Fire District No. 3

TOWNSHIP OF HANOVER, COUNTY OF MORRIS

MAY 7, 2026

RESOLUTION AMENDING THE JOB DESCRIPTION FOR THE POSITION CAREER LIEUTENANT

RESOLUTION 26-05-07-71

WHEREAS, the Board of Fire Commissioners lawfully created the position of Career Lieutenant for the Fire District, and

WHEREAS, the duties of the position of Career Lieutenant were delineated in an adopted Job Description for this position, and

WHEREAS, the District is desirous in amending said job description to more adequately meet the requirements of the Lieutenant, and

WHEREAS, the changes to said Job Description are in the best interest of the District.

NOW THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF FIRE DISTRICT No. 3, TOWNSHIP OF HANOVER, COUNTY OF MORRIS, STATE OF NEW JERSEY as follows:

1. The Job Description for the Position of Career Lieutenant shall be so amended as to include the updated duties and requirements of Career Lieutenant, and
2. Said amended job description shall be attached hereto and shall supersede any previous documents or policies and procedures addressing same.

It is hereby certified that this resolution is adopted by the Board of Fire Commissioners on this the 7th day of **May, 2026**

Robert Gallagher, Secretary

Fire District No. 3

TOWNSHIP OF HANOVER, COUNTY OF MORRIS

Certification

I, **Robert Gallagher, Secretary** of the Board of Fire Commissioners of Fire District No. 3, Township of Hanover, County of Morris, State of New Jersey, hereby certify that the Commissioners at a meeting held on the **7th** day of **May, 2026** duly adopted the attached resolution;

RESOLUTION 26-05-07-71 A RESOLUTION AMENDING JOB DESCTIPTION FOR POSITION OF CAREER LIEUTENANT

This resolution was introduced by Commissioner:

□ DeSimone ☑ Dugan, Sr. □ Gallagher □ Harrington □ Keyser

and was seconded by Commissioner

☒ DeSimone □ Dugan, Sr. □ Gallagher □ Harrington □ Keyser

Record of the Vote

	DeSimone	Dugan, Sr.	Gallagher	Harrington	Keyser
Yes					
No					
Abstain					
Absent					

Robert Gallagher, Secretary

HANOVER TOWNSHIP FIRE DISTRICT No. 3

SECTION: A	CHAPTER: 03	GUIDE #: 4

SUBJECT: JOB DESCRIPTION – CAREER LIEUTENANT

EFFECTIVE DATE:	REFRENCE STANDARDS:	REVISION DATE	PAGES
04/19/2012		05/07/2026	7
BY THE ORDER OF: Chief Connor McGuinness		Board Resolution # 26-05-07-71 May 7, 2026 Meeting of the Board of Fire Commissioners	
SUPERSEDES ORDER #: N/A			

PURPOSE:

The purpose of this job description is to provide clear direction that outlines the duties, responsibilities and expectations of the position of Career Fire Lieutenant for Hanover Township Fire District #3.

GENERAL DEFINITION:

Supervises, coordinates and participates in the work of personnel engaged in fire suppression, fire prevention, fire investigation, emergency and disaster response, emergency medical services, technical rescue response, hazardous materials response, training, equipment, fleet and building maintenance and public education.

RESPONSIBILITIES AS A FIREFIGHTER AND/OR EMERGENCY MEDICAL TECHNICIAN

FIREFIGHTING

- Perform apparatus checks, including fluids, equipment, and electrical components
- Answer calls for emergency service
- Prepare incident reports
- Assist with returning apparatus to service after each incident
- Engage in preventing, suppressing and extinguishing all fires
- Perform various types of technical rescue work such as rope, confined space, vehicle extrication
- Respond to vehicle accident scenes and perform extrication techniques
- Respond to and mitigate Hazardous Materials incidents
- Respond as a Rapid Intervention Crew member when requested

- Perform the duties of an apparatus chauffeur and operate various pumps and generators and aerial devices
- Participate in required training and non-required training courses
- Ensure all personal protective equipment is maintained and ready for the next incident
- Meet all requirements as a Fire Fighter as outlined by the Fire District's Job Description for **CAREER FIREFIGHTER/EMT**

EMERENCY MEDICAL TECHNICIAN (EMT)

- Respond to all requests promptly for medical aid
- Assess and treat patients conditions, gather patient vitals and medical history and administer oxygen and first aid
- Prepare patient care reports and provide Emergency Department personnel with report of patient's condition
- Transport patients to hospitals
- Drives MICU truck when requested and follow ambulance to the hospital when both Paramedics are treating a patient
- Check EMS equipment in ambulances and supply cabinets and restock as needed
- Check and maintain all automatic external defibrillators (AED)
- Attend required Continuing Education Unit training seminars to continuously maintain Emergency Medical Technician certification
- Prepares on-line EMS Patient Charts for submission
- Meet all requirements of an Emergency Medical Technician as outlined in the Fire District's Job Description **CAREER FIREFIGHTER/EMT**

GENERAL MAINTENANCE RESPONSIBILITIES

BUILDING AND GROUNDS

- May perform or oversee the routine maintenance of the firehouse building and grounds
- May perform or oversee minor construction projects and repairs that may include the use of power tools
- May perform minor electrical projects and repairs
- May perform or oversee minor plumbing repairs
- May perform or oversee minor painting or decorative projects
- May perform or oversee minor landscaping projects
- May perform or oversee minor general maintenance projects
- May perform or oversee the maintenance of all backup/emergency building and/or facility generators

EQUIPMENT

- May perform or oversee the maintenance of all small powered and non-powered equipment
- May perform or oversee the maintenance of all personal protective equipment issued to and/or utilized by all members

FLEET MAINTENANCE

- May perform or oversee the maintenance of all vehicles insured by the Fire District
- May perform or oversee minor repairs including electrical repairs, that may include the use of power tools and/or specialized equipment of all vehicles insured by the Fire District
- May perform or oversee major repairs of all vehicles insured by the Fire District

GENERAL ADMINISTRATIVE RESPONSIBILITIES

- Receives, disseminates, and interprets Fire Department Policy and Procedures, Rules and Regulations, memorandums and letters of instructions
- Plans and prepares daily activities
- Apportions administrative assignments among subordinates
- Prepares written reports for items such as station, equipment & apparatus maintenance, fire prevention, public information and education details, and department training
- Examines and approves completed forms covering such items as attendance, sickness, overtime, vacation, hose, supply inventory, apparatus, equipment, training, and fire prevention
- Inventories Fire District supplies, (including janitorial, office, fuel and equipment), determines inventory needs requisitions new supplies, checks, certifies and dispenses new supplies
- Assists all Fire and EMS Officers as needed
- Accepts certain specific areas of responsibilities as determined by the Fire Chief
- Shall ensure all daily maintenance reports and forms are completed properly
- Shall ensure that all equipment is ready to respond
- Shall investigate any personnel matter assigned by the Fire Chief and shall make recommendations of corrective action including disciplinary action
- Shall accept responsibility for the direct supervision of personnel assigned by the Fire Chief
- Shall provide written personnel reviews as directed by the Fire Chief
- Shall assist in the orientation of any new personnel and/or volunteer member
- Shall be a creative leader who has a thorough knowledge of modern and innovative fire and EMS service practices and has the ability to make sound decisions under pressure.
- Shall have the capability of effectively supervising assigned personnel and encourage development of subordinates in a team environment.
- Shall have an enthusiastic approach to work, be able to organize heavy workloads and are capable of ensuring that tasks are completed on time.

- Shall be proficient in writing reports and other administrative documents and are pleasant, courteous and helpful when dealing with the public.
- Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

TRAINING RESPONSIBILITIES

(The Fire Chief may assign certain Lieutenants specific areas of training due to that Lieutenants extensive experience. Any Lieutenant promoted after 12/31/12 shall have NJ Division of Fire Safety Level 1 Fire Instructor Certification as well as NJ Division of Fire Safety Drill Ground Instructor Certification)

- Plans training activities and records in conformance with the Fire District's requirements and policy.
- Prepares training material and obtains training aids.
- Prepares written lesson plans.
- Conducts/participates in drills
- Evaluates and documents training results for compliance with established performance standards.
- Schedules time allotments for mandatory training classes.
- Critiques training and provides for additional training to correct performance deficiencies.
- Demonstrates preferred work methods for Firefighters, Chauffer's and EMT's.
- Assists all Fire and EMS Officers with the delivery of training to the membership
- Prepare and send out training announcements to all members notifying them of upcoming and scheduled training
- Plan, direct, and coordinate training, projects, certification processes and programs
- Oversee drill ground evolutions for members personal safety
- Conduct studies to determine new or revised training needs
- Establishes and maintains timetables, including look-ahead scheduling of training programs
- Maintain records for training and safety, including lesson plan creation and filing course rosters
- Design and conduct training need analysis
- Research, develop and potentially build training props for training purposes
- Evaluate and critique members practical skills and develop corrective action plans if needed
- Schedule and coordinate training with other agencies
- Coordinate and schedule training programs with outside training companies and mutual aid agencies

EMERGENCY OPERATIONS RESPONSIBILITES

- Responds to all emergencies and helps determines optimum route to emergency locations.
- Evaluates severity of emergency upon arrival at emergency scenes and determines the need for additional support.
- Places greater alarm and/or calls for additional equipment as needs dictate.
- Directs, by radio communication, the placement of support personnel and equipment at emergency scenes.
- Directs and participates in the rescue and first aid efforts at emergency scenes and directs the amount, of additional resources that may be used at emergency scenes.
- Recognizes possible arson and directs the preservation of evidence in regards cause and origin.
- Deals with the public at emergencies and performs all emergency work expected of a Firefighter, as detailed in the current job specification for Firefighter.
- May develop and participate in any position within the Incident Management System
- May develop and implement Emergency Action Plan
- May develop and implement Incident Action Plans
- May coordinate with other agencies within Hanover Township as well as mutual aid agencies
- Perform duties of an on-scene incident commander, supervise and oversee both career and volunteer members
- In the absence of the Chief and/or Volunteer Officers maintain day-to-day operations
- Takes the lead in fighting fires and exercises considerable independent judgment in deciding the best way to extinguish a fire.
- Takes command at fires until the arrival of superior officers.
- Directs the work of firefighters engaged in extinguishing fires.

FIRE INSPECTION AND EMERGENCY RESPONSE PRE-PLAN INSPECTION RESPONSIBILITIES

(Certain Lieutenants will be assigned responsibilities to enforce the NJ Uniform Fire Code. Any Lieutenant promoted after 12/31/12 shall have NJ Division of Fire Safety Fire Inspector Certification. All Lieutenants may be assigned the responsibility of conducting pre-plan inspections)

- Under direction of the Fire Chief/Fire Official inspects premises of buildings to detect and eliminate fire hazards and to enforce the provisions of relevant fire safety codes and related regulations; does other related duties.
- Inspect various buildings, structure, and premises to detect and eliminate fire hazards
- Inspect life hazard and non-life hazard use buildings for compliance with the New Jersey Uniform fire safety code
- Review fire suppression and fire protection equipment reports when provided-to ensure equipment is maintained and operable as required
- Observe test of fire prevention or protection equipment
- Inspect storage conditions to ensure conformance to fire safety codes
- Report code violation findings to the fire official

- Prepare and serve notices of violation, penalty, orders, rulings, and other legal process including
- Inspect buildings for proper and adequate means of egress and ensure all exit signs and emergency lighting is operational
- Reinspect buildings, structures, or premises that have been identified as having violations within a prescribed time to determine if violations have been properly and completely abated
- Inform owner and/or agent of conditions requiring correction and issue violation notices
- Explain the New Jersey uniform fire code and regulations to owners or agents and provide advice on how to abate existing violations
- Ensure proper permit applications are obtained where code requires and assist business owners and/or agents in completing all applications
- Perform permit inspections -to ensure that the conditions of each permit issued by the fire official are being complied with
- Review all completed inspection reports and prepare them for filing
- Investigate complaints of alleged fire code violations and act upon them as necessary
- Maintain files of inspection records prior to a certificate of inspection being issued
- Complete all inspections assigned to me from the senior fire inspector in a timely manner
- Speak before civic, school, and community organizations and groups on matters concerning fire prevention methods
- Remove snow from fire hydrants
- Enforce local township fire prevention ordinance and issue municipal summons where applicable
- Attend municipal court, when required, to provide testimony of summons issued
- Attend required Continuing Education Unit training seminars to maintain fire inspector/official for three year certification cycle
- Prepare registration and permit invoices for registration fees
- May fulfill the position of the Fire Official, in his absence

FIRE INVESTIGATION RESPONSIBILITIES

(Certain Lieutenants will be assigned responsibilities to investigate fires. All Lieutenants are responsible to ensure that any fire within the Fire District is properly investigated)

- Perform initial fire investigations and collects and records all necessary information for reports.
- Prepare reports for all fires that occur within Fire District #3
- Assist Mutual Aid department s with performing fire investigations
- Implements fire investigation, firefighter fatality investigation and serious injury investigation plans.

- Investigates and analyzes evidence of fires to determine origins and causes and testifies as an expert witness in court.
- Examines fire sites and collects evidence to determine origins and causes using investigation techniques and equipment.
- Investigates and analyzes incidents that result in serious injury or death to firefighters.
- Takes photographs of fire damage and evidence for use in analyzing cases.
- Interviews and questions fire department personnel, police, persons reporting fires and others to obtain information.
- Compiles results and determines probable causes of fires and/or firefighter serious injuries and death and prepares reports.
- Prepares detailed investigative reports containing findings and conclusions.
- Reviews inspection records and violation notices as part of an investigation.
- Maintains necessary records and files.

TRAINING AND CERTIFICATIONS

- Firefighter 2 Certification issued by the Division of Fire Safety of the State of New Jersey.
- Fire Officer 1 Certificate issued by the State Division of Fire Safety
- Drill Ground Instructor Certificate issued by the State Division of Fire Safety.
- New Jersey Certified Emergency Medical Technician (EMT)
- Level 1 Incident Management Certification issued by the Division of Fire Safety of the State of New Jersey.
- New Jersey Division of Fire Safety Certified Fire Inspector or Fire Official.