

JOB TITLE: Shift Supervisor

EMS/4

DEPARTMENT: Emergency Medical Services, Rutherford County

JOB SUMMARY: This position is responsible for performing supervisory and technical duties in the assessment, care, transport, and release of patients.

MAJOR DUTIES:

- o Responds to emergency calls and provides advanced life support care to the general public.
- o Coordinates and supervises the activities of paramedic personnel; assigns duties and call response to crews.
- o Assigns, provides, and maintains necessary equipment for duty crews.
- o Coordinates, supervises, and assists with the administration of medical care.
- o Coordinates medical care and transport with hospital and other agencies.
- o Schedules personnel and contacts replacements.
- o Provides training to new or part time personnel.
- o Provides information and assists in the development of a budget.
- o Performs ALS care in situations of possible exposure to hazardous materials, severe environmental conditions, and blood born pathogens.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of basic and advanced emergency medical and life-sustaining techniques, including cardiac care, trauma and shock care, and ventilation and other CPR techniques.
- o Knowledge of basic algebra, pharmacology, and chemistry for the administration of drug modalities.
- o Knowledge of medical terminology, anatomy, physiology, and disease process.
- o Knowledge of the county road system and geography.
- o Knowledge of radio and 911 communications.

Shift Supervisor, Emergency Medical Services
Page 2

- o Knowledge of county and department policies and procedures.
- o Skill in the supervision of personnel.
- o Skill in the administration of emergency medical techniques and in the use of specialized equipment and vehicles associated with advanced life support.
- o Skill in patient assessment.
- o Skill in interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Director or Operations Supervisor assigns work in terms of very general instructions. Completed work is spot-checked for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include federal, state, and local laws and policies pertaining to emergency medical treatment, established procedures and medical protocols, OSHA guidelines, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied supervisory and technical duties. Scheduling difficulties contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to oversee a shift of EMS personnel. Successful performance ensures a well-functioning emergency medical services system.

PERSONAL CONTACTS: Contacts are typically with co-workers, other county employees, law enforcement personnel, fire department personnel, business and civic leaders, state and local government officials, media representatives, doctors, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office or highly-stressful outdoor situations, where the employee may be exposed to noise, machinery with moving parts, contagious or infectious diseases, and occasional inclement weather. The work requires the use of protective clothing and devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has functional supervision over a shift of assigned personnel.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.
- o Possession of or ability to readily obtain appropriate state EMS certification.