

NEW CASTLE COUNTY GOVERNMENT

Number 1008

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CLASS SPECIFICATION

Date 04/02/14

Title: EMERGENCY MEDICAL SERVICES LIEUTENANT

Approved:



GENERAL STATEMENT OF DUTIES: Supervises and oversees the activities of a number of personnel engaged in the delivery of basic and advanced life support services; performs responsible technical and administrative work relating to emergency medical services; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for performing a variety of administrative and/or operational tasks related to the safe delivery of emergency medical services. Primary duties include the daily scheduling, supervision, coordination, and evaluation of emergency medical services personnel. These responsibilities include providing technical assistance to basic life support and advanced life support personnel, instructing and training assigned personnel, making work assignments, and monitoring the accuracy and effectiveness of work performed within the Emergency Medical Services Division. This employee is responsible for using reasonable initiative to ensure that adequate supplies, equipment, and well-trained personnel are available to maintain operational and administrative efficiency. The work is performed under general supervision of an Emergency Medical Services Captain and/or Emergency Medical Services Assistant Chief.

EXAMPLES OF WORK: (Illustrative Only)

- Assigns, supervises, and coordinates the activities of basic life support and advanced life support personnel to ensure that services are being provided consistent with policies and procedures and established medical protocols and guidelines;
- Plans work schedules and issues specific assignments in order to maintain appropriate coverage levels and unit staffing;
- Inspects personnel uniforms for neatness, emergency vehicles for proper stocking and cleanliness and, stations for safety standards;
- Maintains contact with the emergency communications center, all County emergency medical services facilities, and all medical control physicians via use of radio, telephone, or other communications device;
- Responds to emergency medical incidents for on-scene observation and evaluation of assigned personnel while providing technical support and counseling to employees to improve individual performance and proficiency;
- Participates at emergency incidents as the medical command component of an incident management or incident command system until relieved by a higher ranking staff officer;
- Oversees and coordinates an administrative function, such as quality improvement, training, replacement of equipment, supplies, and vehicles, etc;
- Makes investigations of complaints and disciplinary problems and makes recommendations for resolution of the complaint or problem;
- Reviews the daily reports of assigned personnel to ensure compliance with policies and procedures, medical protocols and quality assurance guidelines;
- Keeps accurate records, prepares reports of activities and incidents, and submits reports and summaries;
- Conducts in-house continuing education, orientation, and training on new equipment, drugs, techniques, or policies and procedures for support staff;
- Completes appropriate re-certification, continuing education programs, and examinations necessary to maintain State of Delaware Paramedic certification;
- May provide testimony in court or through deposition regarding observations and performance of job activities;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer, and other related equipment in the course of the work.

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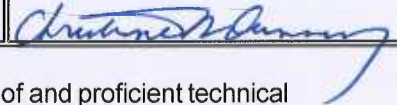
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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Comprehensive knowledge of and proficient technical skill in out-of-hospital basic and advanced life support medicine including normal anatomy and physiology, pathophysiology, and pharmacological interventions of common medical emergencies; good knowledge of the practices and procedures governing the operation and delivery of basic and advanced out-of-hospital care; good knowledge of emergency medical services supervisory techniques; good knowledge of and ability to participate in the operation of an incident management or incident command system; skill in operating basic and advanced life support equipment; ability to understand and follow oral and written instructions; ability to maintain records and to prepare accurate written reports; ability to manage people in stressful situations; ability to handle situations firmly, courteously, and calmly in emergencies; ability to recognize hazardous environments and conditions and to take corrective action; skill in minor maintenance of emergency vehicles; demonstrated proficiency to safely operate a vehicle on the road in emergency situations at high speed and under regular conditions; excellent driving record and moral character (to be determined by review); ability to demonstrate a high degree of dependability; ability to direct and coordinate the work of others during emergency situations; ability to maintain State of Delaware Paramedic certification; ability to communicate courteously and effectively with subordinates, medical personnel, coworkers, and the public, both verbally and in writing.

MINIMUM QUALIFICATIONS: Fulfillment of all requirements for the position of Paramedic to include six (6) consecutive years' experience as a New Castle County Paramedic and currently serving at the rank of New Castle County Paramedic Sergeant for at least one (1) year, current national board certification at the paramedic level with the National Registry of Emergency Medical Technicians. Possession of an Associate's Degree or at least sixty 60 credit hours from an accredited college or university.

ADDITIONAL REQUIREMENTS: Possession of a valid Delaware Class D driver's license or its equivalent; ability to fulfill all physical requirements of a County class Ib physical exam; possession of current certification as a State of Delaware paramedic;. Completion of the NHTSA EMS Instructor Course or an approved Methods of Instruction Course; current provider-level certification in Pre-Hospital Trauma Life Support (PHTLS), Advanced Cardiac Life Support (ACLS), Basic Cardiac Life Support (BCLS) health care instructor and Pediatric Advanced Life Support (PALS), with instructor-level certification in at least one of the above advanced courses. Successful completion of (1) a supervisory and/or management course, such as the National Fire Academy Management of EMS course and (2) a National Incident Management System ICS-300 level course or equivalencies.

PREFERRED REQUIREMENT: Possession of an Associate's Degree from an accredited college or university.

HISTORY OF REVISIONS:

Established:	01/03/79
Revised:	05/16/86
Revised:	04/17/89
Revised:	06/25/90
Revised:	04/18/94
Revised:	10/07/96
Revised:	07/01/97
Revised:	08/11/97
Revised:	05/01/01
Revised:	01/01/04 (title change from Emergency Medical Services Supervisor and change from spec #1061)
Revised:	08/06/13
Revised:	04/02/14