# Paramedic Supervisor (EMS Lieutenant)

# Grade: 8

## FLSA: Non-Exempt

**Date:** **12/23**

**Job Summary:**

Performs administrative duties and supervisory fieldwork in the Department of Emergency Services, Emergency Medical Services Division (EMS). EMS Division Lieutenants are responsible for supervising and assisting in the day-to-day field operations of the division. Lieutenants will assist in the County’s QA/QI program through field observation of personnel. The Lieutenant is responsible for working closely with the County’s EMS clinicians from both career and volunteer agencies. The Lieutenant will be responsible for providing advanced life support care and responding to incidents as policy dictates. The Lieutenant is responsible for ensuring that employees adhere to St. Mary’s County Policy and procedure manual and EMS Division SOGs. This division Lieutenant will report directly to the Emergency Medical Services Division’s Assistant Chief.

**Essential Functions:**

1. Supervises and assists in the daily field operations of the Emergency Medical Services Division.
2. 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.
3. Supervises, assists, and evaluates performance of full-time and part-time staff.
4. Assists in implementing and monitoring of divisional goals, objectives, policies, and procedures.
5. Ensures effective communication. Facilitates the flow of information up and down the chain of command.
6. Supervises, trains, assists, and collaborates with the other EMS Lieutenants to evaluate the performance of EMT’s and Paramedics.
7. Ensures employee compliance with licensing and certification requirements for all Emergency Medical Services Division staff (CPR, AED, EMT, and Paramedic).
8. 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.

1. Investigates EMS related complaints, grievances, infractions of County policy and procedures; recommends corrective actions through the chain of command.
2. Makes recommendations through the chain of command in the preparation of budgets for the EMS Division.
3. Maintains sufficient administrative and operational supplies for self and field personnel.
4. 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.
5. 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.
6. Performs related work as required.

**Required Knowledge, Skills, and Abilities:**

**Knowledge of:**

1. Knowledge of methods and procedures for managing emergency services.
2. Knowledge of Laws, rules and regulations governing the operation of Emergency Medical Services
3. Knowledge of Current MD Medical Protocols
4. Knowledge of County Geography
5. Knowledge of Basic and Advanced Life Support practices and procedures
6. Knowledge of COMAR “Title 30”
7. Knowledge of State and local training requirements for emergency services providers
8. Thorough knowledge of the St. Mary’s County Department of Emergency Services, EMS Division: Standard Operating Guidelines and the St. Mary’s County Personnel Policy and Procedures Manual.

**Ability to:**

1. Ability to Supervise activities, operations and supports the needs of field personnel.
2. Ability to Handle emergencies safely and effectively.
3. Ability to Establish and maintain effective working relationships with others encountered in the workplace.
4. Ability to Evaluate staff on a consistent and fair basis.
5. Ability to Communicate effectively, understand and carry out oral and written instructions.
6. Ability to Assist in planning, coordinating, and directing the activities of multiple EMS resources at complex incidents as deemed appropriate.
7. Ability to Analyze complex situations to formulate and implement a quick, effective, and reasonable course of action with regards to hazards and circumstances.
8. Ability to 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.
9. Maintain Field Training Officer status throughout the employment period.

**Education and Experience:**

1. High school diploma or GED.
2. Associate’s degree with a major in Fire, EMS, Public, Educational, or Business Administration or equivalent preferred.
3. Two (2) years or greater documented experience as a licensed or certified paramedic in a public safety setting.

**Licenses and Certifications:**

1. Certification as a Nationally Registered Paramedic (NR Paramedic);
2. Current Maryland Paramedic certification.
3. Advanced Cardiac Life Support Certification
4. Basic Life Support CPR Provider Certification
5. Nationally accepted trauma course (PHTLS or ITLS)
6. Hazardous Materials Awareness.
7. FEMA certified National Incident Management (NIMS) 100, 200, , 700, 800;
8. FEMA certified National Incident Management (NIMS) 300,400 must be obtained with in the first 12 months.
9. EMS Officer I or equivalent.
10. Must have a valid Driver’s License.
11. An approved Emergency Vehicle Operator Course

**Preferred Licenses and Certifications:**

1. NAEMT Tactical Emergency Casualty Care or Tactical Combat Casualty Care course
2. Pediatric Care Course (PALS, PEPP, or EPC)
3. Hazardous Materials Operations.

**Physical Demands:**

Must have normal vision or corrected vision with glasses or contacts; read normal (typewritten) print in English; correctly name and distinguish colors; see well at night or in dim light; see in presence of glare; see low contrast or camouflaged objects. Must successfully pass all required vision examinations. Must not have any driving restrictions due to vision deficiencies.

Must have normal ability to hear (may be corrected with hearing aid).

Must be must have normal ability to discern odors; must be able to lift, pull and push 75 pounds; sit or stand for periods of 30 minutes; walk or run without break for one mile; climb stairs, ladders and scaffold; jump two feet off of equipment; kneel for periods of 15 minutes; bend to pick up or work on an item; carry 75 pounds on ground for 50 yards; must be able to determine if item is hot, cold, or slippery; grasp items; read and understand work orders; work outdoors during inclement weather. Must maintain this standard level of physical fitness throughout employment.

**UNUSUAL DEMANDS**

Employee is subject to work a 24/72 shift including weekends and holidays.

**Additional Requirements:**

Negative drug screen.

Successfully pass a physical, hearing and vision exam.

Successfully pass a psychological fitness examination with favorable results.

Successfully pass extensive background investigation with favorable results.

**WORK ENVIRONMENT**

Principal duties of this job may be performed in a general office environment or outdoors in emergency situations that may expose the employee to a variety of dangerous conditions such as hazardous materials, chemicals, smoke, or weakened/unstable structures. Employees are exposed to physically and mentally stressful situations, including trauma illness, contagious diseases, extreme temperatures, and contaminated environments. Employment involves working in inclement weather, at all hours of the day or night and holidays, to respond to emergency situations and requests for assistance.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR Representative Date

Your signature below indicates that you have received a copy of this position description.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature Date