

City and County of San Francisco



Department of Human Resources

Gavin Newsom  
Mayor

Micki Callahan  
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE  
HUMAN RESOURCES DIRECTOR**

Date July 20, 2009

Re: **Notice of Proposed Classification Actions – Final Notice No. 1 FY 2009/2010 (copy attached)**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective July 20, 2009.

Micki Callahan  
Human Resources Director

by: \_\_\_\_\_

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

Steve Ponder  
Classification and Compensation Manager  
Human Resources

cc: All Employee Organizations  
All Departmental Personnel Officers  
Micki Callahan, DHR  
Cathy Abela DHR  
Carmela Villasica, DHR  
Linda Cosico, DHR  
Christina Fong, DHR  
Rich David, DHR  
John Leon, DHR  
Anita Sanchez, CSC  
Harvey Rose, Budget Analyst  
Tinhha Luong, CON  
Ron Bladow, MTA  
Karen Taylor, MTA  
Johnny Zabala, CON  
RAS Team Leader(s)  
DHR Support Services  
File



**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY  
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

**Posting No:** 1  
**Fiscal Year:** 2009/2010  
**Posted Date:** July 13, 2009

***AMEND THE FOLLOWING JOB SPECIFICATION(S):  
(Draft job specifications attached.)***

<b>Item #</b>	<b>DEPT/ DIVISION</b>	<b>Class/Title</b>
1	FIR	H 40 Battalion Chief, (Fire Department)

<b>Item #</b>	<b>DEPT/ DIVISION</b>	<b>Class/Title</b>
2	FIR	H 20 Lieutenant, (Fire Department)

**For additional information regarding the above proposed action, please contact Cathy Abela at (415) 557-4933.**

**Posting No:** 1

**Fiscal Year:** 2009/2010

**Posted Date:** July 13, 2009

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at: [http://www.sfgov.org/site/sfdhr\\_page.asp?id=102488](http://www.sfgov.org/site/sfdhr_page.asp?id=102488)

**cc:** All Employee Organizations  
All Departmental Personnel Officers  
Anita Sanchez, CSC  
Harvey Rose, Budget Analyst  
Christina Fong, DHR  
Carmela Villasica, DHR  
Linda Cosico, DHR  
RAS Team Leader(s)  
DHR Support Services  
Martin Gran, DHR  
Steve Ponder, DHR  
Cathy Abela, DHR  
Karen Taylor, MTA  
File

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: BATTALION CHIEF, FIRE SUPPRESSION  
Job Code: H40**

**INTRODUCTION**

Under general direction from higher-ranking officers in the Department, the H-40 Battalion Chief is an upper management level supervisor who commands a Battalion (consisting of several firefighting companies) in the performance of emergency and non-emergency tasks. Emergency tasks include those associated with receipt of an alarm, arrival at the scene, incident size-up, and supervising search and rescue, fire extinguishing, ventilation, salvage, overhaul, and emergency medical care. At emergency incidents, and in the absence of a senior officer, a battalion chief directs and ensures the efficiency of multi-unit operations. Non-emergency tasks include those associated with preparing for tour of duty; fire prevention inspections; ensuring compliance with Department policy; monitoring, evaluating, and counseling firefighters; training; community relations; information gathering, report writing, and record keeping; and investigations and special projects. A battalion chief may also be required to perform other duties as assigned.

**DISTINGUISHING FEATURES**

An H-40 Battalion Chief is distinguished from an H-30 Captain in that the H-30 has general supervisory responsibility over one station, whereas the Battalion Chief oversees several stations in the battalion. An H-40 Battalion Chief is distinguished from an H-50 Assistant Chief in that the H-50 has supervisory responsibilities for a Division (consisting of several battalions, whereas the H-40 Battalion Chief oversees the operations of a single battalion.

**SUPERVISION EXERCISED:** Direct supervision of the captains and lieutenants in a battalion.

**MAJOR, IMPORTANT, AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

1. In preparing for tour of duty: reads journal, reports, and other written communication to determine level and nature of activities within the Battalion for the previous tours; meets with the off-going battalion chief to discuss what has been going on in order to decide actions that need to be taken or to ensure that consistent policy is followed between battalion chiefs; informs officers and others about changes in practice, policy, procedures, daily activities, or other information; relays information about personnel status between company, district, and division; receives verbal information from company officers about staffing in order to determine staffing overages and shortages within each station; reassigns personnel within battalion stations to balance staffing throughout the battalion; reviews Incident Support Specialist's report showing how district will be balanced in order to ensure proper staffing; etc.
2. In performing tasks from receipt of alarm to arrival at the scene: assesses situation (based on dispatch and who is responding) to determine whether presence of Battalion Chief is needed on the scene to direct, monitor, or support firefighters; informs communications center by radio, if on inspection or out of station, that Chief is responding; puts on turnout coat and officer's equipment in response to alarm; listens to radio communications to gain information about nature of fire/incident, condition of building/physical site, location and condition of victims, and location and actions of personnel; plans actions en route to scene, taking into account initial communication, who is likely to be first on scene, relation to other resources on way and in district, time of

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: BATTALION CHIEF, FIRE SUPPRESSION**

**Job Code: H40**

- day, etc.; en route to possible hazardous materials incidents, determines the approach that units will take in responding, including the distance units will maintain away from the scene; attends to cues (e.g., smell or smoke) while approaching emergency in order to prepare response or action on scene; notifies communications center of problems encountered (e.g., accident or breakdown) on way to scene; etc.
3. In performing tasks related to incident size-up and command: receives and carries out orders from Incident Commander; reports status of incident to communications center via radio if first Chief to arrive at scene; informs communication center of conditions of fire and need for additional personnel and/or equipment; receives information via radio from officers inside the building in order to direct activity of other responding companies and to assess safety conditions within the building; at emergency incidents, evaluates information from subordinates in order to determine what needs to be done; assesses conditions inside facility (e.g., condition of building; softness of roof or floor; characteristics of smoke, heat, and fire; paths of extension; and means of egress) in order to ensure safety for companies working inside; sizes up fire by observing extent and location of smoke and flames, noting wind, building type, and contents on fire, and exposure potential of adjacent structures to determine additional support personnel and/or equipment needed at emergency site; analyzes information about the fire scene (e.g., extent of fire, seat of fire, size of building, location of fire in building, time of day, location of fire suppression equipment and personnel in building, type of building construction, occupancy, content of building, and occupant's behavior) to formulate a strategy for fighting the fire; describes conditions observed inside facility to outside Incident Commander, including extent of fire, whether additional resources are needed, and what needs to be done; etc.
  4. In supervising/performing search and rescue activities: evaluates conditions to determine if they are safe for firefighters to proceed with rescue (e.g., conditions of fire, tides, currents, if equipment needed is available, etc.); evaluates nature of fire and degree of spread to determine if victims should be relocated to a sheltered area (e.g., smoke-proof tower), sheltered in place, or removed from the building; determines priority in rescuing victims when multiple victims are involved; communicates via radio with other officers or units on scene in order to coordinate efforts to rescue victims; calls communication center to request assistance of special units (e.g., cliff rescue squad, Coast Guard); oversees primary and secondary search of fire building to ensure all victims are removed to safety; etc.
  5. In supervising/performing ventilation, salvage, and overhaul activities: evaluates conditions of fire, smoke, heat, wind, etc., and type of dwelling, to determine where, when, and how building should be ventilated, to retard the spread of fire, and to avoid backdraft; checks all openings in walls, ceilings, and floors to locate smoke and hot spots; evaluates condition and type of roof to determine whether roof is safe to support the weight of firefighters and their equipment; directs truck officers to ladder building using portable ladders or aerial ladder to gain access to upper floors and roof for purposes of ventilation; observes condition of building while salvage tasks are being conducted to ensure that building is safe for salvage operation; directs officers to pull down ceilings or to open walls to facilitate inspection to locate remaining fire or hot spots, or to release smoke and heat; visually inspects premises closely to determine that fire has been extinguished and that it will not rekindle; orders officers to preserve suspicious area and preserve evidence for use by arson squad; informs Incident Commander about

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: BATTALION CHIEF, FIRE SUPPRESSION**

**Job Code: H40**

- suspicious aspects of fire (e.g., if there was an unusual odor, more than one fire in different areas, broken doors or windows, etc.); etc.
6. In performing first aid-related activities: calls for additional medical assistance at scene; observes that firefighters are wearing appropriate protective equipment when administering first aid; analyzes first aid scene to determine what safety procedures need to be implemented to protect the fire crew; coordinates activities with police and ambulance personnel at the first aid scene; etc.
  7. In performing inspection-related activities: familiarizes self with building or transit systems (e.g., building layout, type of occupancy, and structural information) during inspection, in order to be able to respond appropriately during an emergency; reports obvious hazards (e.g., flammable rubbish or locked doors) to owners of buildings and to Bureau of Fire Prevention; takes immediate action to correct dangerous hazards (e.g., locked exits) that are discovered during building inspections; conducts special Christmas inspections of Christmas trees and decorations at public assemblages, including conducting flammability tests, to ensure compliance with the appropriate codes; reports apparent violations of fire safety code to Bureau of Fire Prevention for action; inspects piers and BART/MUNI tubes to ensure that areas are unobstructed and free of hazards, and equipment is available to facilitate emergency response; inspects public assemblages for compliance with City ordinances regarding exits, crowd size, and other safety codes; forwards notice of violation to Bureau of Fire Prevention if fire building's alarm is not working properly; etc.
  8. In performing activities related to monitoring, counseling, and evaluating subordinates: observes the performance of firefighters and officers in order to evaluate their performance; meets with company officers in each firehouse to explain new orders, inspect house, answer questions, and relay and receive information; counsels and coaches subordinates when there is a performance or personnel problem (e.g., tardiness); resolves problems between firefighters or between firefighters and officers; informs Division Chief of unresolved grievances (e.g., interpersonal conflict between firefighters); observes performance of probationary firefighters and lieutenants to evaluate eligibility for permanent position; meets with Captains to discuss issues related to EEO compliance; reports EEO complaints to Assistant Chief; etc.
  9. In performing activities related to information gathering, report writing, and record keeping: reviews journal to familiarize self and understand status of personnel, equipment, and apparatus in station; collects reports daily from each company in battalion, and checks them for accuracy, form, and content before delivering to Division for processing; reads General Orders and teletype messages to learn about changes in practice, policy, procedure, or other information; writes in station journal to indicate location of fire, time, incident number, who responded, equipment used, and how extinguished; interviews witnesses and gathers on-site information needed to complete accident reports; gathers information for incident reports with required information (e.g., what happened, where it occurred, what equipment was used, and who was involved) to be prepared by the Incident Support Specialist; completes written reports of meritorious behavior to document what occurred in the incident; etc.
  10. In performing activities related to ensuring compliance with Departmental policy: explains new orders and policies to battalion personnel to ensure proper awareness of new standards; evaluates condition of station house, personnel, equipment, and apparatus to ensure that all is operating and in compliance with SFFD policy and

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: BATTALION CHIEF, FIRE SUPPRESSION  
Job Code: H40**

- practices; conducts formal battalion inspections of each station (including the facility, personnel, records, and equipment) within the district in order to determine if Department policy is being followed; meets with company officers to explain and discuss the implementation of new orders and procedures; etc.
11. In performing activities related to training: assesses the training needs of firefighters and selects appropriate drills; conducts drills such as battalion drills or high-rise drills with the companies of the battalion in order to improve their skills in working as a unit; develops drill on topic that is unique to district (e.g., cliff rescue, high-rise evacuation plan) in order to prepare companies for emergency; observes companies as they participate in drills in order to ensure that the drill is being conducted properly and to identify potential problems; provides feedback to officers or firefighters on their performance during emergency or drill; evaluates performance of companies to determine if and what type of special drills need to be conducted for improved performance; critiques fire ground activities with officers to help everyone learn from experience in case they encounter a similar situation; etc.
  12. In performing activities related to community relations: speaks for Fire Department during inspections and emergencies; instructs spectators and non-safety personnel on what to do and where to be during an emergency; contacts Red Cross to provide shelter for victims of fire or disaster; explains nature of incidents to media to ensure accurate coverage; testifies in court regarding fire-related matters as a representative of the Fire Department; coordinates earthquake and other disaster programs with various institutions (e.g., hospitals) to ensure adequate functioning during emergencies; assists with coordination of traffic flow and re-routing of apparatus for special situations (e.g., parades) to ensure adequate fire service coverage; notifies other units or City departments of public safety hazards so they can take action to abate the problem; investigates and intervenes in disputes between the public and Fire Department personnel; etc.
  13. In performing activities related to investigations and special projects: interviews witnesses or those involved in an accident, complaint, incident, or injury to gather information on the event; inspects the scene of accident, incident, complaint, or injury and any physical evidence in order to gather information on the event; analyzes information gained in the investigation to formulate a theory of cause and to recommend prevention of future incidents (except EEO incidents); interviews and gathers information on EEO complaint in order to obtain facts to submit in a report; interviews personnel and gathers information to recommend and determine appropriate disciplinary action; works on committees (in addition to regular duties) in order to meet special project goals (e.g., review and update manuals); etc.
  14. In performing tasks related to working with others: meets with the Assistant Chief to discuss new or revised Fire Department policies; participates as a member of a team in training drills; does all that is possible to complete a work assignment (not the minimum possible); attempts to overcome obstacles or problems that may occur while carrying out an assignment; understands oral instructions or oral information from superiors, subordinates, and peers at emergency incidents; effectively communicates his or her understanding of oral instructions or oral information from superiors, subordinates, and peers at emergency incidents; attempts to improve himself or herself to perform job better; etc.
  15. In performing tasks related to using computers: logs in to PeopleSoft program via

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: BATTALION CHIEF, FIRE SUPPRESSION  
Job Code: H40**

computer to check personnel status; uses the Records Management System to maintain accurate records of the status of personnel; uses computer to complete on-line forms; ensures that accurate reports are entered into the computer for each incident in the battalion; etc.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Knowledge of: the streets, and traffic laws and patterns in the City; Standardize, Triage and Rapid Transport (START) to assist in aiding injured individuals; methods of building construction; hazardous materials and their implications for firefighting situations; the Department's rules, regulations, policies, procedures, and training bulletins; Department manuals; the general principles of fire science; the uses, capabilities, and limitations of firefighting equipment and apparatus; fire fighting techniques and strategies; fire and explosion investigation procedures; computers; and fire and building codes related to fire suppression systems and fire safety.

Ability to: supervise effectively at fire and other emergency situations; conduct inspections expeditiously; train, monitor, evaluate, and counsel firefighters; gather information, write reports, and maintain records; ensure compliance with Department policy; effectively relate to the community; work effectively with others; and conduct investigations and complete special projects in a professional and timely manner.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.*

Successful completion of probationary period in class H-30 Captain.

**PROMOTIVE LINES**

H-50 Assistant Chief

**ORIGINATION DATE:**

**AMENDED DATE:** July 20, 2009

**REASON FOR AMENDMENT** *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

**BUSINESS UNIT(S):** COMNN

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: LIEUTENANT, FIRE SUPPRESSION  
Job Code: H-20**

**INTRODUCTION**

Under general direction from higher-ranking officers in the Department, the H-20 Lieutenant is a working supervisor who commands a firefighting company (consisting of firefighters) in the performance of emergency and non-emergency tasks. Emergency tasks include those associated with receipt of an alarm, arrival at the scene, size-up, search and rescue, fire extinguishing, ventilation, salvage, overhaul, and emergency medical care. In the absence of a senior officer, a lieutenant directs and ensures the efficiency of multi-unit operations. Non-emergency tasks include those associated with fire prevention inspections; pre-fire planning; directing the maintenance of facilities and equipment; monitoring, evaluating, and counseling firefighters; training; and community relations. A lieutenant may also be required to perform other duties as assigned.

**DISTINGUISHING FEATURES**

An H-20 Lieutenant is distinguished from an H-22 Lieutenant in Fire Prevention and an H-24 Lieutenant in Fire Investigation in that the latter do not supervise crews engaged in fire suppression work. An H-20 Lieutenant is distinguished from an H-2 Firefighter in that the H-2 Firefighter has no supervision responsibilities. An H-20 Lieutenant is distinguished from an H-30 Captain, Fire Suppression in that the H-30 is responsible for developing station policy, and has broader command at emergency incidents.

**SUPERVISION EXERCISED:** Direct supervision of a crew of firefighters.

**MAJOR, IMPORTANT, AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

1. In preparing for tour of duty: monitors radio (and phone as backup system) for information needed concerning fire activities; notifies battalion chief in district if there is a personnel shortage; communicates verbally with the communications center in order to keep it informed of the status of the firefighting unit; checks sign-in and teletype at the beginning or tour to determine that appropriate personnel are on duty; informs firefighters and others about general orders, changes in practices, policy, procedure, daily activities, or other information; informs firefighters of changes and new procedures to ensure that they are adequately prepared to perform at the scene of a fire; etc.
2. In assigning duties to personnel: assigns station duties such as cooking, cleaning, and building and equipment maintenance responsibilities to firefighters; assigns personnel to firefighting activities, based upon an assessment of their capabilities, so as to maximize the efficiency of the unit; etc.
3. In performing tasks from receipt of alarm to arrival at scene: forms communications center by radio, if crew in on inspection or out of station, that crew is on its way to a fire; instructs driver to locate pumper so that there is access to the fire and/or to water, so as not to interfere with later-arriving equipment; instructs driver to locate truck for use of hand and aerial ladders, paying special attention to overhead obstructions (e.g., power

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: LIEUTENANT, FIRE SUPPRESSION**

**Job Code: H-20**

- lines) in locating the vehicle; notifies communications center of problems encountered (e.g., accident or breakdown) on way to scene of emergency; receives and carries out orders from incident commander; etc.
4. In performing tasks related to incident size-up: reports status of fire to communications center via radio if first to arrive at scene; sizes up fire by observing extent and location of smoke and flames, noting wind, nature of building or object that is on fire, and exposure potential of adjacent structures to determine additional support personnel and/or equipment needed at emergency site; evaluates conditions of fire scene to determine type of extinguisher or extinguishing agent to use (e.g., water, carbon dioxide, dry chemical, foam, or sand); instructs crew on how and when to enter fire scene; instructs crew what equipment to bring to the scene; instructs crew on size of ladders needed and where to position ladders; etc.
  5. In performing search and rescue activities: evaluates conditions to determine if it is safe for firefighters to proceed with rescue (e.g., conditions of fire, tides, currents, whether equipment needed is available); determines priorities of rescue activities, such as to apply first aid versus extrication; determines priorities in treating victims (e.g., who receives treatment or rescue attempt first) where multiple victims are involved; directs firefighters in how to rescue trapped victims, potential jumpers, animals, and others in distressed situations, what equipment to use and where to use it; informs firefighters when electricity and gas need to be turned off to maintain the safety of the fire scene; etc.
  6. In performing ventilation, salvage, and overhaul activities: confers with Incident Commander regarding proposed ventilation tactics (e.g., before breaking windows in a high-rise situation); evaluates condition and type of roof to determine whether roof is safe to support the weight of firefighters and their equipment; directs firefighters to ladder building using ladders from truck or aerial ladder to gain access to upper floors and roof for purposes of ventilation; directs firefighters which specific tools and equipment to use and where to ventilate; directs firefighters to pull down ceilings or to open walls to facilitate inspection to locate remaining fire or hot spots; visually inspects premises closely to determine that fire has been extinguished and that it will not rekindle; preserves suspicious area and preserves evidence for use by arson squad; etc.
  7. In performing first aid-related activities: dons protective equipment (e.g., gloves) to protect against infectious diseases; observes that firefighters are wearing appropriate protective equipment when administering first aid, directs firefighters to carry first aid equipment, such as a respirator, to the site of a victim for use in treatment; analyzes first aid scene to determine what safety procedures need to be implemented to protect the fire crew; administers first responder treatment such as neck braces, oxygen, and CPR, in order to help victim until paramedics arrive; etc.
  8. In performing inspection-related activities: during inspections, looks for fire hazards, checks tags on fire extinguishers and alarm systems, and determines if there is a code violation; familiarizes self with buildings or transit system (e.g., building layout, type of occupancy, and structural information) during inspections, so as to be able to respond appropriately in an emergency; reviews prepared pre-fire plans and access maps for properties related to company operations that might lead to greater alarm fires and natural disasters; reports obvious hazards (e.g., flammable rubbish or locked doors) to owners of buildings and to the battalion chief; reports apparent violations of fire safety code to Bureau of Fire Prevention for action; physically inspects first alarm area for

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: LIEUTENANT, FIRE SUPPRESSION**

**Job Code: H-20**

- location of hydrants; etc.
9. In performing activities related to monitoring, counseling, and evaluating subordinates: feeds back performance information to firefighters, based upon their performance in firefighting incidents or drills, in order to improve their performance; counsels firefighters when there is a performance standards or personnel problem (e.g., tardiness); conciliates problems among firefighters and between firefighters and self; refers unresolved grievances (e.g., daily assignments or interpersonal conflict between firefighters) to Captain or other officer; etc.
  10. In performing activities related to information gathering, report writing, and record keeping: reviews journal since last shift to familiarize self and understand status of personnel, equipment, and apparatus in station; reads General Orders and teletype messages to learn about changes in practice, policy, procedure, or other information; checks vacation calendar, floating holiday, and detail information to understand and determine personnel needs for tour; fills out timeroll for payroll purposes; records information on forms or in personnel records regarding vacations or sick leave; maintains company watch and detail chart to identify personnel assignments; records daily record of company operations to indicate emergency runs, training drills, inspections made, and other activities; writes incident reports with required information such as what happened, where it occurred, what equipment was used, and who was involved; writes information on standard forms (e.g., personnel injury reports, equipment reports, of fire prevention reports); etc.
  11. In performing activities related to ensuring compliance with Departmental policy: discusses with and provides input to company commander regarding policies for the station house; carries out station policies regarding assignments and roles; monitors firefighters' actions and behavior to ensure that they are consistent with SFFD policy, practices, and procedures; interprets and explains new administrative directives to firefighters; etc.
  12. In performing tasks related to maintenance: refers equipment to Maintenance Division for repair work; orders equipment, supplies, and repair work when needed; puts company out of service if equipment or operation is not functioning properly/safely; visually inspects station, apparatus, and equipment to ensure safe and efficient operations; test equipment by operating it in order to determine if it is functioning properly; etc.
  13. In performing activities related to training: assesses the training needs of the firefighters in the company and selects appropriate drills from the approved list; demonstrates equipment and procedures during drills in order to provide training for firefighters; critiques fires with firefighters to help everyone learn from the experience in case they encounter a similar situation; trains new recruits in the training center concerning the policies and procedures of the firefighting unit; trains probationary or temporary personnel in the policies and procedures of the firefighting unit; etc.
  14. In performing activities related to community relations: explains and demonstrates firefighting practices, equipment, procedures, and policies to civilians (e.g., how equipment works, consequences of false alarms, etc.) during tours and public functions as a public service; speaks for Fire Department during inspections and emergencies; instructs spectators and non-safety personnel on what to do and where to be during an emergency; conducts public school fire drills (i.e., turns on the alarm and observes how school responds); informs members of the fire unit about visitors to the station house so that everyone is aware of the presence of others; etc.

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: LIEUTENANT, FIRE SUPPRESSION**

**Job Code: H-20**

15. In performing activities related to working with others: joins with firefighters to do his or her share of the work at a fire or emergency incident; participates as a member of a team in training drills; participates as a member of a team at a fire or emergency incident; actively (enthusiastically) attempts to carry out his or her work assignments; attempts to carry out his or her work assignments completely (not half-heartedly); does all that is possible to complete a work assignment (not the minimum possible); attempts to overcome obstacles or problems that may occur while carrying out an assignment; understands oral instructions or oral information from superiors, subordinates, and peers at emergency incidents; accepts information from subordinates or peers who have specialized expertise; attempts to contribute to a pleasant atmosphere at the firehouse; takes initiative to get tasks done at an emergency incident, during training, or at the firehouse; etc.
16. In performing tasks related to using computers: logs in to PeopleSoft program in computer to check company status; enters correct position code for staff in PeopleSoft (including personnel detailed in) to ensure that staff receives premium pay as appropriate; verifies in PeopleSoft positions to which staff are assigned to ensure that staff receive premium pay as appropriate; sends WDO requests to Bureau of Assignments via PeopleSoft program in computer; revises company assignments using PeopleSoft program in computer to reflect trades; completes SFIRS reports on-line; indicates company status (including in-service, en route to scene, available in quarters [AIQ]) via apparatus-based computer; completes timeroll on computer using PeopleSoft program; etc.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Knowledge of: the streets, and traffic laws and patterns in the City; methods of building construction; hazardous materials and their implications for firefighting situations; the Department's rules, regulations, policies, procedures, and training bulletins; Department manuals; the general principles of fire science; the uses, capabilities, and limitations of firefighting equipment and apparatus; fire and explosion investigation procedures; computers; and fire and building codes related to fire suppression systems.

Ability to: supervise effectively at fire and other emergency situations; conduct inspections expeditiously; train, monitor, evaluate, and counsel firefighters; gather information, write reports, and maintain records; ensure compliance with Department policy; effectively relate to the community; work with others; and accurately complete reports and staffing tasks on computers.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.*

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: LIEUTENANT, FIRE SUPPRESSION  
Job Code: H-20**

Permanent status in class H-2 Firefighter or H-3 Firefighter Paramedic – Level 3, with three years experience as a permanent appointee in the San Francisco Fire Department.

**PROMOTIVE LINES**

H-30 Captain

**ORIGINATION DATE:**

**AMENDED DATE:** July 20, 2009

**REASON FOR AMENDMENT** *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

**BUSINESS UNIT(S):** COMNN

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