

Cape Elizabeth Fire-Rescue Department
EMS LIEUTENANT – EQUIPMENT OFFICER

POSITION DESCRIPTION:

Under the general direction of the Deputy Chief/EMS Coordinator, ensures that the EMS supplies and equipment for the Department are maintained in accordance with policy to ensure effective day-to-day operations of the Department. The EMS Lieutenant – Equipment Officer will work in close conjunction with the EMS Captain, Deputy Chief/EMS Coordinator, EMS Medical Director and Chief of Department to ensure that EMS equipment and supplies are ready and useable by the Department.

Serve as an administrative conduit for communications within the EMS Branch of the Department. The EMS Lieutenant – Equipment Officer should plan for up to five (5) hours of administrative work per week.

APPOINTMENT:

The EMS Lieutenant – Equipment Officer position is a Staff Officer II appointment. The Chief of Department, upon recommendation from the Deputy Chief/EMS Coordinator, EMS Medical Director and EMS Captain, will appoint the EMS Lieutenant – Equipment Officer. The term of appointment will be for 6 months to 2 years, with satisfactory evaluations every six (6) months.

The perspective candidate will need to provide the following materials to be considered for the position:

- CEFRD Officer application
- Resume' & cover letter
- Maine EMS license
- AHA BLS CPR Provider certification
- FEMA IS-100
- FEMA IS-700
- Maine EMS AVOC or equivalent

SUPERVISION OF POSITION:

The EMS Lieutenant – Equipment Officer is a staff position that does not have line authority. The EMS Lieutenant – Equipment Officer maintains equipment and supplies to ensure the appropriate day-to-day operations of the Department.

- **Administrative tasks & communications:** Deputy Chief/EMS Coordinator → Chief of Department.
- **Emergency Scene Operations:** highest license level → chain of command established by incident.
- **Per-diem Day-to-day Operations:** Duty Officer → Deputy Chief → Chief of Department

REQUIRED QUALIFICATIONS:

The employee will have the following qualifications to be considered qualified for the position:

- Graduation from High School and/or GED.
- Speak, read, write & understand American English
- Proficiency with the usage of computers for word processing, spreadsheets, data entry, e-mail, web browsing and other methods of written & electronic communications.
- Maine EMS Licensed EMS Provider (EMT, AEMT or Paramedic) with three (3) years of experience.
- No action or pending action taken against Maine EMS license or other certifications/professional licenses in the previous three (3) years.
- AHA BLS CPR Provider certification
- FEMA IS-100
- FEMA IS-700
- Maine EMS AVOC or equivalent

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- Maine Class C drivers license (or equivalent)
- Perform all duties of an EMS Provider

PREFERRED QUALIFICATIONS:

The following qualifications would be preferred of employees, but are not required upon initial appointment:

- One (1) year of inventory management experience.
- FEMA IS-200
- FEMA IS-800

DUTIES:

The employee will routinely complete the following duties:

- All duties of an EMS Provider.
- Create and maintain inventory checklists and sheets for all EMS equipment and vehicle inventories.
- Review and maintain EMS inventory reports.
- Order and maintain stock of EMS supplies and inventory.
- Order and maintain stock of medical gases.
- Maintain medication supplies in accordance to policy.
- Maintain service contracts and arrange annual maintenance of all EMS equipment
- Ensure compliance with Maine EMS ambulance inspections rules.
- Maintain appropriate levels of EMS supplies and equipment to ensure day-to-day operations both on vehicles and in storage.
- Assist with the maintenance and supplies for all AED's owned by the Town of Cape Elizabeth.
- Maintain and distribute personal protective equipment to EMS staff.
- Provide an annual inventory of all equipment and supplies to the Deputy Chief/EMS Coordinator by December 1st of each year.
- Submits budget proposals for EMS equipment & supplies.
- Utilizes computers, radios and mobile telephones to relay and record department information.
- Operates ambulances and other emergency medical vehicles.
- Prepares and submits reports regarding emergencies, supplies, equipment and other department matters.
- Perform vehicle inspections and completes inventory reports.
- Makes minor repairs to property and equipment; washes, cleans and disinfects equipment and apparatus.
- Communicates through the assigned chain-of-command.
- Serve as a supervisory contact & communication conduit for all personnel assigned related to personnel and administrative issues.
- The EMS Provider will be required to participate in duty assignments. On-call EMS providers will be expected to participate in on-call duty groups & assignments, while per-diem employees will be expected to provide availability and have shifts assigned.
- Attend meetings as directed and available.
- All other duties as assigned by the Deputy Chief/EMS Coordinator

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SKILLS:

The employee will demonstrate, maintain, and continue to improve the following skills:

- Ability to successfully complete tasks with little supervision or prompting.
- Working knowledge of HIPAA patient confidentiality.
- Working knowledge of Maine EMS rules.
- Thorough knowledge of and skill with modern emergency medical care methods, equipment and supplies.
- Working knowledge of the Incident Command & Incident Management Systems.
- Working knowledge of department rules and regulations.
- Working knowledge of department policy & procedure manual.
- Thorough knowledge of the use of emergency medical equipment and apparatus.
- Thorough knowledge of streets and locations throughout the town.
- Skill in the operation of a variety of ambulances.
- Ability to work safely in roadways where traffic may be moving.
- Ability to maintain confidentiality.
- Ability to develop patient rapport.
- Ability to interview calm & hostile patients.
- Ability to recognize and utilize communication unique to diverse multicultural groups and ages within those groups.
- Ability to function independently at optimum level in a non-structured environment that is constantly changing.
- Ability to wear emergency medical care personal protective equipment for extended periods of time.
- Ability to lift & move patients with the assistance of other emergency medical providers.
- Ability to provide clear and easy to understand instructions to both licensed and unlicensed personnel assisting with patient care.
- Ability to follow directions and lawful orders.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with staff and the general public.
- Ability to direct and communicate with subordinate personnel.
- Ability to effectively communicate with lateral and supervisory personnel.
- Ability to learn a wide variety of emergency medical care duties and methods.
- Ability to learn to perform various tasks utilizing a computer.
- Ability to remain calm during stressful events.
- Ability to function as a member of the supervisory staff of the Department.
- Ability to effectively and professional represent the Department at public events and forums.
- Ability to research and effectively recommend new equipment, techniques and training.
- Ability to commit up to twenty (20) hours a week to Department needs on a scheduled and unscheduled basis

MANDATED TRAINING:

The following training will be completed during the first three (3) months of appointment and maintained:

- FEMA IS-200

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- FEMA IS-800
- CEFD Ambulance Driver Training Program (if not already completed)

MANDATED REOCCURRING TRAINING

The employee will complete the following training annually, bi-annually or tri-annually:

- Sexual Harassment
- Sexual Harassment for supervisors
- Hazardous Communications/Global Harmonization
- Infectious Disease, Blood & Airborne pathogens
- Hazardous Materials & Weapons of Mass Destruction Awareness
- Fire Extinguishers
- AHA CPR certification (bi-annually)
- Driver recertification (bi-annually)
- Maine EMS Provider License (tri-annually)

EXEMPTION CLAUSE

To ensure for the best operation and best interest of the Cape Elizabeth Fire-Rescue Department, the Chief of Department may waive initial required qualification for superior candidates. The Chief of Department will ensure that all certification requirements are completed within the first six (6) months of the appointment.

UPDATED & REVIEWED: April 24, 14
Deputy Chief/EMS Coordinator Eric Wellman
Chief of Department Peter Gleeson

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EMS LIEUTENANT – EQUIPMENT OFFICER

EMS LIEUTENANT – EQUIPMENT OFFICER EVALUATION

Name: _____ Evaluator: _____ Date: _____

Service Statistics (past 6 full months)

Hours of Emergency Response: _____ # of Emergency Calls: _____ % of total calls: _____

Hours of Drill: _____ Hours of Work Detail: _____ Hours of Duty Coverage: _____

Total hours of service: _____

<u>Evaluation Category</u>	Needs Improvement	Meets Expectations	Exceeds Expectations	Not Observed
Represents the Department in a positive and effective manner at all times.				
Reports on time and appropriately attired for duty and events.				
Effectively uses the incident command system and appropriate chain-of-command.				
Adheres to Department Policy & SOG				
Maintains patient care and personnel issue confidentiality.				
Delivers high quality, protocol based, patient care that is focused on patient need and customer service.				
Operates Department vehicles in a safe and effective manner.				
Effectively manages subordinate, lateral & superior communications through meetings, e-mail, and other communications mediums				
Completes evaluations of personnel assigned by established due dates.				
Completes assigned mandatory training assigned by established due dates.				
Completes assigned work by established due dates.				
Inventory Management – Record Keeping <ul style="list-style-type: none"> • Develop inventory forms • Evaluate inventory forms • Track inventory that is assigned to apparatus and personnel • File inventory forms 				
Inventory Management – Inventory Control <ul style="list-style-type: none"> • Develop & maintain minimum inventory levels • Develop & maintain inventory storage • Ensure proper levels of reserve equipment • Maintain records of purchases and inventory 				

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<u>Evaluation Category</u>	Needs Improvement	Meets Expectations	Exceeds Expectations	Not Observed
Inventory Management – Service <ul style="list-style-type: none"> • Develop & maintain service agreements • Develop & maintain service schedules • Ensure proper service has occurred • Maintain records of equipment service 				
Medication – Inventory Control <ul style="list-style-type: none"> • Develop & maintain minimum inventory levels • Develop & maintain inventory storage • Ensure proper levels of reserve medication • Ensure security of medications in accordance with policy and EMS Medical Director guidance • Maintain records of purchases and inventory 				

The evaluator & EMS Lieutenant – Training Officer should discuss the following topics and identify any improvement plan that may be necessary together. A space for additional comments is included.

<u>Identified Strengths</u>	<u>Identified Areas for Improvement</u>	<u>Improvement Plan</u>

Comments:

 EMS Lieutenant’s Signature

 Date

 Evaluator’s Signature

 Date