

Job Profile Name

Paramedic Lieutenant (Fire)

Job Code

1224

Job Profile Summary

Under the direction of the Shift Supervision, the Paramedic Lieutenant will perform all functions listed in the paramedic firefighter class specification and direct activities at medical incident scenes, supervise, train and evaluate the performance of assigned members.

Job Description

Essential Functions

The information contained in this classification specification is a representative sample of essential and other functions performed in this classification. Specific essential functions are identified for position recruitment or other administrative procedures.

Examples of Duties:

1. Responsible for providing direction, supervision and assistance to subordinate members in the general execution of EMS duties; maintenance of medical apparatus and equipment; and general Station upkeep. Ensure medical supplies are stocked and equipment is ready to respond in accordance with Department Operating Guidelines.
2. Coordinate evaluations of firefighter/paramedics and firefighter EMTs.
3. Coordinate and deliver some or all ALS and BLS continuing education programs including but not limited to OTEP and EMT-D; and ensure proper records are completed and maintained on their assigned shift. Supervise and evaluate probationary firefighters and paramedic-firefighters on their assigned shift to ensure adequate medical skills have been obtained, documenting the progress in accordance with Department Operating Guidelines.
4. Ensure all ALS incidents responded to are accounted for, completed and submitted to Medic One in a timely manner.
5. Coordinate the review of BLS reports to ensure quality reporting.
6. Conduct post-incident analysis to point out positive points and areas of improvement.
7. Work cooperatively with the Shift Supervisor in investigating EMS complaints both internally and externally.
8. Ensure open lines of communications between the Department, Medic One, firefighter/paramedics, and firefighter EMTs; attend necessary meetings, classes and conferences to improve the quality, service, and delivery of the Emergency Medical Service.
9. Punctual, regular and reliable attendance is essential for successful job performance.

An Operations Assignment may also include the following duties:

1. Responsible for providing direction, supervision and assistance to subordinate firefighters in fire and EMS, the execution of training, drills and inspections; maintenance of fire and EMS equipment and apparatus; and general station upkeep.
2. Responsible to direct and supervise an engine company and other fire units at the scene of fires or disasters.
3. Assist superiors in planning and conducting of training drills and equipment/apparatus operations.
4. Development and delivery of training topics
5. Other than instructions given by superiors in new assignments, works independently in performing regularly assigned duties; work is reviewed through inspections, verbal and written reports.
6. Perform inspections and checks of fire trucks, first aid vehicles, auxiliary and mechanical equipment; and check air masks, extinguishers and truck pumps for proper operation, lubrication and pressure levels.
7. Make adjustments and minor repairs to equipment and apparatus; supervise the use of equipment checklists; maintain and forward related records when required.
8. Responsible for inputting and maintaining all necessary files.
9. Respond to EMS and fire incidents; place equipment and direct firefighting operations.

Typical Qualifications

Knowledge/Skills/Abilities:

1. Knowledge of modern supervisory and leadership techniques.
2. Thorough knowledge of Thurston County ALS and BLS protocols and procedures.
3. Thorough knowledge of Olympia Fire Department Operating Guidelines and City of Olympia Policies.
4. Thorough knowledge of the Incident Management System.
5. Thorough knowledge of rescue techniques for the various EMS, fire and rescue operations faced by the fire service.
6. Skill in performing basic and advanced life support procedures in accordance with medical protocols.
7. Ability to assign, instruct and review work of subordinates in a manner conducive to Quality Service Delivery.
8. Ability to understand and carry out verbal and written instructions and prepare and maintain a clear and comprehensive shift log, incident reports and equipment control records.
9. Ability to execute a MCI and disaster plan and direct the work of members under their command in an emergent condition.
10. Knowledge of modern supervisory and leadership techniques.
11. Considerable knowledge of modern firefighting equipment and methods, of fire control hydraulics and of the methods of fire inspection and fire cause determination work.
12. Knowledge of emergency medical technician practices and of the uses and operation of varied emergency care equipment.
13. Knowledge of incident command system practices.

14. Knowledge of International Fire Code requirements and associated fire safety inspection techniques.
15. Skill in the care and operation of Department equipment and apparatus.
16. Skill in administering medical first aid at the emergency medical technician level.
17. Skill in adult education practices.
18. Ability to assign, instruct and review work of subordinates in a manner conducive to full performance and high morale.
19. Ability to execute fire and disaster plans; and assign and direct work of subordinates under actual and simulated hazardous and emergency conditions.
20. Ability to understand and carry out verbal and written instructions and to prepare and maintain a clear comprehensive shift log, incident reports and equipment control records.
21. Ability to deal tactfully but firmly with the public at disaster scenes.

~~10~~22. Ability to establish and maintain effective working relationships with other members, professional groups, public safety agencies and the general public.

Experience/Education:

1. Must currently hold certification from the Medical Program Director of Thurston County to perform Advance Life Support duties in the Thurston County Medic One system.
 2. Must have a minimum of four years continuous service as a full-time, paid firefighter/paramedic in the Thurston County Medic One system, to include ~~four~~a minimum of two years experience as a firefighter/paramedic with the Olympia Fire Department.
 3. Must currently have (or obtain within eighteen months of the first available Thurston County Medic One instructor/evaluator class) and maintain approval from Medic One to function as an OTEP Evaluator.
4. Completion of JATC by time of appointment.

Special Requirements:

1. Valid Washington State Driver's License may be required.
2. Within one year of appointment complete the Fire Officer Professional Development Task Book for Lieutenant and obtain IFSAC or ProBoard certifications:
 - Incident Safety Officer (ISO)
 - Fire Officer I
 - Blue Card Commander – Blue Card
 - Fire Instructor I
 - ICS 300

Additional Job Description

Supplemental Information

Contacts:

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1. The Paramedic Lieutenant will have contact with individuals from all segments of the City's population, most often under stressful emergency medical situations.
2. The ability to manage individuals who are ill or injured, and individuals in an emotionally distressed state, is critical to success of the Department.
3. Contacts with Fire Department members are for purposes of supervision, work coordination and information sharing.

Supervision:

1. The Paramedic Lieutenant supervises firefighter/paramedics and firefighters s-at the scenes of fires, disasters or other emergency incidents.

EMTs in training and at emergency medical scenes:

Accountability:

1. The Paramedic Lieutenant is accountable for properly training and supervising firefighter/paramedics and firefighter EMTs in the performance of their assigned work and for the proper use and maintenance of medical equipment, vehicles, and supplies.

Working Conditions:

1. The Paramedic Lieutenant works in circumstances varying from the classroom to the scenes of fires, medical emergencies and other incidents affecting public safety.
2. Due to the nature of the work, the Paramedic Lieutenant works in unpredictable circumstances involving the threat or actual presence of physical harm.
3. The work contains an element of personal danger.
4. A majority of work is performed indoors or outdoors in emergency situations that may expose the employee to a variety of dangerous conditions, such as hazardous materials, chemicals, smoke, or weakened structures.
5. Employees are exposed to physically and mentally stressful situations, including trauma, illness, contagious diseases, extreme temperatures, and contaminated environments.
6. Work involves working in inclement weather, at all hours of the day or night, to respond to emergency situations and requests for assistance.
7. Driving emergency vehicles is a substantial portion of the job.
8. Living in dormitory quarters on a 24-shift basis is required.

9. A Lieutenant assigned to Training works primarily in an office and will be assigned to a day shift schedule.

The City of Olympia is an Equal Opportunity Employer, committed to a diverse workforce. Women, people of color, and people with disabilities are encouraged to apply.

Management Level

- 4 Manager

Job Category

- Civil Service
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Job Classifications

- Professionals - Professionals (United States EEO-4)