

POSITION:           **NORTH TONGASS EMS LIEUTENANT**

REPORTS TO:       North Tongass Fire Chief

DEPARTMENT:      MANAGER'S OFFICE

STATUS:            EXEMPT - NON-REPRESENTED

APPROVED BY:  
APPROVAL DATE:

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**Ketchikan Gateway Borough job descriptions are a management tool to help organize duties and provide employees with the employer's expectations with regard to a specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.**

#### **JOB SUMMARY:**

Supervises all EMS functions of the North Tongass Fire Department. Administers, coordinates, supervises and trains the Fire Department's Emergency Medical Services personnel. Performs emergency medical care at the EMT III level.

#### **WORKING CONDITIONS:**

Must work in all weather conditions, at nights, during weekends and on various shift configurations which may include 24 hour tours of duty; be able to perform arduous tasks; meet department health and physical fitness standards; perform tasks under adverse conditions; make sound decisions in hazardous, stressful, life-threatening and health-threatening situations; re-evaluate the dynamics of emergency situations and formulate plans to deal with changing threats. The EMS Lieutenant is subject to mandatory call-back on any day and at any time.

#### **ESSENTIAL JOB FUNCTIONS:**

- Coordinates training at all levels of pre-hospital care from basic (CPR and first aid) through Advanced Life Support (EMT-II and EMT-III). Supervises development and coordination of public education programs in EMS techniques. Supervises EMS training programs for department personnel. Revises protocols, develops and supervises performance standards, quality assurance programs and all medical issues in coordination with the department's physician advisor.
- Assists in the development and implementation of department goals and development of the budget, department policies, standards and practices.
- Recruits, coordinates the training and supervises volunteer division members and audits the performance of all EMS-related work by all department personnel.

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EMT III

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- Participates in all EMS activities and in Fire Service activities.
- Administers advanced life support at the Paramedic level to victims of injury or sudden illness.
- Manages the operations of the Emergency Medical Services Division of the department, including assisting in the development of division budget and approval of program expenditures. Serves as a member of the department management team.
- Initiates and maintains interagency and intra-agency communications and public relations concerning Emergency Medical Services.
- Assists supervisors in employee evaluations for EMS functions.
- Performs similar and incidental duties as required.

**ADDITIONAL JOB DUTIES:**

- The Emergency Medical Services Lieutenant is responsible for supervising the department Emergency Medical Services and for monitoring and maintaining acceptable levels of EMS performance in the department. The EMS Lieutenant must perform these duties in a manner that reflects positively on the Borough and the department and maintain a level of professional expertise and image that promotes efficient use of the resources available to the department.

**PHYSICAL ACTIVITIES INCLUDE:**

Must be able to hear. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to use hands to finger, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch; and taste or smell. Each of the listed activities also requires standing, sitting, walking, bending, stooping, climbing on stools and ladders, and routinely lifting and carrying items and boxes up to eighty (80) pounds.

**LICENSES AND CERTIFICATION:**

- Must be able to obtain a valid Alaska driver's license upon hire and must be licensed as a State of Alaska EMT III at time of hire or must be nationally certified as an IMP III and shall obtain State Of Alaska license as an EMT III within one year from date of hire. Must obtain EMT III instructor certification within 1 year of hire and EMT II and III instructor certification within 2 years of hire.

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EMT III

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- Must interact successfully with the medical community, other EMS organizations and fire departments, other emergency medical care providers and first responders, patients and the general public, particularly in emergency situations. Contacts are sometimes adversarial and stressful, and the EMS Lieutenant must react in a courteous, calm and professional manner.

**EDUCATION AND EXPERIENCE:**

High school graduation or equivalent required. College level professional or technical studies in applicable program fields such as emergency medical services, methods of instruction or public administration also desirable. Preference may be given to persons with degrees in the above fields. Level of experience typified by three years of employment with a recognized municipal fire protection or EMS agency as an ALS provider or equivalent required. Minimum of two years training and coordinating diverse groups of EMS responders required. Must have working knowledge of computers.

Any combination of related education and/or related experience will be considered if the candidate possesses the demonstrated ability.