



**LIEUTENANT OF FIRE & EMS- SHIFT OFFICER**

CLASSIFICATION	K
RANGE	\$34,896 TO \$53,025
FLSA	NON-EXEMPT

**GENERAL STATEMENT OF DUTIES:**

Functions as the fire and EMS shift officer, with the assigned responsibility of providing general daily oversight of Botetourt County Career fire & EMS response staff. Performs both field and administrative duties requiring advanced paramedic and firefighting skills. Utilizing excellent communication and organizational skills, ensures that the citizens of and visitors to Botetourt County receive the best possible emergency services. Assists with the development and implementation of visionary direction for the Department of Fire & EMS.

**DISTINGUISHING FEATURES OF THE CLASS:**

This position is essential. Personnel occupying this position may be scheduled to work regardless of weather conditions and/or when general county offices are closed and may be subject to emergency call back. Person(s) in this position will encounter sensitive information in the performance of their duties and are expected to maintain that information confidentially.

Involves professional work in the performance of emergency medical and fire services both in emergency calls and in non-emergency administrative support. General responsibilities focus on daily operations of fire and EMS service delivery and ensuring the general oversight of the fire and EMS system. This position performs under the direction of the Operations Battalion Chiefs of Fire & EMS.

EXAMPLES OF WORK (Illustrative Only):

Develops, instills, and maintains a strong sense of cooperative effort toward the ultimate goal of providing prompt and professional services to the citizens and visitors of Botetourt County.

Fosters and maintains good working relationships with other Botetourt County fire and emergency medical services agencies.

Maintains accurate records and prepares complete reports.

Ensure the daily oversight, interaction, communication, and direct supervision of assigned fire and EMS apparatus and personnel.

Assists in the development of goals, objectives and priorities for the department.

Conducts performance reviews of assigned subordinate personnel, develops plans for remediation and recommends commendations.

Responsible for the company officer level role of the progressive discipline process, including: counseling, coaching and appropriately documenting subordinates' performance.

Attends and makes presentations at meetings of volunteer fire and EMS agencies and the public when necessary, as directed.

Maintains a clean, safe, and prepared working environment and vehicle.

Performs fire ground duties as assigned by OIC including but not limited to: interior fire attack, a member of the rapid intervention crew, incident safety officer, and when necessary or as requested as incident commander.

Remains abreast of training, certification and technological advancements in the fire and emergency health care field.

Assists in specialty rescue operations as trained and required, including rope, trench, confined space, vehicle extrication, and others as appropriate.

Serves as needed in all incident management functions under the NIMS framework.

Serves as a member of Special Operation Team, providing medical and safety oversight on incidents.

Ensure compliance with VA OEMS rules and regulations.

Attends staff and committee meetings and disseminates information as appropriate.

Responsible for all station duties and assumes initial command at the scene of an incident until relieved by a higher-ranking officer.

Evaluates fire, EMS, or rescue emergencies and determines the necessity for additional resources as well as proper course of action to effectively abate the emergency.

Investigates complaints and recommends disciplinary action as necessary.

Makes decisions and directs subordinates as to the best method for combating fires and mitigating other emergency situations.

Maintains current knowledge of and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of methods, procedures and advances in the profession; participates in training and continuing education activities associated with position.

Conducts quality assurance and improvement review functions to ensure medical protocol compliance and patient safety measures are met.

Requisitions and receives equipment and supplies.

Plans and executes the work assignments of a specific shift.

Arranges and conducts station tours, public relations events, demonstrations and pre-incident planning.

Acts as a liaison with the volunteer fire and rescue organization.

Performs other duties as assigned.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Strong skills and knowledge levels in all phases of emergency medical, pre-hospital care, fire services and the general provision of emergency services. Excellent written and oral communications, organizational and managerial skills are critical as are good computer skills. Must be able to pass a standard medical physical per NFPA guidelines including: drug, sight and hearing tests. Must be able to perform all fire and EMS related

physical tasks such as interior fire attack, vehicle extrication, lifting and moving patients and advanced life support. During tenure of employment, must maintain physical condition which allows completion of job requirements including effectively treating, lifting, carrying of patients and performance of firefighting duties. Individual should be aware of the potential for exposure to industry hazards including but not limited to airborne and blood-borne pathogens. Must live within one hour of Botetourt County during tenure of employment. Must maintain a valid Virginia driver's license and good driving record. Must maintain required certifications.

**ACCEPTABLE EDUCATION AND EXPERIENCE:**

Minimum of 21 years of age. High school graduate or GED required, Associates degree preferred. Must possess and maintain NFPA 1001 standards of firefighting or Virginia Firefighter II certification required; Fire Officer I certification, Fire Instructor I or Office of EMS education coordinator preferred. ICS 100, 200, 700, 800 and Certified Driver Pump Operator required. Must be able to obtain Virginia Fire or EMS Officer Level I with one (1) year. Virginia Paramedic, ACLS, PEPP (or PALS), PHTLS, and Emergency Vehicle Operator Course (EVOC) Level I, II, III certifications required; National Registry Paramedic preferred. Must have a minimum of three (3) years of verifiable field experience in the delivery of fire and emergency medical services. Current status as a fill-in officer is preferred.

**FUTURUE REQUIREMENTS:**

**If hired after January 2019, Fire Officer I will be required as a prerequisite certification.**

**Beginning January 2018 ICS 300, NFA Leadership I, and NFA STICO will be required within one (1) year of employment.**