



# City of Eaton

## Fire and EMS Division

### Position Description

**Class Title:** Lieutenant / EMS Operations      **Department:** Safety  
**Division:** Fire and EMS      **Civil Service:** Unclassified  
**Reports to:** Chief of Fire and EMS Division  
**FLSA Status:** Exempt (career)  
**Date Created:** 12/1/2007      **Revised:** 08/29/2017

#### Rate of Compensation:

This position of Lieutenant / EMS Operations is compensated at a rate determined Eaton City Council. Grade 12 (\$ 36,852.48 – 48,084.13)

#### General Purpose:

The City of Eaton Fire and EMS Division Lieutenant / EMS Operations provides emergency medical service supervision / leadership to the City of Eaton Fire and EMS Division. The City of Eaton Fire and EMS Division Lieutenant / EMS Operations is part of the City of Eaton Fire and EMS Division Leadership Team, and is expected to plan, organize and direct activities for EMS operations within the City of Eaton. General duties of the City of Eaton Fire and EMS Division Lieutenant / EMS Operations include, but are not limited to: coordinating EMS operations, community accident prevention activities, emergency medical care activities, operation and maintenance of all EMS apparatus and equipment, provide emergency medical care to the sick and injured, firefighting and firefighting support activities, accident/incident investigations, training, scheduling, maintenance of records and reports, administrative duties and other related work as required by the Chief.

The City of Eaton Fire and EMS Division Lieutenant / EMS Operations has the duty and responsibility to participate as a team member and leader. The City of Eaton Fire and EMS Division Lieutenant / EMS Operations must use creativity, innovation and fiscal responsibility, with the end goal of providing quality service to our internal and external customers, in every aspect of his/her duties.



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#### **Supervision Received**

Works under the General Guidance and Direction of the Fire and EMS Chief.

#### **Supervision Exercised**

Assists with the Supervision of all part-time EMS personnel, either directly or through other officers; provides supervision in the absence of the Fire/EMS Chief and Captain.

#### **Qualifications:**

The successful candidate for the position of City of Eaton Fire and EMS Division - Lieutenant / EMS Operations must have a high school diploma, valid Ohio Drivers License, certification as Ohio EMT-Paramedic, EMS Instructor, Firefighter 1 (with current ACLS and CPR certification); NIMS 100, 200, and 700. Must have a minimum of 4 years experience in the fire / EMS service as an EMS provider and demonstrate management experience. The job demands an ability to perform under strenuous and stressful conditions at emergency incidents and under the constant stress of managerial responsibility. Desired qualifications include firefighter 2, hazardous materials operations, BTLs certification, supervisory and command experience. Associates degree or equivalent in EMS, Fire Science or related field preferred.

#### **Required Knowledge and Abilities:**

The position of City of Eaton Fire and EMS Division - Lieutenant / EMS Operations requires the ability to make quick competent decisions and display confidence. The Lieutenant / EMS Operations must possess extensive knowledge (mastery of skills) in emergency medical services and interpersonal dynamics. The Lieutenant / EMS Operations must have the ability to use various reference books and show proficiency in using various computer equipment / programs.

The physical demands of the job are varied. The Lieutenant / EMS Operations will have to stand, walk, climb, and crawl. The Lieutenant / EMS Operations is required to drive, operate EMS and Fire vehicles and shall be able to wear personal protective equipment at emergency scenes to include SCBA. The Lieutenant / EMS Operations, like those under his/her supervision, may be exposed to heat, cold and wet conditions at fire and emergency scenes.



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**Required Knowledge and Abilities continued:**

The Lieutenant / EMS Operations may be required to stand or walk for extended times i.e., assuming command at an EMS incident scene, providing emergency medical care, lifting patients, conducting training exercises, teaching in classroom settings. The Lieutenant / EMS Operations will, at times, have to sit for long periods of time while performing his/her functions, attending meetings, planning and writing procedures, and reviewing data, and completing reports.

The Lieutenant / EMS Operations must be able to respond and remain at fire and accident scenes in order to direct, evaluate and monitor the performance of the fire / EMS division personnel. The Lieutenant / EMS Operations position requires a temperament compatible with leadership. "Leading by Example" is the ultimate test for the person(s) employed in the position of Lieutenant / EMS Operations.

The Lieutenant / EMS Operations shall possess integrity beyond reproach, and demonstrate well-developed interpersonal management skills, demonstrate loyalty and shall display maturity, sensitivity, tactfulness and compassion. The ability to work on multiple priorities at the same time and change course in midstream is vital. The Lieutenant / EMS Operations shall accept responsibility, persuade and motivate employees and the public, make sound judgments and decisions.

20% Serves as a team leader for paramedics and/or EMTs (e.g., assigns tasks to employees, interviews and recommends hiring of job applicants in conjunction with the Fire / EMS Chief, evaluates employee performance, receives employee complaints); participates in meetings in which policy questions are reviewed/discussed; assists with development of policy; assists the Fire / EMS Chief in the performance of duties and in the absence of the Fire / EMS Chief assumes responsibility in directing and coordinating EMS operations.

30% Performs and teaches complex diagnostic and medical procedures such as intravenous cannulation, endotracheal intubation, recognition of cardiac arrhythmias and administration of drugs; uses/operates oxygen equipment, bandages, splints, back boards and other related life support and first-aid equipment and supplies to perform various forms of emergency medical assistance; assesses victim's vital signs, controls bleeding, immobilizes fractures, renders other emergency care as needed; transports victims to medical facilities, etc.; maintains radio communications with hospital and dispatch station; acts on established protocol when radio contact cannot be made.



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- 15% Ensures proper operation of life support equipment, instruments and supplies; Inventories and restocks medical supplies; inspects cleans and performs minor maintenance on vehicles.
- 15% Prepares, submits and reviews run reports (e.g., record of treatment, nature of problems, victim identification information).
- 10% Communicates with victim, victim's families, law enforcement officers, firefighters, medical personnel, and general public; conducts demonstrations and tours of facility for general public.
- 10% Maintains required certification (e.g., attends training seminars, takes licensing re-examinations as required); attends staff and training meetings. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

### **OTHER DUTIES AND RESPONSIBILITIES:**

Demonstrates regular and predictable attendance.  
Performs other related duties as required or assigned.