



Winsted Fire Department

Standard Operating Procedures

06-01-2014

01-01-2026

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SOP # I-106

Formerly SOP # 6-016

Exterior Lieutenant Job Description

PURPOSE:

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

POLICY:

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

POSITION SUMMARY:

The Exterior Lieutenant is a company officer responsible for supervising and coordinating all exterior firefighting operations and support activities. This includes managing personnel who are qualified for exterior or support roles, ensuring operational readiness of equipment, promoting firefighter safety, and supporting the chain of command during both emergency and non-emergency operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

Supervise and direct firefighters assigned to exterior operations (e.g. water supply, pump operations, exposure protection, ground laddering, ventilation from ground level, scene lighting, perimeter control, firefighter rehab, and exterior overhaul)

Establish and maintain effective communications with the Incident Command and Interior Operations officers to ensure coordinated efforts.

Conduct a size-up of exterior conditions, identifying hazards such as structural collapse zones, downed wires, or hazardous materials.

Assign tasks to personnel based on training levels, experience, and safety considerations.

Maintain accountability of all exterior personnel utilizing the Department's accountability system

Ensure that all exterior firefighters wear appropriate PPE and operate within their level of certification.

Monitor personnel for signs of fatigue, heat stress, or injury, and coordinate with rehab or EMS as needed.



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Promote a safety-first culture and report any unsafe acts or conditions to the Safety or Chief Officer immediately.

Assist in the training and development of exterior-qualified firefighters, focusing on pump operations, hose line management, ground ladders, ventilation, scene support activities.

Participate in drills, pre-incident planning, and skills evaluation for personnel.

Ensure all apparatus and equipment under their supervision are inspected, maintained, and ready for service.

Maintain familiarity with the Department's response area, hydrant locations, and mutual aid resources.

Complete post-incident reports and assist in maintaining training and attendance records for assigned members.

Participate in officers' meetings and contribute to the development of standard operating procedures and training programs.

Serve as a mentor and role model, promoting professionalism, teamwork, and commitment to the Department's mission and values.

Assume command of an incident or scene as directed by a higher-ranking officer.

Represent the Fire Department professionally during community events, trainings, and mutual aid incidents.

Support Department recruitment and retention efforts by engaging with new and prospective members.

Assist in public education, fire prevention, and community risk reduction activities.

QUALIFICATIONS

Active member in good standing with the department.

Certified or trained to the level of Exterior Firefighter or equivalent..

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

Valid driver's license.

Certified to minimum Basic First Aid, AED and CPR

Demonstrated leadership ability and a solid understanding of fire ground operations.

Knowledge of Department's SOPs, accountability, and ICS/NIMS procedures.

Strong communication, decision-making, and situational awareness skills.

Completion of officer development or leadership training.

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.