

Job Description

Job Title: Lieutenant

Job Code: 905001

Job Family: Public Safety

Pay Grade: LT.56.2912

FLSA: Non-Exempt

EEO: Technicians

Department/Agency: MED-ACT

Position Number(s): Multiple

Recommended Position Title(s): Lieutenant

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

The following Leadership Competencies apply to supervisors, managers, and executives based on designated responsibilities:

- People Management – Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.
- Operations Management – Directs and guides operations in alignment with the County's and department's overall goals and objectives; ensures the execution of efficient processes to maximize the County's and department's resources; utilizes operational knowledge to make sound decisions.
- Strategic Leadership – Determines the strategic direction of the team or department in alignment with overall county goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

Essential Duties:

- Maintains readiness for effective prehospital medical response and inter-facility transfers including front line vehicles, back-up vehicles, specialty units, typical prehospital response equipment and specialty team response equipment; ensures patient privacy; returns to readiness quickly; maintains accountability for equipment and supplies; completes administrative tasks by established deadlines; ensures completion of logs for accountability and ensures equipment, vehicles and stations are maintained and clean.
- Provides medical care in the prehospital environment following established protocols; maintains proficiency in clinical skills; coordinates the activity of on-scene first responders; provides compassionate service to meet meet needs; recognizes the need for and is able to interface with special operation units within and outside of Johnson County; maintains scene safety, protects responders, patients and the public; assumes personal risk; transports patients to appropriate destinations based on County protocols.
- Conducts and participates in training exercises for EMS providers, first responders and the public; improves medical knowledge and skills through training; participates in inter-agency training and reviews; provides a leadership role for outside agency personnel; maintains personal records of training history and recertification requirements.

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- May participate in council, groups or special teams; organizes other employees to accomplish a goal, facilitates training, develops and researches proposals.
- Responds to prehospital medical calls in a safe manner, ensuring a quick chute and response time based on department guidelines; follows appropriate routing utilizing tools to ensure an efficient response time.
- Interacts regularly with first responders in order to promote camaraderie and communication on call scenes; interacts with the public to share safety and prevention messages; assists with public education events; maintains appropriate level of physical fitness for response readiness.
- Keeps track of multiple controlled substances, coordinating on scene resources, overseeing personnel and taking responsibility for less senior employees on the unit. Supervises paramedics to include stage paramedics on the unit, coordinating daily activities, overseeing training of students and is accountable for controlled substances according to policy; Acts as coordinating medical responder when numerous public safety entities are onsite. Approves staffing trades; performs coaching/counseling sessions.
- Collects, communicates and documents information regarding the medical emergency; delivers complete and timely reports to hospital staff; ensures the completion of billing information; ensures patient privacy.
- This position is OSHA category 1.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

High school diploma or equivalent and three (3) years of experience providing advanced life support (ALS) response prehospital care as a Paramedic with Johnson County MED-ACT or three (3) total years of ALS experience with two (2) years of Paramedic experience with Johnson County MED-ACT required. Current Paramedic certification by the state of Kansas or eligible for Kansas Reciprocity with recertification bi-annually at the employee's expense. Candidates may be selected if fully certified by the National Registry of EMTs (NREMT) as a Paramedic pending certification by the State of Kansas.

Working twenty-four (24) hour shifts and up to thirty-six (36) hours including weekends and holidays and on-call/standby work is required.

Valid driver's license with an acceptable driving record and successful completion of the post-offer drug testing are required.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Associate's degree in Emergency Medical Services, Health Occupations or relevant degree of study and one (1) year of experience in an educational or instructor type role is preferred.

Education/Experience Substitutions:

- Yes No Experience may be substituted for degree.
- Yes No Education may be substituted for experience.

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Physical, Environmental, and Special Working Conditions:

Ability to see and hear sufficient for accurate perception of patient condition, including the ability to differentiate fine distinctions in appearance and sound.

Excessive standing and/or walking: 40% of the time.

Exposure to extreme temperatures, fumes and/or chemicals, heights, loud noises.

Successful completion of physical ability test annually, ability to lift 250 pounds with assistance, and performing CPR is required.

Ability to work and complete duties and biological PPE including protective clothing, powered air purifying respirator (PAPR) and chemical protective boots.

NFPA 472 HazMat Awareness Level, OSHA Training and NIMS 100, 200, 700 and 800 required.

NFPA 472 Haz Mat Operations Level, NFPA 473 Medical Response to HazMat Incidents, Disaster Medical Specialist and Tactical Medicine Certification preferred.

Within sixty (60) days of hire, employees (select DHE and EMS positions) must produce proof of immunization, proof of immunity, proof that immunization is medically contraindicated, submit a written objection to immunization based upon a sincerely held religious belief, or receive vaccination for the following: Measles, Mumps, and Rubella (MMR); Tetanus Diphtheria and Acellular Pertussis (TDAP); and Varicella (Chickenpox).

All County employees may be called upon to assist other departments in a declared emergency situation.