

South Branch Emergency Services



Full Time EMT/ Operations Lieutenant Job Description



JOB TITLE

Full Time EMT/Operations Lieutenant

POSITION SUMMARY

The Full Time EMT/Operations Lieutenant is a forty (40) hour per week position. This position's primary responsibility is that of an on-the-ambulance EMT. In addition to covering ambulance duty the Full Time EMT/Operations Lieutenant will have secondary duties including but, not limited to; assisting with the application and onboarding processes of new volunteers; new member orientation; scheduling of EMS hours; back up to Deputy Chief of EMS for other scheduling; coordination of new member mentor and promotion process; attending monthly meetings.

As part of EMT duties the Full Time EMT/Operations Lieutenant is responsible for the provision of pre-hospital patient care in accordance with NJAC 8:40 and NJAC 8:40A. This position shall be responsible for the safe operation of all SBES vehicles in accordance with current New Jersey motor vehicle code. Position requires thirty-six (36) hours of scheduled shift coverage, with remaining four (4) hours being for meetings and orientation time.

REPORTS TO

Deputy Chief of EMS

QUALIFICATIONS

- High school graduate or GED
- Must be at least twenty-one (21) years of age
- Minimum of two years experience as a certified EMT.
- Must have previous experience with electronic patient care reporting systems, particularly EMS Charts
- Must possess basic computer skills, including Google Suite
- Must be able to multitask
- Must have a general knowledge of rescue and EMS vehicles and associated equipment
- Must be mechanically inclined

LICENSURE/CERTIFICATION:

- Certification by the State of New Jersey (or NJ Office of EMS [NJOEMS]-approved equivalent) as an Emergency Medical Technician
- Valid motor vehicle operator's license that is not under suspension or revocation
- Cardiopulmonary Resuscitation certification by a NJOEMS-approved accrediting agency
- Current NIMS/ICS 100, 200 and 300

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- Current NIMS IS-700 and I-800
- Pre-Hospital Trauma Life Support (PHTLS) or International Trauma Life Support (ITLS) certification
- Pediatric Education for Pre-hospital Professionals (PEPP) or equivalent
- HAZ-MAT Awareness
- Vehicle Rescue – Operations
- Technical Rescue - Awareness
- Documented completion of Coaching the Emergency Vehicle Operator (CEVO) - Ambulance, Emergency Vehicle Operations Course (EVOC) or approved equivalent program

DUTIES AND RESPONSIBILITIES - EMT

- Reports to work on time and ready to respond to calls
- Checks ambulance and ensures readiness for emergency response
- Safely responds to emergency calls for assistance
- Ensures the safety of the scene prior to entering
- The EMT determines the nature and extent of illness or injury and establishes priority for required emergency care. The EMT renders appropriate emergency medical and/or trauma care
- Proper patient packaging and transfer to ambulance
- Safely transports patient and crew to receiving facility
- Provides verbal report to receiving facility staff
- Records the assessment and emergency medical care of the patient at the emergency scene and in transit utilizing written and/or electronic patient care report
- Collects medical insurance information from patient or receiving facility
- After each call cleans and restocks the ambulance
- Performs routine station maintenance according to schedule
- Maintains a daily log of all duties performs

South Branch Emergency Services



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DUTIES AND RESPONSIBILITIES – VOLUNTEER COORDINATOR

- Track new member applications from receipt to on-boarding, including correspondence
- Manages schedule for EMS members
- Assists Training Officer and Deputy Chief of EMS with onboarding of new Career members, when requested
- Monitoring EMS members Leaves of Absences, returns from same, and compliance with Squad's AOGs, reporting monthly to the Secretary prior to the Executive Board meeting all current leave status.
- Monitoring and reporting monthly, prior to executive board meeting, the status of all Volunteer EMS member's compliance to required hours, and any corrective measures attempted
- Assists EMS Captain and Lt. with tracking new members MOD Book progress, in coordination with mentor
- Attends Monthly Membership and Executive Board meetings
- Acts in a professional manner and uses good judgment in carrying out all job responsibilities

DUTIES AND RESPONSIBILITIES – EMS LIEUTENANT

- First Line Supervisor
- Assign work to on-duty Members, including staffing of vehicles
- Provide emergency response as a supervisor when on-duty, in absence of another officer
- Instruct and supervise on-duty Members, whether on-duty or off-duty, for compliance with Squad procedures, rules and regulations
- Other assistance in Squad matters as directed by any of the Chiefs.
- Follows proper chain of command for conflict resolution
- Any other duties as assigned by a supervisor/ line officer

PHYSICAL REQUIREMENTS:

- Aptitudes required for work of this nature are good physical stamina, endurance, and body condition which would not be adversely affected by lifting, carrying, and balancing at times, patients in excess of 125 pounds (250, with assistance)
- Ability to work twelve (12) hour continuous shifts
- Motor coordination is necessary for the well-being of the patient, the EMT, and co-worker over uneven terrain

South Branch Emergency Services



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ADDITIONAL REQUIREMENTS:

- Able to work from 0600 –1800 hours on a regularly scheduled basis, weekends included
- Must be able to read, speak, and write English sufficiently to perform duties
- Thorough knowledge of medical and trauma assessments, as well as appropriate BLS treatment protocols
- Ability to work effectively with supervisors, co-workers, other emergency service personnel, and hospital staff
- Must have excellent verbal and written communication skills
- Minimum 2 years prior Supervisory Experience required
- Prior Human Resources experience a plus.

BENEFITS

- Health, Eye and Dental insurance based on current CFARS policy
- Term Life Insurance based on current CFARS policy
- Tuition Reimbursement based on current CFARS policy
- Paid Time Off (PTO) based on current CFARS policy
- NJ Paid Sick Leave based on current CFARS policy
- Holiday pay as per CFARS policy
- Training opportunities as per CFARS policy
- Uniforms supplied as per CFARS policy