EMS LIEUTENANT

POSITION SUMMARY

The EMS Lieutenant is responsible for the supervising emergency medical services, interfacility transport, rescue support, and integrated fire-ground medical operations during assigned shifts. The EMS Lieutenant serves as the EMS clinical supervisor for the shift and reports directly to the Shift Captain.

The EMS Lieutenant provides clinical leadership, oversees EMS system readiness, reviews EMS incident and patient care reports for assigned personnel, and ensures compliance with department policies, clinical protocols, and quality assurance standards. This position works in coordination with other company officers to support an integrated Fire and EMS response system.

RESPONSIBILITIES

Essential Duties:

- Implements department goals and objectives, establishes EMS work priorities, and coordinates EMS operations to be accomplished per shift.
- Reviews EMS patient care reports, EMS incident documentation, and quality assurance/quality improvement documentation for assigned shift personnel for accuracy, completeness, compliance, and billing readiness, ensuring deficiencies are identified and corrected in a timely manner.
- Responds to alarms as the officer for EMS operations; performs a variety of advanced life support functions and may function within the Incident Command System as EMS Branch Director, Medical Group Supervisor, or Incident Commander as appropriate.
- Provides advanced prehospital medical care and ensures high-quality patient care delivery to citizens of the community.
- Oversees EMS system status, deployment, ambulance readiness, and EMS operational coverage during assigned shifts.
- Ensures EMS personnel comply with department policies, clinical protocols, documentation standards, and operational procedures.
- Assists with EMS quality assurance, quality improvement, and documentation initiatives designed to improve patient care outcomes, regulatory compliance, and revenue recovery.
- Assists with the onboarding, mentoring, training, and evaluation of EMS personnel assigned to shift operations.
- Under the direction of the Training Division and/or Division Chief of Fire & EMS Operations, prepares and conducts EMS-related training for company and department personnel as assigned; works with employees to correct deficiencies and submits training records.
- Responsible for ensuring cleanliness and maintenance of EMS apparatus, EMS equipment, medications, and medical supplies.
- Coordinates activities with Communications, hospitals, healthcare facilities, and allied public safety agencies.

- Maintains discipline and ensures firefighters and EMS personnel follow department rules, regulations, and standard operating guidelines.
- Provides staff assistance to senior officers as appropriate and necessary.
- Coordinates activities with other shift officers and department personnel.
- Performs other duties of a similar nature or level as required.
- Maintains proficiency by completing required training and maintaining all required certifications.

Knowledge, Skills and Abilities: (position requirements at entry)

- Dickinson Fire Standard Operating Guidelines, Policies and Protocols.
- City of Dickinson Human Resource Manual.
- Principles and practices of fire suppression, inspection and fire prevention.
- Operation, maintenance, and use of firefighting and rescue equipment.
- Conflict Resolution.
- Effective communication, oral and written, with supervisors, peers and public (to include adequate hearing, vision and clear speech).
- Use of a variety of office equipment, FD communications equipment, and related applications.
- Familiar with city streets and geography.
- Proficient with fire department database, computer programs and reporting.
- Knowledge of EMS practices.
- Skill in working in crisis situations and dealing with people involved in emergency situations.

SKILLS

Education and Experience (position requirements at entry):

- High School Diploma or General Equivalency Diploma (G.E.D.) required, Associates degree preferred in Emergency Medical Services Administration, Fire Science, Public Administration, or a related field.
- Minimum three (3) years of full-time experience as a paramedic.
- Demonstrated clinical proficiency and leadership capability.
- Or an equivalent combination of Fire/EMS related education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements (position requirements at entry):

- Valid ND Driver's License
- National Registry Paramedic (NRP)
- North Dakota Paramedic Licensure
- NIMS/ICS certifications: ICS 100, 200, 300, 400, 700, 800 & BlueCard Command Certification
- ProBoard and/or IFSAC Hazardous Materials Awareness and Operations, Fire Fighter I & II within one (1) year of hire
- ProBoard and/or IFSAC Fire Officer I and Fire Instructor I within two (2) years of hire
- AHA BLS Provider

- AHA ACLS Provider
- AHA PALS or PEPP
- NAEMT PHTLS or ITLS, AMLS preferred
- EMS Instructor certification within one (1) year of hire

WORKING CONDITIONS

Environment:

- Physical requirements typically include: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- May be subjected to hazardous conditions including but not limited to: fumes, odors, dusts, gases, chemicals, poor ventilation, body fluids, extreme temperatures, inadequate lighting, work space restrictions, intense noises, and travel.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- The work entails strenuous physical activity, frequent exposure to inherent dangers, including the risk of physical harm and exposure to hazardous substances, as well as challenging working conditions like adverse weather and a heightened risk of accidents or health issues. Identifying and mitigating these threats can be challenging.

GADE: FD-3
FLSA: Non-Exempt
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