



Job Description: Lieutenant

Approved:

Date: 9/15/21

In addition to rendering appropriate pre-hospital patient care, operating EMS units (and fire apparatus, if qualified), performing fire suppression activities (in accordance with the West Virginia State Fire Commission policy on Fire Prevention Units), and performs various other station duties and assignments, the Lieutenant serves as a front-line supervisor. The Lieutenant coordinates operations and serves as the central point of contact for agency operations while on shift.

Qualifications

To be eligible for initial or continued employment in this position one must:

- Be at least twenty-one (21) years of age
- Possess a valid Driver's License
- Meet the EMS Personnel Requirements set forth in WV §64 CSR 48
- Possess current NREMT status as an NRP or NREMT-P
- Possess a current WV Paramedic certification
- Have successfully completed the Internship Program and be released by the Medical Director as an EMS provider
- Have successfully completed the six-month introductory period as described in AP#1060
- Have successfully completed the following training as evidenced by a completion certificate or transcript*. Fire service courses must be accredited or accepted by the WV State Fire Commission. EMS courses must be accredited or accepted by the West Virginia Office of Emergency Medical Services.
 - Emergency Vehicle Operators Course
 - Hazardous Materials Awareness
 - WV MCI I & II
 - Unexpired CPR certification
 - Firefighter I
 - Firefighter II or Vehicle and Machinery Rescue I
 - Fire Officer I
 - Incident Safety Officer
 - Community Safety Educators (NFA Q0118) OR Introduction to Strategic Community Risk Reduction (NFA Q0841)Public Information Officer Awareness (FEMA EMI IS-29)
- Be currently appointed to the position of Paramedic IV
- Be selected by the director for appointment to Lieutenant.
 - When a Lieutenant's position becomes available, the Director will promote the Paramedic IV with the highest score who ranks *well-qualified*. If no candidates are ranked well-qualified the Director will offer the position to the Paramedic IV with the highest score who ranks



qualified. Any currently appointed Firefighter/Paramedic IV who did not complete the last Lieutenant's Examination with a result of *well-qualified* or *qualified* will be ineligible for appointment to the position of Lieutenant.

Failure to maintain the required qualifications throughout employment will result in suspension, demotion, or termination, based on the circumstances, at the discretion of the Operations Commander.

Ongoing Training Requirements

The following training requirements must be maintained throughout employment in this position. Failure to do so will result in disciplinary action up to and including termination at the discretion of the Director.

- Hazardous Materials Awareness (or higher) – must complete annually
- WV MCI I & II refresher – must complete biennially
- Protocol Review & Update – must complete annually
- Healthcare Provider CPR – must maintain an unexpired certification
- ACLS Provider – must maintain an unexpired certification
- PEPP or PALS – must maintain an unexpired certification
- PHTLS or ITLS – must maintain an unexpired certification
- Skills Evaluation – must complete no more than 365 days after last successful completion

The employee is responsible for ensuring current documentation of these requirements is included in their TargetSolutions account and notifying the Education & Compliance Officer if documentation they have submitted is not visible.

Responsibilities

It is the responsibility of the Lieutenant to:

- Abide by the JCESA Administrative Policies & Operating Guidelines
- Assess and examine patients and perform appropriate interventions within the Paramedic scope of practice and in accordance with WVOEMS Protocols and online medical direction
- Always follow infection control best-practices
- Complete documentation in accordance with the expectations of the Medical Director
- Operate the EMS unit (and fire apparatus, if qualified) safely and efficiently in accordance with West Virginia State law and JCESA policy and guidelines
- Ensure the units/apparatus are clean, re-stocked, and ready to respond at all times
- Perform daily, weekly, and monthly inventories as directed
- Develop and maintain knowledge of the primary area in which he/she will be responding



- Perform fire suppression activities as authorized by the chief of the assigned fire station and in accordance with the West Virginia Fire Prevention Unit Policy.
- Complete station duties and daily activities
- Direct and supervise field personnel in both emergency and non-emergency situations
- Ensure that all assigned subordinates are compliant with all policies, expectations, orders; applicable laws, statues, rules, regulations; and/or senior officer communication.
- Initiate disciplinary action in accordance with JCESA Administrative Policy #1210 (Disciplinary Action) including the issue of verbal warnings, written reprimands, and alternative disciplinary action
- 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. JCESA officers must follow policies and procedures to hold all employees accountable for their leave to ensure they are utilizing leave in a responsible manner
- In the absence of a ranking officer, coordinate incident response in complex situations
- Assume and effectively manage one or more major collateral duties, as assigned by the Operations Commander. Examples of these duties include, but are not limited to; Community Outreach, Training, Logistics, Health & Safety, etc.
- Conduct the daily conference call
- Review time cards of assigned employees for accuracy
- Perform other duties as assigned by the Captain(s) or Director.

Supervision Exercised and Received

- This position supervises all on-duty JCESA field staff during their shift and assigned employees who may not be on-duty.
- The Lieutenant is expected to enforce all policies, expectations, orders; applicable laws, statues, rules, regulations; and/or senior officer communications. If a Lieutenant fails to hold a subordinate accountable, the Lieutenant will be held accountable and subject to disciplinary action up to and including demotion or termination.

Additional Position Attributes:

- **Status:** Hourly
- **Compensation:** Compensation is determined by position and years of service, as illustrated in the JCESA Pay Table (AP#1192).
- **Location and Hours of Work:** Lieutenants are assigned to and fill the ALS position at Station 2. Hours and days of work will vary. Assignment location and scheduled hours are subject to change at any time for any reason at the discretion of the Operations Commander.