

CODE: 3620

**THOMAS COUNTY, GEORGIA
JOB DESCRIPTION**

**JOB TITLE: LIEUTENANT – MEDICAL OPERATIONS
EMERGENCY SERVICES DEPARTMENT**

GENERAL STATEMENT OF JOB

Under general supervision, serves an assistant shift supervisor, performing skilled and technical work directing emergency medical service operations for the County on an assigned shift. Work involves assisting the direction all emergency medical service-related activities for advanced life support and basic life support personnel in the Emergency Services Department for all substations for a twenty-four-hour period; monitoring all life support procedures, techniques, and equipment; coordinating privacy program, inventory control, personnel training and certifications, and quality improvement. Assists in supervision of department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance. Employee is responsible for response to the scene of emergency and non-emergency calls, applying necessary medical treatment to sick or injured persons, and transporting persons to a medical facility. Employee is responsible for performing in accordance with established emergency medical procedures and techniques. Employee is exposed to the normal hazards of emergency rescue work, including risk of exposure to infectious diseases and blood-borne pathogens. Reports to shift Captain.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assists in Supervising department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, and recommending appropriate personnel actions.

Assists the shift Captain in the following: daily zone and event assignments, preparing reports, forms, and requests. Attends meetings. Participates in training; researches and recommends new protocols; organizes and executes public events and schedules; assesses and develops solutions to employee and patient conflicts.

Prepares the ambulance or extrication unit for the day; drives ambulance or extrication unit and performs extrications; carries patients on stretchers; assesses and treats patients; uses gas generator, extrication tools, bolt cutters, air bags, pick axe, winch, fire extinguisher, shovel, manual spreaders, ropes, chain, jaws of life spreader, cutters, ram, lights, etc.

Receives and/or reviews various records and reports including vehicle check-off sheets, time cards, extrication and run reports, vehicle maintenance, building maintenance, vacation/sick/training requests, public events requests, transfers request, incident reports, and various other records, reports, memos, correspondence, etc.

Prepares processes various records and reports including personnel assignment, daily log, extrication report, vehicle repair and supplies, building repair and supplies, training request, personnel evaluations and disciplinary recommendations. Assists with interviews for employment, transfer requests, incident report summary, shift meeting agenda, and various other records, reports, memos, correspondence, etc.

Refers to policy and procedure manual, protocols, vehicle maintenance, equipment maintenance, Medicare/HIPPA regulations, *Department of Public Health (DPH)*, *Office of EMS and Trauma (OEMS-T)*, *Georgia Emergency Medical Services Association (GEMSA)*, computer manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of office and specialized equipment such as computer, copier, fax machine, printer, medical equipment, etc.; uses secretarial and clerical supplies, computer supplies, cleaning supplies, medical supplies

Proficient with computer software such as Microsoft Word, Microsoft Office, Microsoft Excel, Internet; also uses current software for Patient Care Reports (PCR's), scheduling and training. Becomes familiar with billing office processes including but not limited to receiving payments, and posting deposits.

Interacts and communicates with various groups and individuals including Emergency Services Director, other company commanders, captains, lieutenants, Medical Director, doctors and nurses, employees, patients, family members, Public Safety personnel, government office, co-workers, and the general public.

Operates a variety of machinery and equipment, including suction units, immobilization equipment, intravenous infusions, syringes and medications, and automatic cardiac/defibrillator monitors, two-way radios, mechanic's tools, etc.

Capable of performing any of the following procedures if allowed by the County Emergency Medical Services System in which they function: (1) patient assessment; (2) basic life support techniques in accordance with the American Heart Association, including airway management and cardiopulmonary resuscitation; (3) oxygen administration; (4) hemorrhage control; (5) treatment for shock; (6) bandaging and dressing soft tissue injuries; (7) splinting fractures and dislocations; (8) treatment of injuries to the head, face, eye, neck, and spine; (9) treatment of injuries to the chest, abdomen and genitalia; (10) provision of basic and advanced life support for medical injuries; (11) assisting in normal and abnormal childbirth; (12) treatment of injuries as a result of exposure to heat and cold; (13) treatment of burns; (14) lifting and moving patients for transfer to a medical facility; and (15) extrication of patients from confined areas.

ADDITIONAL JOB FUNCTIONS

Carries out protocols used in various emergency medical situations as referenced in the Emergency Medical Standard Operating Procedures Manual.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Vocational or technical diploma/degree and three years of experience in emergency medical services work as a Paramedic; certified as a Firefighter 1; or any combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must have successfully completed required emergency courses and certification and be in good standing with Department of Public Health (DPH) and Office of EMS and Trauma (OEMS-T) and may be required to possess additional certification(s) as deemed necessary by the County and Emergency Services. Must have had Extrication Course within the past two years. Must possess a valid Georgia driver's license. Must be willing to obtain instructor status in classes to include but not limited to CPR/AED, PALS, ACLS, etc. Will cross train to the Firefighter 1 Level.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a motor vehicle. Must be able to exert in excess of 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 20 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are for Very Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, logs, etc. Requires the ability to prepare a variety of reports, forms, logs, records, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including medical terminology and emergency response codes.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract, multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in lifting and positioning or transporting objects, and operating motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, such as emergency medical equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, and in emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone and two-way radio.

DISCLAIMER: ***This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.***