



## Job Description: Lieutenant

Approved:

Date: 9/4/2018

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 a current WV Paramedic certification, and
- Successfully complete the Internship Program and be released by the Medical Director as an EMS provider
- Successfully complete the six-month introductory period as described in AP#1060
- Successfully complete 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 Operations
  - 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)
  - 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*.



Failure to maintain the required qualifications throughout employment will result in termination.

\*Any employee who was promoted to Lieutenant prior to July 1, 2018, but does not have the required training, will have until July 1, 2019 to obtain all required training. If documentation of the required training is not provided by July 1, 2019, the employee will be demoted to the highest rank they are qualified for and their pay will be reduced accordingly.

## **Responsibilities**

It is the responsibility of the Lieutenant to:

- 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 directed 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
- 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. 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 the Captain, 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.



- Serve as the point of contact for the ESA in the absence of the Captain
- Conduct the daily conference call
- Review time cards of assigned employees for accuracy
- Perform other duties as assigned by the Captain(s) or Director.

**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 Captain.