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Ocean City Fire Department  
Standard Operating Guidelines

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## Organization

Subject: Fire/EMS Lieutenant/2<sup>nd</sup> Lieutenant  
Duties and Responsibilities  
Revised: 05-06-11  
Effective: 05-23-11  
Approved: 05-09-11 (Fire Chief)  
Section: 107.00

### 107.01 Purpose

To outline the general duties and responsibilities of a Lieutenants and 2<sup>nd</sup> Lieutenants within the Fire/EMS Division.

### 107.02 General

The Lieutenants/2<sup>nd</sup> Lieutenants report directly to their respective assigned shift Captain. In the absence of the shift Captain, for daily operations the Lieutenants/2<sup>nd</sup> Lieutenants report to the Officer in Charge. The Lieutenants/2<sup>nd</sup> Lieutenants perform a variety of supervisory functions under general supervision of their assigned shift Captain or the Officer in Charge, within the parameters of department policy, procedures and the chain of command

### 107.03 Authority

Lieutenants and 2<sup>nd</sup> Lieutenants are first-line supervisory positions and possess and retain the rank and authority as outlined in SOG 105.0 Rank and Chain of Command, respectively.

Duties and responsibilities are inherent in the rank regardless of assigned position or daily assignment.

### 107.04 Duties and Responsibilities

The duties of the Lieutenant or 2<sup>nd</sup> Lieutenant include those of a firefighter/paramedic in addition to the following:

- A. Posses the ability to supervise subordinate personnel in the execution of duties within the standards and procedures of the department and:
  - 1. Town of Ocean City Policies and Procedures
  - 2. Collective Bargaining Agreement
  - 3. Maryland and Federal Labor Laws
- B. Observe and appraise subordinates in the performance of their duties. Correct substandard performance through coaching and

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- remediation. Identify and recognize positive performance.  
Recommend discipline to the shift Captains.
- C. Exercising supervision over an assigned group of employees.
  - D. Respond to, operate, supervise and assist members on emergency incidents.
  - E. Apply basic principles of supervision including report review, problem identification, problem solving, incident documenting and scheduling.
  - F. Submit supervisory reports as required including employee payroll, shift accountability, statistics, schedules, and performance appraisals.
  - G. Address public concerns, mediate and resolve problems as a representative of the Department.
  - H. Conduct periodic inspections of stations, equipment and personnel for adherence to policy and for preparedness.
  - I. Supervise, schedule and have completed the duties and tasks of the shift.
  - J. Function as an officer in any of the positions in the incident command system.
  - K. Train and mentor subordinates in the performance of their duties.
  - N. Communicate and regularly review policies and procedures with subordinates.
  - O. Report policy deviations, problems, unusual incidents or occurrences, and personnel problems to their assigned shift Captain or Officer in Charge.
  - P. Encourage and guide subordinates in career development.
  - Q. Perform other duties and responsibilities as outlined in Special Orders.

#### 107.05 Ancillary Duties

- A. Regularly, 2<sup>nd</sup> Lieutenants are assigned ancillary duties.
- B. Regularly, Lieutenants are assigned more complex ancillary projects/duties, which are to be completed with little or no supervision.