

**CODE: 3620**

**THOMAS COUNTY, GEORGIA  
JOB DESCRIPTION**

**JOB TITLE: EMERGENCY MEDICAL SERVICE ASSISTANT SHIFT SUPERVISOR  
EMERGENCY MEDICAL SERVICE DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under general supervision, performs supervisory skilled and technical work directing emergency medical service operations for the County on an assigned shift. Work involves ensuring in the absence of the supervisor the proper day to day operations of Thomas County Emergency Medical Services are met which includes the supervision of employees, the proper implementation of patient care and the strict following of local and State medical protocols, the correction of paperwork, the procedures, and the daily vehicle maintenance; and handling daily duties as paramedics. Supervises department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases. Employee is responsible to 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 is responsible for performing in accordance with established emergency medical procedures and techniques. Employee is exposed to the normal hazards of emergency rescue work, including risk of exposure to infectious diseases and blood-borne pathogens. Reports to the Emergency Medical Service Shift Supervisor.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Supervises department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases.

Performs advanced life support.

Ensures proper patient care and treatments.

Maintains strict protocol compliance.

Performs daily equipment and vehicle maintenance.

Ensures vehicle fleet is properly stocked.

Maintains compliance in infection control.

Interacts with supervisors on daily tasks.

## **EMERGENCY MEDICAL SERVICE ASSISTANT SHIFT SUPERVISOR**

Provides assistance with supervision of all employees.

Ensures safety on hazardous scenes.

Provides assistance in posttraumatic stress debriefing.

Conducts public relations activities.

Serves as a liaison.

Conducts inter-facility transfer plans.

Performs scheduling and station assignment of employees.

Provides positive leadership attributes.

Provides assistance with new employee hiring.

Ensures accurate paperwork recording.

Prepares and records payroll.

Conducts inventory of supplies.

Researches new and innovative products.

Performs computer research.

Provides assistance in promotional board.

Performs all other duties of a Paramedic.

Receives and/or reviews various records and reports including patient care reports, patient billing reports, time cards, extrication reports, vehicle maintenance, inventory control records, patient medical records, new product information, public relation events, and various other records, reports, memos, correspondence, etc.

Prepares and/or processes various records and reports including daily run log, extrication reports, patient care reports, billing reports, vehicle repair records, payroll records, training requests, incident reports, supply requisitions, work schedule-shifts, building repair records, disciplinary action form, and various other records, reports, memos, correspondence, etc.

Refers to Thomas County Policy and Procedure, Thomas County Emergency Medical Service Protocols, GAEMSIS web site, vehicle maintenance records, equipment maintenance, medical books, maps, etc.

Operates ambulances and a variety of office and specialized equipment such as computer, copier, fax machine, printer, medical equipment, cardiac monitor, computer projector, jaws of life, manual hand tools, etc.

## **EMERGENCY MEDICAL SERVICE ASSISTANT SHIFT SUPERVISOR**

Uses gas generator, extrication tools, bolt cutters, air bags, pick axe, winch, fire extinguisher, shovel, manual spreaders, ropes, chain, jaws of life spreader, cutters, ram lights, etc.

Uses specialized tools such as cardiac monitor and defibrillator, advanced airway equipment, patient stretcher, manual hand tools, splints and stabilization devices, etc.; secretarial and clerical supplies; building and vehicle maintenance supplies; cleaning supplies, medical supplies, and computer software such as Microsoft Word, Microsoft Excel, Internet, Microsoft PowerPoint, etc.

Interacts and communicates with various groups and individuals including Emergency Medical Service Director, supervisors, Office Manager, patients, employees, medical staff Courthouse staff, volunteers, Firefighters, and the general public.

May perform any of the following procedures if allowed by the County Emergency Medical Services System in which they function: (1) patient assessment; (2) basic life support techniques in accordance with the American Heart Association or American Red Cross, including airway management and cardiopulmonary resuscitation; (3) oxygen administration; (4) hemorrhage control; (5) treatment for shock; (6) bandaging and dressing soft tissue injuries; (7) application of military anti-shock trousers; (8) splinting fractures and dislocations; (9) treatment of injuries to the head, face, eye, neck, and spine; (10) treatment of injuries to the chest, abdomen and genitalia; (11) provision of basic life support for medical injuries; (12) assisting in normal and abnormal childbirth; (13) treatment of injuries as a result of exposure to heat and cold; (14) treatment of burns; (15) lifting and moving patients for transfer to a medical facility; and (16) extrication of patients from confined areas.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

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

### **MINIMUM TRAINING AND EXPERIENCE**

Vocational or technical diploma/degree and three to four years of experience in emergency medical services work, including some supervisory experience; or any combination of training and experience which provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENTS**

Must have successfully completed required emergency courses and certification; may be required to possess additional certification(s) as deemed necessary by the County. Must possess a valid Georgia driver's license.

## EMERGENCY MEDICAL SERVICE ASSISTANT SHIFT SUPERVISOR

### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including suction units, immobilization equipment, intravenous infusions, M.A.S.T. pants, syringes and medications, and automatic cardiac/defibrillator monitors, two-way radios, mechanic's tools, etc. Must be physically able to operate a motor vehicle. Must be able to exert in excess of 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 20 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 for Very Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, logs, etc. Requires the ability to prepare a variety of reports, forms, logs, records, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including medical terminology and emergency response codes.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in lifting and positioning or transporting objects, and operating motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as emergency medical equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

## EMERGENCY MEDICAL SERVICE ASSISTANT SHIFT SUPERVISOR

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, and in emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone and two-way radio.

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