


Department: Fire & Rescue	
Title: EMS Lieutenant	
Status: Non-Exempt	

Summary Objective

The purpose of this position is to oversee the pharmacy program and ensure compliance with a wide range of state and federal guidelines and requirements as well as conduct QA/QI of patient care reports to ensure proper treatment, medication, and protocol use. The Lieutenant is also responsible for assisting in supervising personnel; participating in the activities of a shift of emergency services personnel; responding to emergency incidents and public service calls. This is a safety sensitive position.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises staff, includes recommending selection, training, assigning, and evaluating work, counseling, and disciplining.
- Monitors, orders, stores, fills, and delivers medications and medical supplies to the Fire Department's fire and EMS stations and Southampton County's four EMS agencies under the supervision of the Department's Deputy Chief, and the agency's Operating Medical Director (OMD).
- Orders replacement of controlled substances, pharmaceuticals, and intravenous fluids, checks receipts for proper quantity and condition of items received, and ensures proper storage/security in accordance with Code of Virginia 18VAC110-20-710.
- Delivers and picks up Schedule II through VI drugs, supplies, and materials.
- Oversees, reviews, and approves expenditures for assigned areas, provides fiscal data for preparation of quarterly and annual reports.
- Supervises all inventories required by 54.1.-3404 of the Code of Virginia.
- Assists with development of policies and procedures; ensures staff remains in compliance.
- Maintain accurate records for controlled substances, have records ready for inspection or audit when requested by the Virginia Board of Pharmacy.
- Completes and packs pre-filled drug and IV kits, as well as single replenishment of used or expired drugs contained within the drug kits.
- Stocks and maintains the medication, utilizing the software provided to ensure quality control and an adequate supply.
- Ensures supply usability, monitoring stock for expired or "use by" dates, and appropriately and accurately disposes of pharmaceutical supplies.
- Ensures adequate supplies are stored appropriately and are available for continuous patient care.
- Ensures all EMS rooms are kept neat, clean, and orderly for inventory purposes and quality control.
- Maintains inventory data in the department's pharmaceutical management systems.
- Prepares, submits, and/or presents reports on inventory tracking, delivery, purchase, etc., to Fire management, DEA, and/or other applicable agencies.

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- Measures spending adhering to the department's EMS fiscal budget while maintaining ongoing financial records.
- Triages and escalates any questions or issues outside the primary scope of practice to the Deputy Chief; as needed.
- Uses appropriate systems for processing patient information as required, while adhering to Virginia HIPAA regulations.
- Provides or oversees technical and professional training and education for emergency response personnel, and others, including developing training curriculum, training materials, and presenting training.
- Participates in the training of new employees to the EMS inventory and automated pharmaceutical management systems.
- Ensures quality assurance is maintained according to departmental and legal requirements.
- Operates pharmacy equipment and inventory control systems appropriately.
- Operates a City vehicle in the performance of the job duties.
- Responsible for appropriate use and maintenance of City equipment, tools, and other resources, including work time.
- Participates in emergency response to provide emergency medical assistance to patients by providing basic life support or advanced life support in accordance with regional and local medical protocols and/or on-line medical control.
- Builds the department's positive image and increases management's effectiveness by orienting, training, coaching, counseling, and disciplining staff; communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results; performs employee evaluations; developing incentives; cultivating a climate for offering information and opinions and providing educational opportunities
- Conducts QA/QI review of ePCR reports for correctness and ensuring proper procedures and protocols were followed.
- Ensure any deficiencies in ePCR reporting are corrected by staff.
- Identify any training needs that should be addressed and forward those needs to the Training/Safety Officer.
- Performs general clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.
- Supervises cleaning, inspection and return of equipment to station after emergency response operations; supervises and participates in the cleaning and minor maintenance of department buildings and fire station grounds; assists in requisition and distribution of personal equipment, tools, clothing, etc.
- Evaluates EMS provider's performances during emergency response operations; evaluates performance of equipment during emergency response operations; prepares and maintains associated reports for superiors.
- Skill in the supervision of personnel.
- Regular and reliable attendance
- Attends additional training to maintain job related certifications.
- Performs other related duties as required.



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Minimum Education and Experience Requirements:

- Must be at least 18 years of age
- Must have a High School diploma, GED, or equivalent
- Must have a valid driver's license
- Must be a U.S. citizen or legally eligible to be employed.
- Virginia OEMS Paramedic or NRP Certification or Virginia EMT-Intermediate
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with three years of experience or service.
- Will achieve Tidewater Emergency Medical Service (TEMS) Regional Sanctioning Process within the time line established by the Department and must remain released.

Preferred Education and Experience

- Firefighter I & II
- HAZMAT Operations
- Fire Instructor I
- EMS Officer or Fire Officer I
- Tidewater Emergency Medical Service (TEMS) Regionally Sanctioned

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- EMS Lieutenant must have the agility and physical strength to do prolonged and arduous work under adverse conditions. This includes but is not limited to the ability to lift, move, and maintain position on items (e.g. stretchers, equipment, and charged hoses) up to 90 pounds; push objects up to 25 pounds; pull objects from 25 to 50 pounds, and lift or pull victims weighing more than 150 pounds.
- Must be able to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Must occasionally move about inside the office to access file cabinets, office machinery, etc.;
- Must constantly position self to maintain files in file cabinets.
- Ability to observe details at close range (within a few feet of the observer)
- Must meet the medical requirements set forth in NFPA 1582, Chapter 6: Medical Evaluations of Candidates.
- Actively participate in a fitness program and will maintain an acceptable level of personal fitness. Will take and pass a physical agility test at least annually, or as determined by Departmental Policy. Understand that maintaining an adequate level of fitness and passing the physical agility test is a requirement of continued employment.



Unavoidable Hazards (Work Environment):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.
 - Radiation; Disease/pathogens.
 - Toxic/caustic chemicals; Explosives; Violence.
 - Other extreme hazards not listed above.

Americans with Disabilities Act Compliance

The City of Franklin is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

This position is an essential employee, which could require the employee to return to work, be held over to maintain continuity of service, in the event of a natural disaster, staffing shortages, or state of emergencies.

Will be required to work days, nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Must agree to sign a No Tobacco Use Agreement, which prevents an individual from using any tobacco products at any time, on or off duty, while employed by the City.

Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

