

**DELAWARE COUNTY
EMERGENCY MEDICAL SERVICES**

TITLE:

Lieutenant

JOB OBJECTIVES:

Individual provides direction to staff personnel and the Emergency Medical Services Unit. Individual is responsible for directing staff personnel involved in administering emergency medical care to citizens. Individual works under guidance of the EMS Captain.

ESSENTIAL JOB FUNCTIONS:

- Guides staff involved with emergency medical care to include, but not limited to, assigning work, monitoring performance, training employees, recommending sick/vacation requests and conducting annual evaluations;
- Completes forms and develops reports associated with emergency medical care;
- Checks drug security and convey information to next Lieutenant;
- Trains new personnel in departmental policies and procedures;
- Sets example and provides guidance for crew members in adhering to the policies;
- Administers and performs in compliance with the department's policies and procedures and adherence to medical protocol;
- Responds immediately to emergency to provide appropriate medical care;
- Reviews condition of EMS stations, vehicles, and equipment and tracks equipment at each station and hospital;
- Supports emergency medical care and other programs by working with local agencies to include attending meetings, conferences, workshops, training sessions, and performing a variety of public relations duties;
- Handles complaints and public inquiries regarding programs;

- Completes detailed run reports and daily paperwork; checks crew members' documentation for accuracy;
- Monitors conditions of vehicles through utilization check sheets and arranges repairs; and
- Reviews squad inventory throughout shift.

NON-ESSENTIAL JOB FUNCTIONS:

Performs related essential/non-essential functions as required.

I. JOB REQUIREMENTS

Equipment: Ability to operate a variety of equipment such as computer, copier, typewriter, telephone, calculator, FAX machine, VCR, backboards, extrication equipment, radios, battery charges, glucose machine, cardiac monitor; suction equipment, defibrillator, Doppler stethoscope, laryngoscope, intravenous pump, oxygen regulators and bottles, restraining devices, medical supplies, fire extinguisher, lawnmowers, and trimmers. Individual uses the following safety equipment: rubber gloves, respirator, face shields, hard hats, biological hazard bags, infection control gowns, and other equipment necessary to perform duties. Ability to use a motor vehicle is required.

Critical Skills/Expertise:

- Thorough knowledge of paramedic skills, equipment used and protocol;
- Knowledge of mutual aid techniques, radio operations, vehicles and their safe operations;
- Thorough knowledge of and the ability to apply rules, regulations and guidelines associated with emergency medical care.
- Ability to define and solve problems, collect data, establish facts, draw valid conclusions using judgment, and analytical skills;
- Thorough knowledge of and ability to apply effective supervisory skills to direct, motivate and manage subordinate personnel;
- Extensive knowledge of and ability to apply program policies and procedures to assist staff in the performance of their responsibilities;

- Ability to communicate effectively, both orally and written;
- Ability to work effectively with clients who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within reasonable range of constructive behaviors;
- Ability to work independently, under pressures, and to set and achieve goals;
- Ability to motivate and counsel staff and clients;
- Ability to organize and maintain large volumes of information and paperwork;
- Ability to effectively program plan independently and in collaboration with other staff units and outside agencies.

Job Standards: High School diploma or GED plus special training and related work experience. Must have valid Ohio driver's license and acceptable driving record, Paramedic, ACLS, CPR, BTLS, PALS, Hazmat awareness, Emergency vehicle driving, and incident command certifications.

II. DIFFICULTY OF WORK

Work consists of complex, varied, standardized and non-standardized tasks requiring application of numerous laws, rules, regulations, and procedures. Individuals are required to provide technical assistance to staff personnel on programs, policies and the interrelationship of programs under extremely complex and difficult situations. It requires the individual to be continually aware of changes occurring which must be learned and passed on to staff. Procedures must be developed for implementing changes at the local level.

III. RESPONSIBILITY

Individual supervises subordinates, assigning projects, checking on progress of work and evaluating results. Supervisor provides general guidance allowing the individual the ability to plan the procedures and methods to attain objectives. Individual makes choices or decisions without supervisory input on most daily activities, establishing priorities, making referrals to other agencies, and forming collaborative relationships with other service providers in the county. Individual operates independent of supervision in handling staffing and daily operations, normally receiving supervisor's input when needed. Errors in work may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information, and may cause loss of efficiency of response of emergency services and possible loss of life.

IV. PERSONAL WORK RELATIONSHIPS

Contact is with co-workers, employees from public and private sector organizations and the public. The purpose of these contacts is to guide and direct, check on progress of work assigned, coordinating services, job development/referrals and handle questions about Department, programs and client concerns.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

Physical Requirements: The physical requirements of the position are identified, as individual is required to lift a patient up to two hundred (200) pounds on a one-man cot.

Physical Activity: The physical activity of the position is climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, listening, and repetitive motions.

Visual Activity: The visual activity includes duties close to eyes, at or within arm's reach and operating vehicles.

Job Location: Work is performed both inside and outside with exposure to weather temperatures ranging from below 32 degrees to above 100 degrees for periods of more than one hour. Individual is exposed to noise, vibration, physical hazards, and oil. Individual is exposed to fumes, odors, dusts, mists, gases or poor ventilation.

ACKNOWLEDGMENT

I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee

Date

Employee's Supervisor

Date

PCN#: 1130318609
Wage: SPECPOLE 6
FLSA Status: Non-exempt
Civil Service Class: Classified

lieutenant.ems