



DAWSON COUNTY GOVERNMENT  
25 Justice Way, Suite 2233  
Dawsonville, GA 30534  
(706) 344-3501

**LIEUTENANT**  
**DAWSON COUNTY EMERGENCY SERVICES**  
Full-Time/Hourly/Non-Exempt

**JOB SUMMARY**

The purpose of this classification is to supervise a shift of paid and volunteer staff that is assigned to a station. To respond to emergency calls, providing supervision for emergency responses, assure appropriate documentation is completed for the efficient operation of the company, to provide training and other assigned duties.

**ESSENTIAL DUTIES**

- Supervises, directs, and evaluates assigned staff, processes employee concerns and problems, directs work, provides counseling, and discipline
- Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, mitigates complex/problem situations, and must be able to provide technical expertise
- Performs administrative work; documents shift attendance and activities in daily log; assist with the development of work schedules to ensure adequate coverage; completes assigned computer downloads; and reviews and approves documentation completed by assigned personnel
- Communicates with supervisory personnel of adjoining shifts to gather/exchange information on problems, special situations, or other areas requiring attention; consults with department management to review shift operations and activities, review/resolve problems, receive advice/direction, and provide recommendations
- Supervises, coordinates, and assist in responding to all emergency calls which include, but are not limited to: certain medical calls, automobile crashes, fires, natural disasters, water related emergencies, and other special rescue situations; coordinates with other officers to implement all necessary actions to save lives and property
- Assist in maintaining scene safety for all personnel and bystanders
- Supervises and may assist in conducting triage at multiple injury incidents; Determines severity of injuries, urgency of transport, mode of transportation, need for other resources, and coordinates patient destinations; May serve as IC and/or Operations officer to the Incident Commander as assigned by him or her at large scale incidents. May function as Incident Commander at certain incidents, and therefore should have a working knowledge of the Incident Management System
- Maintains a state of readiness for emergency response; performs daily inspection and maintenance of equipment; coordinates repair/replacement of damaged equipment with Quartermaster
- Operates emergency vehicles responding to and from alarms; performs driving functions in a safe and efficient manner in various conditions, and ensures each member of the shift performs the same. Has a working knowledge of departmental equipment, its appropriate use and troubleshooting.

- Provides reassurance, comfort, and other needed services to patients and family members; arranges or provides transport for family members to hospitals in appropriate situations (to be handled non-emergency) and coordinate with the departmental Chaplin on the victim's needs
- Serves as the on-shift Infection Control Officer for Emergency Services for station; records all exposures, directs treatment/testing, passes information along to oncoming officer
- Prepares and/or reviews various forms, reports, correspondence, daily reports, incident reports, performance appraisals, logs, check list, Patient Care Reports, Fire reports EKG forms, supplemental forms, billing tickets, incident forms, control sheets, and other documents
- Ensures that all apparatus meet compliance standards. Ensures that qualified staff is present on each vehicle, and fill any vacancies that may be present; Maintains a comprehensive current knowledge and awareness of applicable laws, regulations, policies, and procedures; maintains an awareness of new techniques, equipment, medications, trends, and advances in the profession
- Communicates with other supervisors, employees, students, other departments, dispatchers, law enforcement personnel, hospital personnel, medical professional, property owners/occupants, patients/victims, family members, the public, schools, businesses, community organizations, other agencies, and other individuals as needed to coordinate work activities, review status of work, review status of patients, exchange information, resolve problems, and give/receive advice and direction
- Communicates via telephone, two-way radio, and or others; provides information and assistance or directs calls to appropriate personnel; responds to request for service and assistance; communicates effectively and coherently over radio channels while initiating and responding to radio communications
- Responsible for Quality Assurance of subordinates through direct observation and review of written documentation of calls for service; coordinates and provides for remediation as required
- Promotes positive public relations; provides information and education to the public regarding all aspects of life safety practices; conducts drills for public benefit; assist in conducting programs, classes, and station tours; provides stand-by coverage for public safety, sporting events, and other community events
- Assist with training in assigned classes as scheduled and as time allows; assures assigned staff personnel are attending and receiving all available training
- Shall be responsible for maintaining an up-to-date Standard of Operation through Standard Operating Procedures (SOP's), Standard Operating Guidelines (SOG's), and Standing Medical Orders (SMO's)
- Participates in continuing study, training, and drill activities to maintain required certifications and skills and assures adequate strength and physical conditioning is maintained
- May represent the department at functions and meetings as requested
- Assist in performing the duties of the Captain and Battalion Chief in the absence of the same
- Other duties as requested or required

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **KNOWLEDGE OF:**

- Fire & Emergency systems, including emergency dispatch/communication procedures and the National Incident Management System
- Basic & Advanced emergency medical life-sustaining techniques, including cardiac care, trauma and shock care, ventilation, and other CPR techniques
- Firefighting principles and techniques
- Dawson County department policies and procedures, local policies and regulations of Dawson County, as well as an applicable federal and state policies, regulations, and laws

- County employment policies, Fire training, including the rules and regulations, and applicable federal, state and local statutes applicable to Fire Services
- Related ordinances, codes, and laws related to fire operations, prevention, and investigations and related forms
- Proper format on many specialized forms

#### **SKILL IN:**

- Operating such tools and equipment as breathing apparatus, cardiac monitor, chainsaws, extrication devices, fire hoses and nozzles, generators, intravenous setups, oxygen tanks, radio and other various hand tools
- Operation of ambulance and fire apparatus
- Performing emergency medical treatment and life support procedures
- Verbal and written communication
- Supervising people

#### **ABILITY TO:**

- Perform strenuous work under adverse conditions for a sustained period, including the ability to react quickly and calmly in emergencies
- Give direction and gain compliance from subordinates
- Independently assimilate facts and draw sound conclusions
- Communicate clearly and effectively, both orally and in writing
- Operate personally and advise subordinates in accordance within the parameters of the Dawson County Employee Handbook

#### **CONTACTS**

- Contacts are typically co-workers, other departmental employees, other emergency response agencies, medical facilities staff, and the public
- Contacts are typically to exchange information and provide services

#### **ADA MINIMUM REQUIREMENTS**

**Scope of Performance:** The purpose of this position is to perform skilled emergency work in the protection of life and property from fire and other hazards; the treatment of emergency medical problems and emergency rescue; public fire education and information; training; equipment checks, tests and maintenance; and building and grounds service and maintenance.

**Physical Ability:** Principal duties of this class are performed in a work environment in which the employee is subject to potential personal danger and require the following essential physical abilities:

- Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects;
- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium;
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized;
- Crawling: Moving about on hands and knees or hands and feet;

- Crouching: Bending the body downward and forward by bending leg and spine;
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips;
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling;
- Grasping: Applying pressure to an object with the fingers and palm;
- Handling: Picking, holding, or otherwise working, primarily with the whole hand;
- Hearing: Ability to receive detailed information through oral communication, and to make the discrimination in sound;
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles;
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes;
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion;
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward;
- Reaching: Extending hand(s) and arm(s) in any direction;
- Stooping: Bending body downward and forward bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles;
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly;
- Visual Acuity: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading; Including color, depth perception, and field vision; To determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures; and have visual acuity to operate motor vehicles and/or heavy equipment;
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**Environmental Factors:** Essential functions are regularly performed with exposure to adverse environmental conditions including inclement weather. Duties may involve exposure to substances (chemicals and gases) requiring special precautions including use of protective clothing and protective devices such as SCBA (Self-contained Breathing Apparatus.) The work environment routinely involves imminent danger from conditions or events which cannot be fully anticipated or protected against, and which exposes the incumbent to life threatening situations.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

The employee works under the general and technical supervision of a Fire Captain; reports to Fire Department Chain of Command including but not limited to Fire Captain, Battalion Chief, and Chief Staff.

**MINIMUM QUALIFICATIONS / CERTIFICATIONS**

- High School Diploma or G.E.D.
- Minimum of two (2) years fulltime experience with Dawson County **OR** four (4) years fulltime experience with another career department and/or Dawson County
- Georgia State Certified EMT-I, EMT-A or Paramedic (Preferred)
- NPQ FF II
- NPQ Fire Apparatus Operator
- NPQ Fire Apparatus Ladder (Preferred)
- Fire Officer I and Fire Instructor I
- NIMS 100, 200
- NPQ Evaluator
- Basic Certified Emergency Manager (Preferred)
- Not Currently on probation or work improvement plan
- No suspension greater than 72 hours within one year of written test date
- Valid Georgia Driver’s License and maintain a satisfactory Motor Vehicle Record (MVR), along with the ability to obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated
- Applicant must pass a background check and drug screening

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and I understand the requirements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_