oriented environment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Serves as the first arriving incident commander until relieved by an officer with higher authority.

Supervises firefighters during emergency responses and day-to-day activities.

Leads firefighting, rescue, and medical operations under the direction of a Captain or higher-ranking officer.

Enforces department safety standards and promotes accountability and discipline.

Assists in planning, coordinating, and conducting regular training for assigned personnel.

Performs and documents equipment and apparatus check to ensure readiness.

Maintains familiarity with department SOPs, SOGs, and incident command procedures.

Serves as a mentor and role model to newer or probationary firefighters.

Completes or assists with reports related to incidents, training, and inspections.

Participate in community outreach, public safety education, and fire prevention activities.

Ensures station and apparatus cleanliness, maintenance, and operational preparedness.



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Fosters morale, cooperation, and professionalism within the team.

#### **QUALIFICATIONS**

Active member in good standing with the department.

Firefighter II certification.

ICS/NIMS training (100, 200, 700, 800 required).

Valid driver's license.

Certified to minimum Basic First Aid, AED and CPR

Demonstrated leadership potential and ability to supervise peers.

Strong communication skills and ability to remain calm in high-stress environments.

Familiarity with fire reporting software and digital documentation.

#### **TIME COMMITMENT/EXPECTATIONS**

Regular participation in department training, meetings, emergency responses, and public events is required.

Must be available for on-call or standby duties in accordance with department expectations.

#### **WORKING CONDITIONS:**

May involve hazardous environments, loud noise, intense physical exertion, and exposure to smoke, heat, and weather conditions.

Balances administrative duties, training, and operational responsibilities both in-station and on-scene.