



## Lieutenant Job Description

Approved:

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### Summary

In addition to functioning as a Paramedic (exercising full control of and responsibility to render appropriate patient care and operating EMS units in Jefferson County), the Lieutenant serves as a front-line supervisor managing day to day operations during his/her shift.

### Supervision Received and Exercised

The Lieutenant reports to and is directed by the Captain. The Lieutenant operates with minimal direct supervision from the Captain and senior staff and, therefore, must be able to work independently, make critical decisions, and manage his/her time effectively.

The Lieutenant supervises the Paramedic/Firefighters and EMT/Firefighters on-duty during his/her shift in both emergency incident and non-emergency activities. S/he may delegate various administrative tasks or portions of his/her collateral assignments to subordinates and oversee the completion of same.

### Pre-Requisite Qualifications

To be eligible for initial or continued appointment to the position of Lieutenant one must meet all qualification requirements for the position of Paramedic in accordance with JCESA Administrative Policy #1850 (Paramedic Job Description) and be currently appointed to the position of Paramedic, full time, for not less than one year.

### Desired Qualifications

- Fire Officer II
- NIMS 400
- NFPA Instructor I & II
- EMS/Fire supervisory experience
- College coursework (please include number of credit hours and/or degree(s) awarded)
- Driver Pump Operator
- Military service

Candidates possessing any of these should submit documentation when submitting a written letter of interest during a promotional announcement period.



## **Conditional Qualifications**

In addition to the pre-requisite qualifications required for appointment, the Lieutenant must meet the following requirements within the specified time after appointment. Failure to meet these requirements in the time specified will result in demotion or dismissal, at the discretion of the Director.

- The Lieutenant must obtain the following training/certifications within 1 year of appointment:
  - Firefighter II (WV, ProBoard, or equivalent)
  - Fire Officer I (WV, ProBoard, or IFSAC)
  - Incident Safety Officer (WV, ProBoard, or FDSOA)
  - Community Safety Educators (NFA Q0118)
  - Public Information Officer Awareness (FEMA EMI IS-29)
- The Lieutenant must obtain the following training/certifications within 2 years of appointment:
  - Health & Safety Officer (WV, ProBoard, or equivalent)
  - NIMS 300
  - Cleared by the JCESA Medical Director as an RSI Paramedic in Jefferson County

## **Responsibilities**

The responsibilities of the Lieutenant include:

- All responsibilities of a paramedic as outlined in JCESA Administrative Policy #1850 (Paramedic Job Description)
- Direct and supervise field personnel in both emergency and non-emergency situations
- Conduct site visits to ensure employee compliance with all policies and procedures
- Initiate disciplinary action in accordance with JCESA Administrative Policy #1210 (Disciplinary Action) including the issue of verbal warnings and written reprimands.
- Complete performance evaluations of assigned employees
- Manage staffing exceptions as per the Director's orders. The hiring of backfill and the cause of backfill shifts are a responsibility that directly impacts the JCESA budget. The JCESA shift officer will follow policies and procedures to hold all employees accountable for their leave to ensure they are utilizing leave in a responsible manner
- Coordinate incident response in complex situations
- Assume and effectively manage one or more major collateral duties, as assigned by the Captain. Examples of these duties include, but are not limited to; Community Outreach, Training, Logistics, Health & Safety, etc.
- Other duties as assigned
- Abide by the West Virginia State Fire Prevention Unit Policy.



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### Additional Position Attributes:

- **Status:** Non-Exempt
- **Compensation:** Upon appointment, the Lieutenant will receive a 5% increase to their base hourly rate as a Paramedic. In the event that the Lieutenant returns to the position of Paramedic, whether voluntarily or involuntarily, this increase will be reversed on the effective date of the position change.
- **Location and Hours of Work:** All Lieutenants will be assigned to and fill the Paramedic slots at Station 11. Hours and days of work will vary. Scheduled hours and shift parameters are subject to change at any time for any reason at the discretion of the Director(s.)

