

## **EMS LeFlore County- Shift Lieutenant – Job Description**

### **A. EMS Shift Lieutenant Appointment:**

1. Typically, the candidate for this position is chosen, as it is partly a mentoring position. If the Director chooses, this position shall be a posted position if open.
  - a. If it is posted, interviews will be conducted with a recommendation made by the designated interview panel.
  - b. A final decision will be made by the Executive Director.
2. If there is only one applicant, and that applicant meets the recommended guidelines, a decision can be made to promote without an interview at the discretion of the Executive Director.

### **B. General Description of Duties:**

1. The employee in the Lieutenant position answers to the Captain they are assigned under primarily, but they will adhere to the chain of command.
2. The Lieutenant is the second in command to the Captain of the on-duty crew's day-to-day operations.
3. The Shift Lieutenant supervises all EMS staff in the field as a member of an ambulance crew, and as an independent street Lieutenant. This position also provides pre-hospital emergency care/transportation of the sick and/or injured.
4. The Shift Lieutenant supervises the activities of all field staff and reports directly to their chain of command.

### **C. Duties and Responsibilities:**

1. Promotes positive customer relations in dealing with patients, visitors, and other employees.
2. Completes daily schedules, vehicle accident logs, work injury reports, and incident reports as needed.
3. Maintains a safe working environment for personnel, as well as working to maintain a safe fleet of ambulances.
4. Effectively and professionally communicates with staff and other agencies, as needed, throughout the shift.
5. Receives calls from Dispatch regarding transfer decisions, complaints, questions, concerns, staff, etc.
6. Field EMS responsibilities:
  - a. Responds to dispatch to render pre-hospital emergency care and resuscitation to victims at the scene of an emergency.
  - b. Independently performs rapid assessment of emergency scene to determine the need for auxiliary services such as fire and police department.
  - c. Evaluates the extent of illness or injury and establishes priorities for care following standing orders, or protocols, or as directed by the Medical Control.
  - d. Initiates life-sustaining procedures including advanced life support in accordance with current standards/protocols and demonstrates a working knowledge of the LeFlore County employee.
  - e. Completes appropriate patient and daily activity forms.

- f. Provides pre-hospital emergency care to the public in a variety of environments, such as sports facilities, airports, and other public gathering places.
7. Investigates complaints and ensures incident reports are collected from staff when there is an indication of potential liability for the agency; and, prepares and provides reports to their chain of command.
8. Develops or modifies work plans, methods, and procedures and determines work priorities.
9. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.
10. Resolves problems encountered during daily operations and determines standards for problem resolution.
11. Develops the performance enhancement plan, documents performance, provides performance feedback, and formally evaluates the work of employees.
12. Responds to formal and informal employee grievances and prepares written response.
13. Documents causes for disciplinary action and initiates letters of reprimand and formal recommendations for disciplinary action.
14. Provides work instruction and assists employees with difficult and/or unusual assignments.

**D. Knowledge, Skills and Abilities:**

1. Knowledge of applicable Oklahoma statutes, rules, administrative orders, policies and procedures.
2. Knowledge of LeFlore County EMS policies and procedures. Knowledge of techniques, requirements and activities associated with emergency medical response.
3. Knowledge of the principles of management and supervision.
4. Knowledge of record keeping, records and case management.
5. Skill in working under stressful situations, in receiving and assessing information, then making appropriate decisions for response.
6. Skill in establishing and maintaining good working relations with staff, other departments, law enforcement, and the general public.
7. Skill in applying the principles of management and supervision, records and case management.
8. Skill in effectively managing staff, equipment, facilities and operations associated with multiple site locations.
9. Skill in operating a personal computer utilizing a variety of software applications.
10. Skill effectively communicating in both oral and written form.

**E. Physical Requirements:** These are the same as the Job description for all license levels.

**F. Minimum Education and Experience:**

1. High School graduate or GED equivalent.
2. One year of experience at EMSLC preferred.
3. Licensed by the Oklahoma Department of Health and National Registry.
4. In good standing with EMSLC.
5. Possession of a valid State Driver's License
6. EMT/AEMT/Paramedic certification or qualify for reciprocity.
7. BLS, ACLS, PALS (recommended) provider certifications.

8. Possess NIMS 100, 200, 700, and 800.
9. Must be able to communicate effectively in both oral and written form.

**G. Preferred qualifications:**

1. NIMS 300 and 400.
2. Associates degree or equivalent.
3. Four years of experience in EMS within a mid to high volume ALS system.
4. One year of Sergeant or lead responsibilities.

**H. Compensation:**

1. Will make a minimum of \$1.00 per hour more with a minimum of \$16.47 per hour for an EMT, \$18.61 per hour as an Advanced EMT, and \$22.83 per hour for a Paramedic. If the employee's hourly wage is above the minimum a 5% increase will be added to his or her hourly rate if the Lieutenant carries out an additional duty of, but not limited to Interview Board Coordinator, Public Relations, Inventory Control and or any other duty assigned to Lieutenant by administration. If this employee does not carry out any additional duties this employee will only receive this \$1.00 per hour that he or she steps in and performs Captain's duties. A Shift log form located in the HR office must be completed and submitted to payroll before the shifts that are worked will be calculated and paid.
2. If the Lieutenant is relieved of command/demoted, or resigns from the position, they will have whatever initial amount they were paid for this position, removed from their hourly pay.

**DISCLAIMER:**

The information provided in this description has been designed to indicate the general nature and level of work performed by employees within this position. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this position. Administration has the sole discretion to add or modify the duties of the position and to designate other functions as essential at any time. This position description is not an employment agreement or contract.

**ACKNOWLEDGMENT:**

I, \_\_\_\_\_, have read this position description in its entirety and fully understand the expectations, requirements and hazards associated with this position, and that the job description and duties are subject to change at the discretion of EMSLC. I also understand that if employed by EMSLC, I am employed as an at-will employee and that EMSLC or I may terminate the employment relationship at any time, without notice, and for any lawful reasons.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date