

PARAMEDIC/ASSISTANT SHIFT SUPERVISOR
Labor Grade: 70 Exemption Status: Full-Time / Non-Exempt

General Statement of Duties

Performs paramedic level life support work in the Emergency Medical Services Department. In the absence of a shift supervisor this individual shall fulfill all responsibilities of supervisor.

Distinguishing Features of the Class

An employee in this class performs professional advanced life support work in operating an approved mobile medical unit, rescuing victims and performing advanced emergency care including the administration of life sustaining treatment to patients on-site and while en-route to hospital. Work involves responding to the scene of emergency and non-emergency calls, applying necessary medical treatment to sick or injured persons, and transporting persons to a medical facility. Employee serves as a member of an ambulance crew and is responsible for the medical care administered to the patient. The employee is subject to hazards in the emergency management and medical services work including working in both inside and outside environmental conditions, hazardous fumes, dusts, odors, mists, and gases. Work may expose the employee to human blood or body fluids and thus the job is subject to the OSHA requirements on blood borne pathogens. In the absence of a shift supervisor this individual shall fulfill all responsibilities of supervisor in the day-to-day operation of a shift and its personnel. An employee in this class reports to the EMS Shift Supervisor and under overall supervision of the EMS Director.

Duties and Responsibilities

Essential Duties and Tasks

Plans, organizes and directs the activities of a staff on an assigned shift in the emergency medical services unit; coordinates services with the hospital emergency room and with other agencies; maintains up to date procedures operations.

Identifies and recommends equipment and supplies needed to provide medical services to citizens.

Checks and has repaired all equipment, facilities and materials on their shift to insure proper operation.

Develops schedules for full-time and part-time staff, finds replacement, insures proper training of assigned staff to maintain Certifications and to comply with the Medical Director making assessments of most critical problems and decides on treatments to be administered and in what sequence.

Responds to complaints, questions, and information.

Assures the maintenance and completion of records, reports, and other information required in this field.

Additional protocols employed in various emergency medical situations are referenced in the Emergency Medical Standard Operating Procedures Manual.

The Assistant Shift Supervisor shall also serve as a voting member of the Training Committee.

Additional Job Duties

Performs related duties as required.

Special note: For additional duties, qualifications and certifications regarding Paramedic duties (see Paramedic Class Specification).

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of and skill in administering emergency medical procedures and techniques.

Considerable knowledge of anatomy and physiology.

Considerable knowledge of intravenous therapy and skill in recognizing adverse conditions.

Considerable knowledge of equipment and supplies employed in emergency care of patients and accident victims.

Considerable knowledge of county geography and locations of roads and streets.

Skill in recognizing trauma and signs and symptoms of medical emergencies to determine appropriate treatment.

Ability to perform duties in accordance with established emergency medical procedures and techniques, medical protocols and standing orders.

Ability to work with a diverse socioeconomic population, based on the unique situations encountered.

Ability to respond quickly and calmly in emergencies and stressful situations.

Ability to drive safely an emergency medical vehicle in adverse conditions and according to motor vehicles laws.

Ability to communicate effectively in a tactful and firm manner with the public.

Ability to deal with stress and death and dying patients.

Ability to accurately record services provided on required forms.

Ability to work with coworkers, law enforcement personnel, fire, medical personnel, patients and the general public.

Ability to maintain vehicles, equipment, and facilities.

Ability to maintain confidentiality of patient information.

Physical Requirements

Must be physically able to operate a variety of machinery and equipment including motor vehicles, suction units, immobilization equipment, intravenous infusions, MAST pants, syringes and medications, and cardiac monitors/defibrillator/pacers; two-way radios, mechanics tools, etc.

Must be able to exert in excess of 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 50 pounds of force constantly to move objects.

Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are those for very heavy work.

Desirable Education and Experience

Graduation from high school and at least five years of experience in advanced emergency medical service work; or any equivalent combination of training and experience, which provides the required knowledge, skills and abilities. One year of supervisory experience with an Advanced Life Support EMS Provider is preferred. Candidate must currently be a Field Training Officer with Alexander County EMS.

Special Requirements

Certification by the North Carolina Medical Examiners Board as a Paramedic. Completion of additional course work and/or certification to include, at a minimum, certification in cardiac care, pediatrics and trauma, as determined necessary by the EMS Director.

Possession of a valid North Carolina driver's license. Please refer to Title 21, Sub Chapter 32H, Section .0501 of the North Carolina Administrative Code for specific certification requirements.

Alexander County

Last Reviewed: August 2018