



EMS Assistant Shift Supervisor (2108)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 17H

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to provide medical care to patients and transport them to medical facilities in both emergency and non-emergency situations, to participate in public relations and community education activities, and to serve in a supervisory capacity in the absence of the Shift Supervisor.

Primary Responsibility

Provides excellent service, pursues continuous improvement, and exceeds expectations.

Typical duties

Provides basic, intermediate, and advanced life support treatment to patients, as well as transportation to appropriate medical facilities; assesses the condition of patients and makes decisions regarding proper courses of action; administers initial treatment at emergency scene, such as CPR, cardiac monitoring, medication calculation and administration, immobilization of body, wound treatment, control of bleeding, monitoring and relaying of vital signs, oxygen and IV therapy administration, sterile suctioning, intubation, defibrillation, EKG monitoring and the management of cardiac arrest and severe trauma patients; performs extrication of victims from wreckage, as necessary; maintains radio communications with dispatch center, hospital personnel, and other public safety agencies to receive and to transmit instructions involving patient care; and maintains all treatment-related documentation.

Coordinates and supervises the development of Paramedics and EMTs on the assigned shift; instructs and directs employees on proper procedures, departmental protocols, and emergency medical methods; monitors performance to ensure compliance with guidelines and other regulations.

Trains newly hired staff; teaches organizational and departmental standards for paperwork, equipment, ambulance operations, patient care, and other organizational policies and procedures; conducts field evaluations to ensure that employees are functioning at safely and appropriately.

Acts as first-line supervisor in the absence of the Shift Supervisor; plans, coordinates, assigns and reviews work of individuals and team; evaluates training needs and provides instructions; ensures that subordinates have the proper resources needed to complete assigned work; monitors status of work in progress and inspects completed work.

Performs general maintenance tasks necessary to keep vehicles, buildings, quarters, apparatus, equipment and tools in operable condition. Inspects and tests equipment; replaces fluids and greases equipment, replaces parts; washes and cleans equipment; building, and quarters; performs grounds maintenance; monitors equipment operations to maintain efficiency and safety; reports faulty equipment for necessary maintenance work.

Performs public relations duties; provides emergency services information to the community; and makes presentations to schools and community groups.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies, and procedures; maintains an awareness of new equipment, procedures, trends, and advances in the

profession; participates in physical fitness training, training drills and other continuing education activities; and facilitates and attends shift meetings, workshops, and seminars as appropriate.

Prepares and/or receives various records, reports, information and documentation, such as incident reports, patient care reports, equipment and vehicle maintenance forms, medical records, insurance forms, patient refusal forms, supply lists, invoices, etc.

Operates, drives, utilizes and/or maintains various medical equipment and tools, such as an ambulance, special protective clothing, medical diagnostic equipment, life support equipment, medical instruments, and supplies, etc.

Performs other related duties as required.

Minimum Qualifications

High school diploma or GED required, with vocational or technical training in emergency medical services; supplemented by three years of experience as a Paramedic; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. Must possess and maintain Emergency Paramedic certification.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments. Requires the ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving high risk to the organization.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of heavy objects and materials (up to 100 pounds) and occasionally heavier items (100 pounds or over).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, disease, pathogenic substances, or rude/irate customers.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Created July 2024