



Greenwood County, SC

Job Description

FLSA: Exempt
Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).

Class Title: EMS Shift Supervisor

Department: EMS Operations

Pay Grade: 120a

Revised: 7/1/15

General Description

The purpose of this class within the organization is to assist the Director in supervising the daily operations of the Emergency Medical Services Department, ensuring prompt response to 911 calls and the provision of quality medical treatment and transportation to appropriate medical facilities. Schedules and supervises Paramedics, Senior Paramedics, EMTs and Crew Chiefs on assigned shift; ensures compliance with all policies, procedures and medical protocol. Monitors and ensures the provision of adequate supplies and equipment. Completes required records. Performs SC approved EMT-Paramedic skills. Performs rescue skills. Coordinates and dispatches non-emergency transports.

This class works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

Essential Functions:

Supervises Crew Chiefs, EMTs, Paramedics and Senior Paramedics on assigned shift; supervisory duties include scheduling; instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems and recommending employee disciplinary action as appropriate. Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers on-the-job training, advice and assistance as needed. Processes employee payroll paperwork.

Ensures crew compliance with established medical protocol, policies and procedures.

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Completes required records and forms documenting patient treatment. Collects, reviews and submits reports prepared by subordinates; ensures that reports are accurate and properly completed.

Responds to emergency calls, providing basic 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. Performs such duties as CPR, cardiac monitoring, medication calculation and administration, splint application, wound treatment, control of bleeding, monitoring and relaying of vital signs, oxygen and IV therapy administration, sterile suctioning, intubation, defibrillation, ECG monitoring, 12 lead interpretation and the management of cardiac arrest and severe trauma patients. Performs extrication of victims from wreckage as necessary.

Operates an ambulance, rescue unit and a wide range of life-saving / life supporting equipment, tools; generator, safety gear, siren, medical instruments and supplies.

Monitors and initiates radio communications with dispatch center, hospital personnel and other public safety agencies to receive and to transmit instructions involving patient care. Provides instructions to first responders and bystanders in the use of first aid equipment. Determines the need for back-up assistance. Assures rescue equipment is maintained and in proper working order.

Assists with the inspection and maintenance of emergency vehicles and the auditing of daily supply and equipment inventory; restocks equipment in preparation for subsequent medical responses and shifts.

Receives, reviews, prepares and/or submits various documents including daily schedules, daily logs, vehicle maintenance logs, patient treatment and insurance records, supply requisitions, inventory lists, check sheets, incident reports, memos and correspondence and employee evaluations.

Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers and subordinates, other County department staff, law enforcement personnel, S.C. Wildlife Department officers, fire department personnel, the

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Coroner, the Solicitor, attorneys, public utility workers, patients and their families, hospital staff, lifeguards, DHEC inspectors, nursing home personnel, inmates, funeral home personnel, morgue personnel, pathologists, Poison Control Center personnel and the general public.

Additional Duties:

Cleans and disinfects ambulance; performs routine maintenance and safety checks; repairs damaged equipment.

Promoting and maintaining a harmonious working environment among employees/coworkers.

Facilitates crowd and/or traffic control as needed at emergency scenes.

Assures medical supplies are stocked on rescue unit.

Performs safety checks of ambulances and assures routine maintenance is performed.

Performs related work as assigned.

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Gathers, organizes, analyzes, examines or evaluates data or information and may prescribe action based on these data or information.

People Responsibility:

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People include co-workers, workers in other areas or agencies and the general public.

Provides information, guidance or assistance to people that directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percentages.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads technical instructions, procedures manuals and charts to solve practical problems, such as assembly instruction for tools, routine office equipment operating instructions, and methods and procedures for investigations and in drawing and layout work; composes routine reports and specialized reports, forms, and business letters, with proper format; speaks compound sentences using normal grammar and word form.

Judgment Requirements:

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Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for long range goals, planning and methodologies. Decision-making is a focus of the job, affecting entire organization and surrounding population; works in an unstable environment with frequent and significant changes in conditions.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Coordinates work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is moderately serious – affects work unit and may affect other units or citizens or loss of life could occur but probability is low.

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Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs medium to heavy work that involves walking, standing, stooping, lifting, digging, pushing and raising objects and also involves exerting between 20 to 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis. May lift 200 plus pounds, including moving patients to safety or onto a stretcher.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Involves routine and frequent exposure to radiation, disease/pathogens, potentially violent environments, traffic hazards and inclement weather.

Safety of Others:

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. **(Does not include safety of subordinates).***

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

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Minimum Education and Experience Requirements:

Preferred Bachelor's Degree or Associate Degree or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Paramedic certification for three years plus five years of EMS experience. Must be in good physical health. Must possess a valid state driver's license.

Special Certifications and Licenses:

SC Paramedic Certification

Must possess a valid state driver's license.

Certifications in ACLS and CPR

Americans with Disabilities Act Compliance

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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