

**EMS Shift Lieutenants (Lieutenant 9A, 9B, 9C)**  
**Pulaski County Public Safety Department**

**Department:** Public Safety

**Supervision Exercised:** Supervises field staff, and manages station operations.

**Supervision Received:** EMS Captains

Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

**Classification (FLSA):** Non-exempt, Full-Time.

**REQUIRED TESTING/SCREENING, LICENSES, AND CERTIFICATIONS:** Drug & Alcohol Testing, TB Testing, Fingerprinting, Background Screening & Driving Record Required. Possession of a valid appropriate driver license issued by the Commonwealth of Virginia for the purpose of operating emergency vehicles while maintaining a good driving record per policy is required. Hold Certification in ICS 100, 200, 700, 800; ICS 300 preferred. Certification as an Advanced EMT or higher by the Virginia Office of EMS. Must be a cleared Field Training Officer, and or obtain within 1 year.

**Essential Employee:** Yes, see Pulaski County Personnel Policy.

**Work Hours:** As scheduled, including 24-hour shifts requiring holidays and weekends.

**ESSENTIAL FUNCTIONS:** In conjunction with other Command Staff, supervises and manages the field staff within the EMS system. May oversees a particular station, and act as the senior liaison between that station and command staff. Ensures station/vehicle/equipment readiness and assists Command Staff in maintaining the system for serving the needs of the County. In the absence of a higher-ranking officer, serves as the designated leader for all field staff currently on duty. Physical presence on the job is required as essential functions and responsibilities are not suited to remote work.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

**RESPONSIBILITIES:** The Lieutenant is responsible for coordinating all of the factors necessary to ensure that the agency is capable of meeting the emergency medical needs of the community. These responsibilities include:

- Handling station staffing and scheduling needs as required.
- Assists Command Staff with coordinating EMS response to incidents in accordance with established ICS, MCI guidelines, and agency policy.
- Performs functions as designated by policy or Command Staff.
- Encourages all staff members to work to reach their greatest potential. This may involve helping students and new staff members by offering opportunities for skill practice or providing encouragement and recognition.
- Verification that equipment is in good working order and ready for use, to include

## EMS Shift Lieutenants

verification that unit checklists are completed as required.

- Work with Command Staff to coordinate needed equipment and building repairs as outlined elsewhere in policy.
- Promotes teamwork in order to maintain the cleanliness and appearance of buildings, vehicles, and equipment.
- Monitors staff members during operations to verify that established policies and protocols are followed.
- Utilizes conflict resolution skills to resolve problems at the staff level whenever possible.
- Works with Command Staff to resolve problems that can't be resolved at the staff level.
- Support the mentoring and training process to prepare future leaders for this role.
- Work to reach the organizational goals as established by the Chief and Assistant Chief.
- May serve as Shift Supervisor in the absence of a Captain.
- Works with staff to discuss and resolve problems and provide ideas for improvement and efficiency within the department.

**ADA REQUIREMENTS:** Emergency Medical Services is both a physically and emotionally demanding field. Staff members, who cannot physically or emotionally perform the tasks required, must be relieved from duty, either voluntarily or involuntarily. See VaOEMS TR-14A/TR-14B for minimum function job descriptions. Working conditions include:

- Normal work environment includes work duties out-of-doors in all types of extreme weather and temperature conditions.
- Appropriate protective measures are required for all procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact to blood, body fluids, or tissue, or a potential for spills or splashes of them.
- Hepatitis B Vaccination is strongly recommended.
- Potential exposure to hazardous materials and situations.
- Lifting and positioning of patients is required.
- Must operate and travel in emergency services vehicles under both emergency and non-emergency conditions.

**KNOWLEDGE, SKILLS, AND ABILITIES:** In addition to the standard field staff member requirements, the Lieutenant must possess:

- Thorough knowledge of the proper operation of the local EMS system and protocols
- A strong work ethic and the ability to motivate others
- Thorough knowledge of the County and department policies
- Ability to work within the Incident Command System
- Ability to establish and maintain satisfactory working relationships with other staff members, hospitals, and the general public.
- Skills as a competent provider, and patient advocate
- A good customer service mentality
- Ability to offer support to other team members in an honest, respectful, and professional manner.
- The ability to supervise on-duty staff and be an effective communicator.
- Ability to follow up on projects and complete required paperwork as necessary.
- The ability to handle sensitive information correctly and privately.

#### EMS Shift Lieutenants

- The ability to operate emergency vehicles and maintains a good driving record per policy.
- Maintains a positive image for the company.

#### **EDUCATION AND EXPERIENCE & JOB REQUIREMENTS:**

- Leadership and management training/experience preferred

#### **SPECIAL REQUIREMENTS:**

- Completion of an approved Leadership/Management training program

#### **PROFESSIONALISM AND CONFIDENTIALITY:**

- Exhibits excellent work habits and interpersonal skills.
- Maintains privacy and confidentiality of patient information and other confidential or sensitive information.
- Understands and consistently implements all County and Department policies and procedures.
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the department.
- Provides coaching, mentorship, and on-the-spot training as needed to improve provider and crew performance.

#### **TRAINING AND JOB DEVELOPMENT:**

- Develops and sets own personal goals for acquiring new skills and job growth.
- Participate in conferences, workshops, webinars, trainings and other opportunities as required by the department.

Note: This job description is not intended to be all-inclusive nor is it intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. An employee will also perform other reasonably related job responsibilities as assigned by the County Administrator, department head or supervisor. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all county policies, procedures and position requirements.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

EMS Shift Lieutenants

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.
- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

---

---

---

Employee Name: \_\_\_\_\_  
(Please print)

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

\_\_\_\_\_  
Date