

## **CHARLES COUNTY GOVERNMENT JOB DESCRIPTION**

**Title:   Emergency Medical Services Lieutenant - Operations**

### **Job Summary**

Performs administrative duties and supervisory fieldwork in the Department of Emergency Services, Emergency Medical Services Division (EMS). EMS Lieutenants are responsible for supervising and assisting in the day to day field operations of the division. EMS Lieutenants will assist in the County's QA/QI program through field observation of personnel. The EMS Lieutenants will work closely with the County's EMS field providers from both the career and volunteer services. The position works directly under the supervision of the Emergency Medical Services Division Captain.

### **Essential Job Functions**

- Supervises and assists in the daily field operations of the Emergency Medical Services Division.
- Assists in the evaluation of 9-1-1/EMS service delivery through a combination of data collection and direct observations as well as conducts research and analysis of current and future 9-1-1/EMS services issues and trends for the continuous improvement of the program and division.
- Supervises, assists, and evaluates performance of full-time and part-time staff.
- Assists in implementing and monitoring of divisional goals, objectives, policies and procedures.
- Ensures effective communication. Facilitates the flow of information up and down the chain of command.
- Supervises, trains, assists and collaborates with the Operational Captain to evaluate performance of EMT's and Paramedics.
- Ensures employee compliance with licensing and certification requirements for all Emergency Medical Services Division staff (CPR, AED, EMT, and Paramedic).
- Assists in maintaining adequate coverage on shift by locating personnel to cover any vacancy which may arise due to leave, illness, resignation, etc., coordinates with other leadership staff on duty to assure coverage.
- Investigates EMS related complaints, grievances, infractions of County policy and procedures; recommends corrective actions through the chain of command.
- Makes recommendations through the chain of command in the preparation of budgets for the EMS Division.
- Maintains sufficient administrative and operational supplies for self and field personnel.
- Inspects EMS equipment and apparatus on a scheduled basis; identifies need for maintenance and/or repairs; may assign housekeeping tasks associated with EMS equipment and materials.
- Implement and expand the Incident Command System as necessary and assume the most appropriate role for a given incident. Relay incident information as necessary and provide transfer/support of command as appropriate.

### **Other Duties:**

Performs related work as required.

### **Knowledge, Skills, and Abilities (These are pre-employment KSAs that apply only to Essential Job Functions.)**

#### **Knowledge of:**

- Methods and procedures of managing emergency services.
- Laws, rules and regulations governing the operation of Emergency Medical Services
- Current MD Medical Protocols
- County Geography
- Basic and Advanced Life Support practices and procedures
- COMAR "Title 30"
- State and local training requirements for emergency services providers
- Thorough knowledge of the *Charles County Department of Emergency Services, EMS Division: Standard Operating Procedures* and the *Charles County Personnel Policy and Procedures Manual*.
- Proficiency in Microsoft Office products and tools.

**Ability to:**

- Supervise activities, operations and supports the needs of field personnel.
- Handle emergencies safely and effectively.
- Establish and maintain effective working relationships with others encountered in the workplace.
- Evaluate staff on a consistent and fair basis.
- Communicate effectively, understand and carry out oral and written instructions.
- Assist in planning, coordinating and directing the activities of multiple EMS resources at complex incidents as deemed appropriate.
- Analyze complex situations to formulate and implement a quick, effective, and reasonable course of action with regards to hazards and circumstances.
- Assist in the monitoring of the QA/QI program through field observation to ensure the EMS Division's staff meets and maintains Basic Life Support (BLS) and Advanced Life Support (ALS) standards.

**Required Qualifications (Note: Any acceptable combination of education, training and experience that provides the above knowledge, abilities and skills may be substituted on a year for year basis.)**

**Training and/or Education:**

Associate degree with a major in Fire, EMS, Public, Educational, or Business Administration or equivalent. Additional years of administrative experience may be substituted for education.

**Experience:**

Applicant must have at least five (5) years of experience as a Paramedic with three years as an independent paramedic with the Charles County Department of Emergency Services, EMS Division and must meet all requirements for the Paramedic job description in Charles County.

**Licenses or Certificates:**

Applicant must have and maintain a current, valid driver's license. Must have and maintain a current license as a Nationally Registered Paramedic in the State of Maryland. Must have and maintain current certification in CPR, ACLS, EVOC, Haz-Mat Operations, and Incident Management Systems ICS 100, 200, 300, 400 & 700. MFRI Instructor I or equivalent. Charles County certified Field Training Officer is preferred..

**Special Requirements:**

Must maintain all licenses and certifications during employment. Must obtain Officer I, Officer II, Charles County Certified Field Training Officer and Charles County Leadership Academy.

THIS IS A SAFETY SENSITIVE POSITION. EMPLOYEES IN THIS POSITION ARE SUBJECT TO RANDOM DRUG AND ALCOHOL SCREENING.

**Physical Demands:**

Regularly called upon to act as a Paramedic and must meet all requirements for such classification.

**Unusual Demands:**

Employee is subject to rotating work shifts based on their assigned platoon as well as subject to work beyond the normal scheduled hours of work.

**FLSA Status:**

Non-Exempt

**Reports to:**

EMS Captain

**Supervises:**

Full time and Part time Paramedics

Full time and Part Time EMT-Is

Full time and Part time EMT-B's

**Grade: 12**

***Revised*** November 2020