

Tri-Town EMS Part Time EMS Lieutenant Job Description

General Position Description: The EMS Lieutenant shall perform and oversee tasks that are essential to the effective management of employees, EMS operations and other tasks that are delegated to the EMS Lieutenant. Additionally they are required to be clinically proficient at their current license level and be able to affectively mentor existing employees, new hires and students to ensure the clinical standards of the service are maintained.

Pay Rate: Employee's Paramedic Pay Rate plus (+) \$1.50 per hour, Non-Exempt Employee.

Supervision Received: Generally shall work with minimal supervision from the Director or their designee. Must be able to work with little to no supervision. The EMS Lieutenant shall be expected to receive work instructions from the Director or their designee and utilize sound judgment to complete the assigned tasks.

Hiring Authority: EMS Lieutenants are hired by and maybe removed by, the Tri-Town EMS Board of Directors.

Supervision Exercised: Shall have authority over the EMS operations of the assigned ambulance. In the absence of the Director or Assistant Director, shall assume EMS command of any large scale event within the jurisdiction of Tri-Town EMS. Shall have the authority to direct on-duty service employees to assist in the completion of assigned tasks.

Duties and Responsibilities: Except as specifically noted, the following functions are considered essential to this position. The following is indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive.

1. All Duties and Responsibilities listed in the Job Description for a "*Part Time Paramedic*".
2. Ensure all station chores are complete and ambulance, durable medical equipment and supplies are checked and accounted for.
3. Provide guidance to other employees.
4. Perform and where applicable, complete assigned tasks with little oversight and in an acceptable manner.
5. Assume EMS command of large scale events, multi-EMS unit incidents and other incidents where an EMS command presence is required within Tri-Town EMS' jurisdiction.
6. When delegated to do so, represent the interests of Tri-Town EMS with other agencies and departments, to include but not limited to, the Service's resource hospital, other receiving facilities, Concord Fire Alarm, local police and fire departments and the public.
7. Act in the best interest of the Community and the Service.
8. Identify problems and develop reasonable solutions to the problems.
9. Perform other related duties as required.

Other Training, Skills and Experience Requirements:

- Five (5) years' experience in Emergency Medical Services (EMS)
- Minimum of One (1) year with the service.
- Ability to learn and perform a variety of EMS skills applicable to the Paramedic License Level as defined by NH EMS.
- Ability to follow and give, written and verbal instructions.
- Ability to work under physically and emotionally stressful situations.
- Ability to establish effective working relationships with supervisors, peers, general public and other Town agencies.
- Ability to employ sound leadership practices.
- Ability to lead others and make command decisions under pressure.
- Ability to represent the needs and suggestions of the work force to the Director and/or Assistant Director
- Ability to communicate effectively with the general public and other members of the department both verbally and in writing.
- Any equivalent combination of education and experience, which demonstrates the required knowledge, skills, and abilities.
- Medical screening /examination is required.

- Immunization such as Hep-B may be required.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skill and availability.

License/Certification Requirements:

- Must be certified and licensed to Paramedic.
- Must be 21 years old by the date of testing.
- High school diploma or G.E.D.
- Associates degree or higher preferred.
- Must successfully complete all required items for employment with the Town of Pembroke.
- Background investigation (no conviction for any crime).
- No conviction for major motor vehicle violations.
- No history of frequent motor vehicle violations of any kind.
- Must submit to periodic, random drug-testing.

Physical Activity Requirements

COGNITIVE and SENSORY REQUIREMENTS

Talk: Necessary.
 Hear: Necessary.
 Sight: Meet NFPA 1582 Standard.
 Smell: Necessary.

PRIMARY PHYSICAL REQUIREMENTS

LIFTING:

Lift up to 10 lbs: Regularly required.
 Lift 11 – 25 lbs: Regularly required.
 Lift 26 – 50 lbs: Regularly required.
 Lift over 50 lbs: Regularly required.
 Lift up to 200lbs as a team Regularly required.

CARRYING:

Carry up to 10 lbs: Regularly required.
 Carry 11 – 25 lbs: Regularly required.
 Carry 26 – 50 lbs: Regularly required.
 Carry over 50 lbs: Regularly required.

REACHING:

Reach above shoulder height: Regularly required.
 Reach at shoulder height: Regularly required.
 Reach below shoulder height: Regularly required.

HAND MANIPULATION:

Grasping: Regularly required.
 Handling: Regularly required.
 Torquing: Regularly required.
 Fingering: Regularly required.
 Controls & Equipment: Regularly required.

OTHER PHYSICAL CONSIDERATIONS:

Twist: Regularly required.
 Bend: Regularly required.
 Crawl: Rarely required.
 Squat: Regularly required.
 Kneel: Regularly required.
 Crouch: Regularly required.
 Climb: Rarely required.
 Balance: Regularly required.

WORK SURFACES:

Desks, floors, uneven surfaces, sloped surfaces, snow, ice, grass, pavement, vehicle interiors and exteriors, structures and structural components.

DURING A TEN HOUR DAY, THE EMPLOYEE IS REQUIRED TO:

Sit: Five consecutive hours, up to a total of ten hours.
 Stand: Five consecutive hours, up to a total of ten hours.
 Walk: Five consecutive hours, up to a total of ten

Summary of Occupational Exposures:

- Extended periods of exposure to sunlight, wind, snow, rain, and extreme temperature. Exposure to hazardous materials, fuels, lubricants, solvents and fluids.
- May be exposed to solid waste components, herbicides, pesticides, paints, solvents, hydraulic fluids, and fertilizers.
- May be exposed to long periods of sunlight and unfavorable climatic conditions.
- May be exposed to poison ivy, oak or sumac, and insects such as wasps, hornets, bees, etc.
- Blood borne pathogens: Category 1 (Some emergency procedures may entail Category 1 exposure risks)

Schedule:

- Shall have a work schedule that is agreed upon and accepted by the Director of Tri-Town EMS and approved by the Joint Board of Tri-Town EMS.
- Off-Line time must be coordinated and approved by the Director or their designee.
- At the Director's discretion, may be required to be present when, any town within Tri-Town EMS' jurisdiction staffs their Emergency Operation's Center.
- At the Director's discretion, shall be required to be present for disaster drills, emergency preparedness meetings and trainings and any other events that involve local or regional emergency preparedness.
- Unless pre-arranged with the Director, shall be subject to force overtime and forced call back to staff an additional ambulance when deemed necessary by the Director, or at the request of the Director of Emergency Preparedness, Town Administrator(s), Police Chief (s) or Fire Chief(s) of any town within Tri-Town's jurisdiction.
- Unless pre-arranged with the Director, shall be subject to forced overtime and forced call back based on the operational needs of the service.
- Required to attend a minimum of 24 hours every two years of continuing education for Paramedics and any other training requirements as dictated by NREMT/State of NH Bureau of EMS.

Date of Creation: 1/28/15

Revised Date:

Created by: Christopher Gamache-Director

Revised by:

Employee Name:

Employee Signature: _____ **Date:** _____

Director Signature: _____ **Date:** _____

The statements in this document are intended to describe the general nature and level of work performed by individuals assigned to this classification. They are not intended to be construed as an exhaustive list or all responsibilities, duties and skills required of personnel so classified. This document in no way constitutes a contract of employment.