

## JOB DESCRIPTION

### Essex County, VA

Job Title	<b>Emergency Services Lieutenant</b>
Department	Emergency Services Department
Category	Full Time
FSLA	NON-Exempt
Pay Grade	
Report to:	Chief of Emergency Services or Captain of Emergency Services
Supervises:	Firefighter EMT, ALS Firefighter Intermediate, Firefighter Paramedic

#### **JOB SUMMARY/PURPOSE**

This Position supervises and performs responsible work in responding to emergency calls in order to provide advance life support to the ill and injured, and to transport patients to appropriate medical facilities. This position is responsible for and supervises all personnel assigned to their shift to ensure inspection of equipment and station and in-service and shift training. Lieutenants will be assigned special duties to ensure the operations of Emergency Services Department. This position will participate or conduct job related training and will be well versed in the Peninsulas EMS Council Inc. patient care protocols. The Emergency Services Lt is required to exercise good judgment and supervision of their shift in administering emergency medical services and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

#### **ESSENTIAL JOB FUNCTIONS**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- The Lieutenant will perform all duties of a Firefighter Paramedic and will take command of emergency scene until a senior officer is on site;
- Responsible for and manages all activities on their shift by setting goals and objectives for shift and department as a whole and implementing all policies and procedures related to equipment, supplies and station;
- Ensure all medical forms are completed thoroughly and submitted to third party for collection; maintain daily apparatus log, weekly maintenance check list, transport EMS vehicle supply check list, station duty log, etc.;
- Ensure all EMS staff are current on their certifications and valid driver's license;
- Supervise all employees on their shift, organize daily activities, provide training and development, maintain discipline, demand safe work habits and assist with all daily activities;
- Assigned special duties by the Chief of EMS such as; vehicle maintenance with vendors, vehicle minor mechanic maintenance repairs, installation of lights and radios in all county vehicles, managing logistics of supplies, equipment and contracts, updating EMS regulations, managing scheduled events for department and special assignments of staff,

working with facilities on work needed, maintenance of meeting minutes or training records, answering questions on billing, CPR instructions, safety officer, public relations, etc.

- Ensure citizens are satisfied with department customer services
- Conducts and/or participates in continuing education training and EMS instruction programs by individual study of technical material and attendance at scheduled drills and classes provided by Essex County EMS;
- Provide firefighting services if needed when emergency medical services are not required;
- Maintains all certification's and skill levels;
- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictates;
- Assists other department staff as needed to promote a team effort to serve the public;
- Continues training; keeps current with EMS Protocols and maintains all appropriate certifications;
- Consistent on-site/field work and on-time attendance is essential for this position based on assigned schedule.

### **MINIMUM REQUIREMENTS TO PERFORM WORK**

- High school diploma or any equivalent combination of education, training and experience that provides the requisite knowledge, skills, and abilities for this job, supplemented over 5 years of progressively responsible experience as a Paramedic level provider of advanced life support, and Firefighter experience or other closely related discipline

#### Licenses or Certificates:

- Current certification in Paramedic Advanced Life Support (ALS).
- Firefighter I certification.
- Hazardous Materials Awareness Certification.
- Certification in ACLS-Advanced Cardiac Life Support, EVOC – Emergency Vehicle Operations Course, PALS- Pediatric Advance Life Support and PHTLS – Pre-Hospital Trauma Life Support.
- Current CPR card.
- Valid driver's license in the Commonwealth of Virginia along with a good driving record.
- Within one year, all EMS providers shall successfully take and pass the Firefighter II and Hazardous Materials Operations certifications.

#### Other Requirements:

- Must pass a criminal background investigation, drug test and health exam.

#### Knowledge, Skills and Abilities:

- Knowledge of emergency medical techniques and procedures required at the advance life support Paramedic level;
- Knowledge of Firefighter I duties and responsibilities;
- Knowledge of hazardous materials awareness;
- Knowledge of laws, rules and regulations relating to emergency medical services, paramedic/advanced life support level and Firefighter I activities;

- Knowledge of the occupational hazards and safety precautions of the discipline;
- Knowledge or ability to learn of the layout of local roads and of the locations and characteristics of various neighborhoods and communities;
- Knowledge of proper terminology used in the discipline;
- Knowledge of supervisory **and management** responsibilities, purchasing of supplies, records management and assisting with budget controls;
- Ability to drive an EMS/Ambulance unit to and from emergency calls;
- Ability to communicate effectively using solid reading, writing, listening and speaking skills; ability to produce medical reports that accurately convey information and explain medical situations to patients;
- Ability to work under stressful or dangerous conditions, often involving considerable personal risk or risk to others;
- Ability to exercise independent judgment, and command supervision, organize work, and complete tasks efficiently and accurately;
- Ability to maintain professional ethics related to confidentiality, specifically medical records;
- Possession of physical endurance and agility to deal with ill or injured patients and to use emergency medical equipment and vehicle during a crisis;
- **Ability to manage shift and team to provide good customer services and emergency services**
- Ability to react quickly and calmly in emergency situations;
- Ability to understand and follow oral and written instructions;
- Ability to prepare detailed written and/or electronic reports in a timely manner'
- Ability to establish and maintain effective working relationships with associates, EMS leadership, hospital staff, county officials, outside agencies and the general public;
- Ability to handle the required mathematical calculations;
- Ability to deal courteously, yet firmly and effectively with the public in emergency situations;
- Ability to learn and utilize new skills and information to improve job performance and efficiency;

**Physical and Mental Requirements:**

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions				X
Work in high, precarious places		X		
Work with toxic or caustic chemicals		X		
Work with fumes or airborne particles		X		
Work near moving mechanical parts			X	
Risk of electrical shock		X		
Vibration		X		
Equipment Used – Computers, office equipment, hand tools, mechanic tools, cleaning equipment, ems & firefighting equipment, jaws of life				X

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking				X
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling				X
Reaching with hands and arms				X
Smelling fire, patience with medical concerns		X		
Bending, pulling, pushing - Patients				X
Other-Driving				X
Other-Performing medical procedures, helping with firefighting, dealing with car crashes, dealing with contagious diseases, dealing with crisis situations				X

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 75 pounds			X	
Up to 100 pounds			X	
Over 100 pounds			X	

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)			X	
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)		X		

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).*