FITCH-RONA EMS DISTRICT
EMS Lieutenant

Reports to: EMS Chief, Deputy Chiefs
Supervises: Team leader for Staff Paramedics. Non-supervisory role.
Compensation Group: 2.0

POSITION OVERVIEW
Serves as a Lieutenant for Fitch-Rona EMS District. Reports to the Chief or Deputy Chief(s) of EMS. Responsible for performing as the team leader of Paramedics during an assigned work shift. As lead worker, the individual is expected to provide leadership, training, and direction to subordinate employees and oversee the emergency and non-emergency activities of their designated team both in and out of the station. The Lieutenant is responsible for maintaining safe and effective working relationships within the work unit and informing the Officer in Charge (OIC) of situations requiring involvement of a supervisor. Under the general supervision of the OIC, the Lieutenant must exercise considerable judgment and discretion in carrying out his or her delegated responsibilities. Must be trained and prepared to assume duties of Officer in Charge.

GREAT PERFORMANCE OUTCOMES FOR THIS POSITION
The Lieutenant and paramedics support the Deputy Chiefs of Operations and Administration maintaining the department in peak operational readiness at all times. The Lieutenant and staff support all building maintenance requirements and works seamlessly with other agencies occupying the same building.

CONDITIONS OF EMPLOYMENT
This is a FLSA non-exempt position and falls under the IAFF Local 311 Bargaining Unit Contract. The Lieutenant acts in a non-supervisory lead worker position. Work hours will be 24 hour shifts on a 24/48 rotation or as assigned by Chief of EMS. Maintain Paramedic licensure as required by the State of Wisconsin and our Service Medical Director. Meets Dane County EMS standards of insurability. One-year probationary period, with periodic performance reviews prior to probation completion. Annual performance evaluation thereafter.

COMPANY-WIDE GOOD CITIZEN RESPONSIBILITIES
1. Continuous Improvement, Innovation, Creativity – Bring a focus of innovation and creativity to every decision and action. Continuously look for improvement opportunities in the job, and on behalf of the department as a whole.
2. Customer Service Mindset – Approach all working relationships from a customer service mindset. Customers include patients, co-workers, outside agencies and district municipality employees.
3. Safety Mindset – Demonstrate a fierce commitment to safety in all decisions and actions.
4. Follow Work Rules and Policies – Comply with all Fitch-Rona EMS work rules and policies defined in the employee handbook.
5. Teamwork and Collaboration – Share information with others to enable them to do their work well; work collaboratively with others inside and outside the department; contribute to other’s success; provide assistance to others when appropriate.
6. Demonstrate Fitch-Rona’s Core Values and Positively Represent the Department – Engage in conduct that is fair, open, and honest with staff, outside agencies, patients and the public.
DUTIES AND RESPONSIBILITIES

1. Establish and maintain a safe and harmonious work environment that ensures all Paramedics’ ability to safely and efficiently respond to emergency calls in an expeditious manner without controllable delay.
2. Oversee and direct tasks assigned to Paramedic staff.
3. Do annual TB testing and result documentation on Fitch-Rona Paramedics and other department responders.
4. Exercise full responsibility for all activities involving EMT-Paramedic when dispatched or assigned. Be prepared to act in a lead role with respect to ICS and large incident response.
5. Lead or participate in District training activities.
6. Assist with record keeping of Paramedic licensure and training records.
7. Mentor, review and assess work done by staff and provide feedback to ensure all policies, operational guidelines and other applicable laws, safety regulations and standards of care are being followed. Document and report known or potential violations of rules, policies, guidelines and/or regulations to the OIC or other appropriate supervisor in a timeframe appropriate for the circumstances of the violation.
8. In daily operation of the service, perform various tasks as delegated or assigned by the Chief or Deputy Chief of EMS. These may include one or more of the following (this is not intended to be a complete list):
   a. Facility maintenance and repair
   b. Procurement and maintenance of communications equipment
   c. Vehicle procurement and/or maintenance
   d. Inventory management
   e. Community Paramedicine
   f. District Liaison to community, outside agencies, facilities.
   g. Assist in computerized record keeping
   h. Assist in scheduling
   i. Assist in Public Education programs
   j. Class instructor for CPR
   k. Other duties as assigned
9. A paramedic is expected to work under extreme conditions that necessitate strength, flexibility, coordination and endurance. A Paramedic Lieutenant must perform physically an emotionally demanding work, requiring judgement under adverse work conditions responding to unknown locations, circumstances and environments. A non-exclusive list of physical demands and working conditions follows:

   • Physical Demands:
     a. Safely climb up and down stairs with equipment/patients.
     b. Stoop, crawl, crouch and kneel in confined spaces
     c. Reach, twist, balance, bend and lift under emergency conditions
     d. Perform CPR for durations upwards of 30 minutes
     e. Run, dodge, jump and maneuver with equipment.
     f. Read and understand signs, papers and documents under emergency conditions
     g. Hear instructions and discussions under emergency conditions.
• Working Conditions
  a. Work in extreme temperatures and weather ranging from very warm to extremely cold.
  b. Work all hours of the day or night with minimal sleep
  c. Work in confined spaces doing emergency care
  d. Work around potential hazards: altered patients who may be combative, structural hazards, fast moving vehicles, unsafe scenes etc.
  e. Exposure to blood, serious injuries and death
  f. Exposure to a wide range of highly emotional and traumatic events.
  g. Exposure to loud noise.

Skills Expected for a Highly Qualified Lieutenant

- Grasp of efficient time management
- Superior communication skills – proficient in the English language (second language is beneficial)
- Self-starting individual with ability to perform without ongoing supervision
- Strong Paramedic skills and the ability work under pressure demonstrating solid critical thinking skills
- Good computer skills including proficiency with Microsoft Office
- Command of NIMS and ICS and ability to use concept inter-departmentally
- Ability to manage staff and optimize day to day operations

Minimum Qualifications

- Minimum of High School Graduate or GED with post-high school coursework in leadership and management or equivalent life-experience as evaluated and approved by the EMS Chief.
- State of Wisconsin licensed EMT-Paramedic
- Five years field experience as a Full-Time EMT-Paramedic with Fitch-Rona EMS
- CPR Instructor
- Valid Wisconsin driver’s license and EVOC/CEVO certified
- Meet Insurance Provider/Dane County EMS standards of driver insurability based on ongoing background check.
- Meet pre and post-placement qualifications including physical assessment, urine drug screen for non-regulated compounds and state background review.