

# CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Lieutenant/EMS	<b>STEP PLAN:</b>	Lieutenant/EMS
<b>DEPARTMENT:</b>	Fire Department	<b>JOB NO:</b>	5235
<b>DIVISION:</b>	Operations	<b>DATE:</b>	3/25/2012
<b>REPORTS TO:</b>	Fire Captain	<b>FLSA STATUS:</b>	NE
<b>FULL-TIME:</b> xxx	<b>PART-TIME:</b> _____	<b>COST CENTER:</b>	282
<b>REPLACES:</b> Lieutenant/EMS		<b>DATE:</b>	1/2006

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**JOB SUMMARY STATEMENT:**

Directs and oversees on-scene Emergency Medical Services (EMS) activities. Supervises work of EMS personnel assigned to transport team. Monitors inventory, ordering, delivery and storage of EMS supplies. Mentors to new paramedics.

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**DUTIES AND RESPONSIBILITIES:**

1. Directs and oversees the EMS crew and provides medical leadership and guidance for all personnel who are part of the on-scene EMS team. Provides and assures the highest level of care performing within the scope of the Standing Orders and other written medical protocol. Supervises work of EMS personnel specifically assigned to transport team. Directs the emergency call from time of arrival on scene until delivery of patient to emergency department. Reviews calls with fire crews and EMS Battalion Chief after the event.
2. Works within the framework of the contractual partnership with Johnson County Med-Act. This will include but is not limited too, supervision of Johnson County Med-Act employee, performance review documentation, reporting to Battalion Chief from Med-Act and their leadership structure as well as the leadership of the OPFD.
3. Enforces and reviews policies, programs and procedures for EMS Operations.
4. Monitors inventory, ordering, and delivery of EMS equipment, supplies, distribution, and storage for the individual unit assigned.
5. Reviews EMS billing functions of assigned crew for accuracy and timeliness.
6. May assume the role of "Medical" on Fire and/or EMS incidents functioning within the Incident Management System.
7. Mentors to new paramedics: OPFD Preceptor Program, paramedic partner or shift mate and also mentor outside educational institutions' paramedic students (Johnson County Community College).
8. Attends and participates in required on-duty continuing education for Paramedics. Prepares, participates and may present training and educational programs for the department, ancillary agencies, or the public as an EMS Facilitator. May periodically train other responding departments as a part of the Partnership education process. Works with Training Division in the implementation of ALS/BLS level EMS training for shift level delivery.
9. Ensures that patient care reporting forms and computer data entries are completed for every patient treated and reviews for accuracy.
10. Works with shift officers and Battalion Chiefs in completing performance evaluations for assigned paramedics.
11. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
12. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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## **GENERAL QUALIFICATIONS**

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**EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

High school diploma or GED required. Must possess a valid driver's license and maintain an insurable driving record. Associate's degree in Emergency Medicine or a related field preferred.

Requires a Kansas Paramedic certification.

**EXPERIENCE:**

Four years of full-time experience with the Overland Park Fire Department in the position of Paramedic.

**SKILLS:**

1. Good oral and written communication skills
2. Analytical skills
3. Attention to detail
4. Basic math and accounting skills
5. Budget-related skills
6. Leadership skills
7. Facilitation skills
8. Public speaking/presentation skills
9. Time management skills
10. Working knowledge of windows-based spreadsheet, word-processing, and EMR software
11. Detailed knowledge of the geographical layout of the jurisdiction, including the location of streets, hydrants and major fire hazards.
12. Excellent knowledge of departmental rules and regulations with the ability to enforce them firmly, tactfully and impartially.
13. Advanced knowledge of emergency medical practices, current training methods, practices and policies.
14. Substantial knowledge of emergency medical treatment, resuscitation, and other rescue techniques.

**MENTAL REQUIREMENTS:**

1. Ability to problem solve, assess situations, and make quick decisions under stressful conditions.
2. Ability to meet deadlines
3. Diplomacy and judgment
4. Ability to train and guide others
5. Ability to recognize and protect confidential information
6. Ability to prioritize multiple tasks
7. Ability to carry out assignments through oral and written instructions
8. Ability to work independently
9. Ability to work in hectic environment with many interruptions
10. Ability to learn and understand PC software applications
11. Alpha and numeric recognition
12. Ability to calculate and administer medication dosages enroute to hospitals

**PHYSICAL REQUIREMENTS:**

1. Must pass Overland Park Fire Department physical requirements with a minimum result of good.
2. Ability to sit, talk, and hear.
3. Ability to make and receive phone calls
4. Ability to operate city vehicle
5. Hand and eye coordination adequate to input computer and typewriter
6. Ability to operate power and/or hand tools such as EMS tools, laryngoicjal, AED Suction
7. Ability to crawl, run, climb, bend, stoop, twist, reach, contort and lift up to 100 lbs. while wearing heavy protective gear.
8. Ability to push/pull up to 100 lbs.
9. Excessive standing and walking
10. Ability to work in life-threatening conditions.

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11. Exposure to carcinogenic dusts, toxic substances, infectious agents, and the visual/emotional shock of burn/trauma victims.
12. Exposure to smoke, bodily fluids, noise, heights, vibrations, extreme temperatures, dangerous animals; hazards of emergency driving; hazards associated with traffic control and working in and near traffic; natural and man-made disasters; and hazardous materials incidents.

**SAFETY REQUIREMENTS:**

1. Must not pose a direct threat or significant risk of substantial harm to the safety or health of himself/herself or others.
2. Must be committed to a high standard of safety and be willing and able to comply with all of the Department's safety policies and rules. Must be willing to report safety violations and potential safety violations to the Fire Chief.

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

Direct: Paramedic

Indirect: EMS team

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**