

# Job Description

Operations Supervisor



<b>Division/Branch/Department:</b>	<b>100, 10</b>	<b>Reports To:</b>	Operations Manager
<b>Job Code:</b>	<b>40</b>	<b>Employee Type:</b>	Full Time
<b>FLSA Status:</b>	Exempt	<b>Date Prepared:</b>	5/10/2018
<b>Prepared By:</b>	Brandon Klug	<b>Date Approved:</b>	5/10/2018
<b>Approved By:</b>	James Pierson		

## Summary

Under the direction of the Operations manager, the paramedic supervisor is responsible for day-to-day operations which may include staffing, scheduling, ensuring maintenance of equipment and supplies, internal communications, budgetary considerations, outside agency interface and community relations.

## Essential Duties and Responsibilities

- Perform all duties of a Paramedic with highest level of proficiency.
- Cover open shifts with appropriate employee assignments or by filling in as needed.
- Investigate incidents involving assigned units and communicate with the operations manager on status of assigned units and other problems.
- Assess daily staffing and equipment needs and readiness of assigned units; assign replacements, and schedule service as necessary.
- Participate in interviewing and selection process as needed.
- Review and approve all electronic time sheets daily for the Solano Region and/or Sacramento Region (as requested by Operations Manager).
- Assure that all necessary payroll reports are properly completed and submitted in a timely manner.
- Submit reports on all incidents, accidents, work related, injuries and exposures.
- Inspect all assigned stations, vehicles and equipment for cleanliness and general maintenance.
- Attend external and internal meeting as may be necessary/required.
- Review and sign-off on all paperwork turned in during shift to ensure proper documentation by staff.

## Other Duties

- Facilitate unit development and staffing in emergency situations and respond to the scene of mass casualty or unusual medical incidents as needed.
- Remain accessible by phone during off duty.
- Perform other miscellaneous duties as requested by management.
- Mental toughness/fortitude.

## Qualifications

- High school diploma or equivalent (GED).
- Must be at least 21 years of age.
- Possess a valid driver's license, ambulance driver's license, and medical examiners certificate.
- Current state of California EMT certification, BCLS, ACLS, PALS, BTLS, or PHTLS provider certification as required by LEMSA.
- Driving record in compliance with Medic Ambulance policy regarding insurability.
- Advanced education preferred.

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- Minimum of two years full time experience with Medic Ambulance Service. One year as an EMT with Medic Ambulance Service.
- Effective administrative skills (paperwork, time management, etc.) written and verbal communication skills.
- Certifications in ICS 200, 300, FRO-HAZMAT.

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### *Supervisory Responsibilities*

- Evaluate, discipline and recommend BLS and ALS field personnel for promotions.
- Ensure that all field personnel maintain all county or local agency required certifications and/or accreditation.
- Become a coach, teacher or evaluator on multi-casualty incidents with the goal of reviewing each call for continuous improvement and compliance with existing policies.
- Train annually in MCI events, Medic Ambulance or Solano/Sacramento County ran for at least 8 hours.
- Become state certified as a Strike Team Leader within 2 years of hire date.

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### *Physical Demands*

- **Unimpaired Mobility:** Must be able to respond quickly to ambulance calls, must physically be able to access patients located in difficult terrain and dangerous environments and locations, must be able to climb stairs and other structures, must be able to work in close and dangerous environments, such as without limitation, damaged vehicles and structures on fire, must be able to carry heavy equipment and patients.
- **Physical Abilities:** Must be able to perform strenuous physical requirements, including without limitation, lifting and moving of heavy equipment and patients in a variety of environmental and dangerous conditions, perform CPR and other lifesaving maneuvers. Water rescues may require the ability to swim at basic survival levels, and other exhaustive physical demands in emergent situations.
- **Fine Motor Skills:** Must be able to perform required medical skills and techniques, including without limitations, bandaging, splinting, and establishing an IV, performing endotracheal intubation and other advanced airway techniques, manual defibrillation, pleural decompression.
- **Vision:** Must have correctable vision that permits the safe operation of emergency vehicles, the reading of gauges and fine print and figures associated with emergent medical care and treatment; and color acuity to differentiate varying colors that may be necessary in providing emergency care and treatment.
- **Hearing:** Must be able to hear sufficiently to obtain information provided by patients, family members, bystanders, medical professionals, and other emergency personnel; and adequate hearing necessary in order to provide emergency care and treatment in active distracting environments.
- **Speech:** Must be able to speak and enunciate clearly and at a level audible to others in loud conditions. Must be able to verbally communicate in stressful and distracting environments with patients, family members, medical professionals, and other emergency personnel.

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### *Training*

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### *Decision Making*

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### *Financial Responsibilities*

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# Job Description

Operations Supervisor



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## Communication

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## Results of Action

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## Equipment Used

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### **\*As applicable to; scope, assignment, and training.**

- 2-Way radios
- Wheelchair/Stair chair
- Gurney
- Medications
- Monitor/defibrillator
- Suction equipment
- Airway equipment
- Cleaning equipment (e.g. vacuum cleaner)
- Protective devices
- Protective clothing
- IV supplies
- IV Pumps
- Trauma bag/box
- Terminal
- Bandaging, disposable supplies
- Durable medical equipment
- Maps
- Electronic Healthcare Documentation device(s)
- Personal Computer.
- Computer software, likely to include, but not limited to; Microsoft Word, Excel, Works, Outlook, Adobe Acrobat, Visio, Payroll software, Windows OS, and other software.
- Printer/copier/scanner/fax.
- Office Equipment: (Calculator, stapler, 3-hole punch, postage meter etc.).
- Telephone multi-line system/cell phone.

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## Work Environment

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- Business office with computers, printers, and light traffic. Work near moving vehicles, exhaust fumes, toxic substances /chemicals, exposure to moderate noise (ambulance sirens, etc.), Works alone or with a partner, face-to-face contact and verbal contact with others. Works inside, outside and confined areas with noise and other hazardous conditions (human excrement, blood, urine, mucous, tissue, asbestos, etc.). Work may require working at any hour of any day to ensure 24/7 coverage every day of the year.

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## Acknowledgement of Receipt of Job Description and Acceptance of Job Duties

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# Job Description

Operations Supervisor



I acknowledge that I have received this job description and I have been given the opportunity to review this document in full. I understand and accept all job duties as described in this document.

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Print Name

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Signature

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Date