

	Singerly Fire Company Career Services Policy/Procedure Manual		CS 200-009E
	Subject: Job Description- Lieutenant		
	Initial: 09/11/2017	Revised: 2/15/2019	

Job Title: Lieutenant
Department: Career Services
Reports To: Captain
FLSA: Non-Exempt

Job Summary:

The Lieutenant of Career Services functions as a first-level, working supervisor responsible for management, direction, coordination, and evaluation of the actions of Firefighter/EMTs, EMTs, Firefighter/Paramedics and Paramedics both on scenes of incidents, training, and in-station activities. The Lieutenant usually performs work on an assigned basis under the direction of the Captain of Career Services. Incumbents may perform duties similar to those of the Captain; however, such duties are assigned as a substitute for the Captain and for a limited period of time. In the absence of the Captain, the Lieutenant exercises direct supervision as directed over career staff members.

The position also involves skilled firefighting work in combating, extinguishing, and preventing fires to protect life and property. Work also involves custodial maintenance of fire station equipment, apparatus, and quarters, as well as operating equipment as a driver/operator when trained, cleared, and specifically assigned. Employees of this job title learn and participate in the operation of apparatus and the performance of hazardous tasks under emergency conditions which may require strenuous exertion in fire, heat, smoke and cramped surroundings.

This position also includes medical responses on a transport unit (ambulance) or utility type vehicle. Emergency medical services (EMS) is a large portion of the operational responsibility. Work involves stressful situations dealing with emergency situations such as heart attacks, cardiac arrests, overdoses, strokes, trouble breathing, pediatric emergencies, falls, car crashes, assaults and emotionally ill patients. EMS Providers will operate vehicles in accordance with state law and company policy and provide medical treatment, patient moving and transport to appropriate definitive care while adhering to state protocols (MIEMSS), county policies, and company policies.

Although firefighting, EMS and rescue work are the most difficult and responsible areas of activity, a major portion of duty time is spent drilling and studying methods, techniques, and organization, and in routine duties in the care and maintenance of Singerly Fire Company property and equipment. Work is usually performed in accordance with explicit instruction and well defined procedures under command of a superior officer. Work is reviewed in progress upon completion of adherence to established procedures and command instructions.

Essential Functions:

- Responds to calls for service utilizing appropriate response guidelines and profiles
- Administers and assists with the administration of patient care at the scene of an emergency, including basic level EMT care
- If ALS Trained, provide advanced level (ALS) care, in response to emergency calls to include
 - Medication Administration

- IV Initiation and maintenance
- Cardiac Monitoring
- Cardiac Electric Therapy (Cardioversion, Defibrillation, Pacing)
- Advanced monitoring (ETCo2, SpCO, SpO2, etc)
- Basic and Advanced Airway procedures
- Advanced level care and procedures concurrent with Maryland Paramedic or CRT level care
- Respond as part of a crew to mitigate emergency situations, and perform essential tasks as a firefighter to include extinguishing fires, raising and climbing of ladders, extrication of victims, and other operational duties as assigned
- Transports patients as necessary; operates or staffs other emergency equipment as needed
- Follows all safety procedures, whether written or verbal, both in station and while operating on scenes of emergencies
- Safely Operate/drive company equipment (if permitted) adhering to all laws and policies of Singerly Fire Company
- Inspects, maintain, and prepares station, vehicles, and equipment for emergency responses and utilization
- Lift and carry patients safely and give appropriate verbal and written report to definitive care at destination
- Completes patient reports, and other reports as assigned
- Completes inventories of station, vehicle, equipment, and supplies and corrects deficiencies and reports same to supervisory personnel
- Performs minor maintenance to station, vehicles, and equipment as permitted such as adding fluids, changing lightbulbs, adding fuel, etc.
- May be asked to participate in community relations and education at public events
- Participated in continuing training and education
- Maintains all necessary licenses and certifications to perform essential job functions
- Reports to work regularly and is punctual
- Supervises, trains, and evaluates assigned personnel. Oversees assigned personnel in daily work schedule and routine station duties including general upkeep, assigned tasks, and maintenance and inspection of vehicles and apparatus
- Maintains and enforces SFC SOPs, ByLaws, Policies, Orders, and the Rules/Regulations as outlined in the employee policy/procedure manual
- Oversees and performs various duties in the maintenance of station facilities
- Ensure operational readiness and function of personnel, apparatus and equipment
- Participate in the development and implementation of goals, objectives, policies and priorities for Career Services
- Identify opportunities for improving service delivery methods and procedures; identify resource needs; discuss with appropriate management staff; implement improvements
- Prepare and present reports and other correspondence as appropriate and necessary
- Acts as Career Services Captain as required, when needed
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Knowledge of the principles and practices of fire suppression, fire prevention, emergency rescue, and emergency medical services operations.
- Knowledge of Career Services rules, regulations, policies, and operation procedures.
- Knowledge of supervisory principles and practices.
- Knowledge of the geography of the town and county.
- Knowledge of the operation and maintenance of Singerly Fire Company vehicles, apparatus, and equipment.
- Knowledge of operational emergency scenes and how NIMS ICS functions in conjunction with volunteer or career officers.
- Knowledge of disciplinary proceedings, counseling forms, procedures, and policies regarding employee performance, regardless of job title.
- Skill in performing fire suppression, fire prevention, emergency rescue, and emergency medical services activities.

- Skill in performing physically strenuous work such as lifting, carrying, dragging ladders, hoses, stretchers, and other firefighting/emergency medical services equipment.
- Skill in operating Singerly Fire Company vehicles, apparatus, and equipment.
- Ability to act effectively in emergency and stressful situations.
- Ability to communicate both verbally and in writing.
- Ability to perform physical activities for prolonged periods of time under conditions of extreme heights, intense heat, cold, smoke or in water. Ability to walk, run, climb, balance, stoop, kneel, crouch, and crawl.
- Ability to learn to apply standard firefighting, emergency aid, hazardous materials, and fire prevention techniques.
- Ability to wear heavy protective clothing and air mask in smoke and toxic environments. Ability to work in confined spaces, pipes or tunnels.
- Ability to work rotating schedule, which includes days, nights, weekends, and holidays.
- Ability to establish and maintain effective working relationships with employees and the general public.
- Ability to follow Career Services rules, regulations, policies and operating procedures.

Minimum Requirements:

- US Citizen
- Must be 21 years of age
- Current Healthcare provider level CPR
- If BLS:
 - Current Maryland Emergency Medical Technician (EMT)
- If ALS:
 - Current Maryland Emergency Medical Technician – Paramedic (EMTP, NRP) OR
 - Current Maryland Cardiac Rescue Technician – Intermediate (CRT-I, EMT-I)
 - Preferred Current ACLS and Pediatric ALS Class (current) [PALS, PEPP, etc.]
- Current Maryland Driver’s License Non-Commercial Class B (or other state equivalent) without a major driver’s infraction and/or suspension or revocation within the last three (3) years in any state
- Emergency Vehicle Operators Course (EVOC)
- Hazardous Materials Operations
- National Incident Management System Incident Command System (NIMS ICS)
 - 100, 200, 300, 700, 800
- NFPA 1001 equivalent
 - Firefighter 1 Certification
 - Firefighter 2 Certification
- NFPA 1021 equivalent
 - Fire Officer 1 Certification
- NFPA 1006 equivalent
 - Rescue Technician – Vehicle/Machinery Rescue Certification
- NFPA 1002 equivalent
 - Pump Operator/ Fire Apparatus Driver Course
- Proficient in verbal and written communication
- Proficient in computer skills
- Ability to work well with others
- Preferred Certifications
 - NFPA 1041
 - Fire Service Instructor 1 Certification
 - MIEMSS (Maryland Institute for Emergency Medical Services Systems) Certified QA Officer

Background Prerequisites:

- Must undergo and meet company standards for background and reference check, controlled substance and alcohol testing, and physical assessments on an initial and ongoing basis. Must also meet any minimum requirements for state and national licensing requirements.

Education/Experience:

- High School Diploma or G.E.D.
- College education preferred, some coursework or AA/AS degree
- Minimum of 4 years' providing EMS and Firefighting services in a 911/emergency setting.
- Minimum of 4 years' operating/driving emergency equipment such as an ambulance in a 911/emergency setting
- Minimum of 2 years' in a supervisory role, preferably in emergency services setting, either career service setting or volunteer basis

Working Conditions (Physical/Mental Demands):

With or without reasonable accommodations, requires the physical and mental capacity to perform effectively all essential functions. In addition to other demands, the demands of the job include:

- Maintaining composure in dealing with authorities, patients, families, hospital staff, outside professional agencies, co-workers and supervisory personnel, whether volunteer or paid, occasionally under conditions of urgency and in pressure situations
- May be exposed to stressful situations, such as death, dismemberment, pediatric death, total devastation and loss
- May be required to hold over to cover emergencies and work overtime without advanced notice.
- Frequent sitting, standing and walking, which may be required for prolonged periods of time and may involve climbing stairs and walking up inclines or uneven terrain. Must be physically fit to perform job functions adequately as dictated by occupational health.
- Occasional reaching with hands and arms, stooping, kneeling, crouching and crawling, sometimes in closed off/confined spaces with hazards present, utilizing appropriate and proper personal protective equipment
- Frequent lifting and/or moving of items, equipment weighing up to 75 pounds while wearing full personal protective equipment and/or operating with other personnel to lift patients safely and appropriately using equipment such as stretchers, stair chairs, Reeves, backboards, etc.
- Close vision, distance vision, and ability to adjust focus. Have at least 20/40 vision or wear corrective lenses correcting vision to that standard.
- Have normal fields of vision and depth perceptions; and be without conditions which would interfere with the performance of duties.
- Be able to hear and understand at normal range levels.
- May be required to use vehicles in the performance of duties. Vehicles are to include but not limited to: cars, trucks, ambulances, brush trucks, fire engines, tanker trucks, rescue trucks, and tower/ladder trucks
- On occasion may be required to perform stressful physical activity.
- Depending upon call or emergency, may be exposed to inclement weather or be required to work in environments or under conditions that require the use of protective gear and devices and/or awareness of personal safety and safety of others.