

**JOHNSON COUNTY
JOB DESCRIPTION**

Field (Paramedic) Supervisor

DEFINITION AND DUTIES:

Under direction of the Assistant Ambulance Director, coordinates assigned shift activities and assures staff coverage of ambulances. Organizes and directs the work of personnel assigned to his/her shift. Working supervisory position assigned to a team.

Knowledge of:

- ◇ Basic principles of supervision to include approaches to discipline and training techniques
- ◇ EMS and the operations of an advanced ambulance service
- ◇ Paramedic level pre-hospital medical care practices
- ◇ County roads, landmarks, use of maps and route planning
- ◇ Traffic laws and regulations in the State of Iowa
- ◇ Safe work practices and emergency vehicle operations
- ◇ English language to include grammar, spelling, sentence structure, and vocabulary

Ability to:

- ◇ Select, train, motivate, and supervise staff
- ◇ Promote a cooperative work environment
- ◇ Maintain strict confidentiality and security of information as appropriate
- ◇ Be detail-oriented and accurate while performing duties
- ◇ Represent Johnson County and perform duties in a professional, responsible and trustworthy manner
- ◇ Provide customer service that is courteous and responsive
- ◇ Interpret, articulate, and apply departmental policies and procedures, collective bargaining agreement, and the employee handbook
- ◇ Provide input in administrative decisions related to departmental policies, procedures, and personnel matters
- ◇ Organize and prioritize multiple tasks and competing priorities
- ◇ Collect data, keep records, and prepare specialized reports
- ◇ Maintain effective working relationships with co-workers, department heads/elected officials, health care professionals, and members of the public
- ◇ Interact effectively with persons from widely divergent backgrounds, interest and points of view
- ◇ Be on call as assigned and respond to the service in less than 30 minutes
- ◇ Operate an emergency vehicle safely and conscientiously in all weather conditions
- ◇ Use a computer for the purpose of data entry, word processing, spreadsheets, presentations, email and Internet
- ◇ Operate common office equipment such as calculators, fax machines, photo copiers and multi-line telephones
- ◇ Receive and transmit messages via a two-way radio
- ◇ Have clarity of speech, hearing, and writing which permits effective communication

- ◇ Handle low to high levels of stress, meet deadlines and solve problems appropriate to the position
- ◇ Understand and follow oral and written instructions
- ◇ Organize and present factual information and ideas clearly and concisely, in oral and written form
- ◇ Have sufficient vision which permits light to moderate production and review of a wide variety of materials both in electronic and hard copy forms
- ◇ Have sufficient manual dexterity to make handwritten notations and which permits light use of a keyboard and mouse
- ◇ Perform heavy manual labor for extended periods of time
- ◇ Lift, move, carry, push and/or pull a minimum of 50 pounds and occasionally up to 125 pounds
- ◇ Sit, squat, kneel, crawl, jump, twist, reach, bend, stoop, stand, and step into and out of an ambulance
- ◇ Have sufficient personal mobility to complete work at various locations
- ◇ Endure exposure to adverse weather conditions and terrains while conducting field work
- ◇ Handle potential exposure to harmful blood and body fluids, infectious disease, harmful chemicals and drugs
- ◇ Work flexible schedule and occasional overtime as needed

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

High school graduate or equivalent AND three (3) years of paramedic experience AND one (1) year of supervisory experience OR any equivalent combination of experience and training that provides the required knowledge and abilities. BCLS Instructor and ACLS Instructor certifications preferred.

Special requirements: Current EMT-Paramedic certification in the state of Iowa and current BCLS provider and ACLS provider certifications. Valid chauffeur's license and insurable under county liability coverage. Safe driving record. Within six months of hire, must reside in Johnson County or within a twenty mile radius of the Johnson County Sheriff's Office. Within one year of hire, must complete NIMS ICS300 training.

SPECIFIC DUTIES: *to be performed satisfactorily with or without reasonable accommodation*

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- ◇ Assists the in the hiring, training, and discipline of personnel.
- ◇ Supervises and directs the work of staff assigned to shift.
- ◇ Coordinates assigned shift activities and assures staff coverage of ambulances.
- ◇ Arranges ambulance service transfers requested during the shift and makes assignments to staff the transfer.
- ◇ Requests additional resources/ambulances through the dispatch center when indicated.
- ◇ Provides the release of non-confidential information to the press as defined in service policy manual.
- ◇ Provides for the proper auditing of previous shift patient care reports.
- ◇ Performs duties of an EMT-Paramedic as defined in service protocols approved by the Service Program Medical Director.

- ◇ Performs all work duties and activities in accordance with County/department policies, procedures, and safety practices and the collective bargaining agreement.
- ◇ Represents Johnson County and participates in training/professional development activities and work related meetings as requested.
- ◇ Attends work regularly at the designated place and time.

FLSA Status: Non-Exempt

Pay Grade: 16

Date Established:

Date Revised: April 15, 2016

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of this job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work additional time, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

The County of Johnson is an Equal Employment Opportunity Employer. In compliance with the Americans Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.